

Youthpass in TCA and NET activities

Youthpass is both a tool and a process that helps to reflect on, document and recognise learning outcomes from youth work and solidarity activities. It is available to participants in projects funded by the Erasmus+ Youth* and European Solidarity Corps programmes and is aimed at young people as well as youth workers. It is also part of the EU's efforts to promote recognition and validation of non-formal and informal learning in the European youth field. The [Youthpass Strategy](#) of 2021 aims to guide the work around Youthpass.

* Except for the general DiscoverEU action

Why use Youthpass?

Youthpass supports the recognition of youth work, and of non-formal and informal learning across Europe. By using it in TCA, NET and TEC activities, you are contributing to this effort and encouraging youth workers to use Youthpass in their own projects. Besides, having a Youthpass with participants' self-assessment can be a valuable addition to their professional portfolio – it showcases their international experience in the field and their acquired competences.

"Why is Youthpass so important to me? That's because it made it possible for me and taught me how to reflect on my own learning outcomes, how to think about everything I've learned and how to apply this in my everyday work."

[Valentina Gambiroza Stakovic](#) from [Youthpass testimonials](#) collected by the National Agency of Croatia



"89% of the participants who had the Youthpass process implemented in their project say that the reflection on learning and the self-assessment helped raise their awareness of their development"

"30% have used Youthpass when applying for further studies, internships or employment and 67% of those think that it was helpful in that process"

[RAY-MON Comparative Research Report \(2022\)](#)

Who can receive Youthpass?

All participants are entitled to a Youthpass certificate. Since 2022, team members can also receive Youthpass if they wish so. Project organisers issue the Youthpass certificates by creating an account in [youthpass.eu](#), inserting the project details and inviting participants to complete their self-assessment. The facilitation team implements regular activities throughout the programme that supports their reflection.

In line with the principles of non-formal learning, Youthpass is a voluntary tool for the participants – they choose if they wish to receive one and if they wish to do a self-assessment. However, it is the organisers' responsibility to inform them about the possibility to work with Youthpass and its potential benefits, to offer the needed support and conditions, and to issue the certificates.

How to support learning with Youthpass?

Reflection and support to self-assessment should be an integral part of the activity throughout the project life cycle.

At the planning phase:

If you are new to Youthpass, [our publications](#) offer many resources to inspire you, including creative and engaging methods. When planning your project, make sure that the facilitation team sets aside enough time and designs appropriate methods for reflection during the activity and can support writing of self-assessment after the activity.

Before your activity starts, inform participants (for instance, in the info pack) about how you plan to implement Youthpass during the programme.

Tip: You can include this task already in the contract of the facilitators. We suggest counting in 1 additional working day and the appropriate fee in the contract for supporting participants' self-assessment during and after the activity.

While the activities are taking place:

Participants should have regular opportunities to reflect on their learning, either alone or with others, and record their learning achievements. Dialogue with the facilitators could enrich this reflection. The publications [Youthpass Unfolded](#) and [Valued by You, Valued by Others](#) describe several methods that can be easily adapted to your activities.

Tip: why not plan a session specifically to discuss how Youthpass can be used in the participants' own projects?

At the end of the programme, don't forget to prepare and sign participants' certificates. Although individual self-assessments can be done and sent later if necessary, we do recommend providing some guidance to the participants during the activity on how to write a descriptive self-assessment and how to express learning and competence development in writing.

Tip: If you do not wish to enter participants' data individually, you can import this data for all participants using an Excel file.

Follow-up:

If your participants need to take extra time to write their self-assessment from home after attending the project, they may benefit from some support during the writing process. The online self-assessment form on Youthpass is divided into sections that correspond to the [ETS Competence Model for Youth Workers](#).

The last section entitled "Other Competences" may also be used in addition to or instead of the ETS Competence Model, if this fits better to their specific needs. The competence areas that they do not fill in will not show on their certificate.

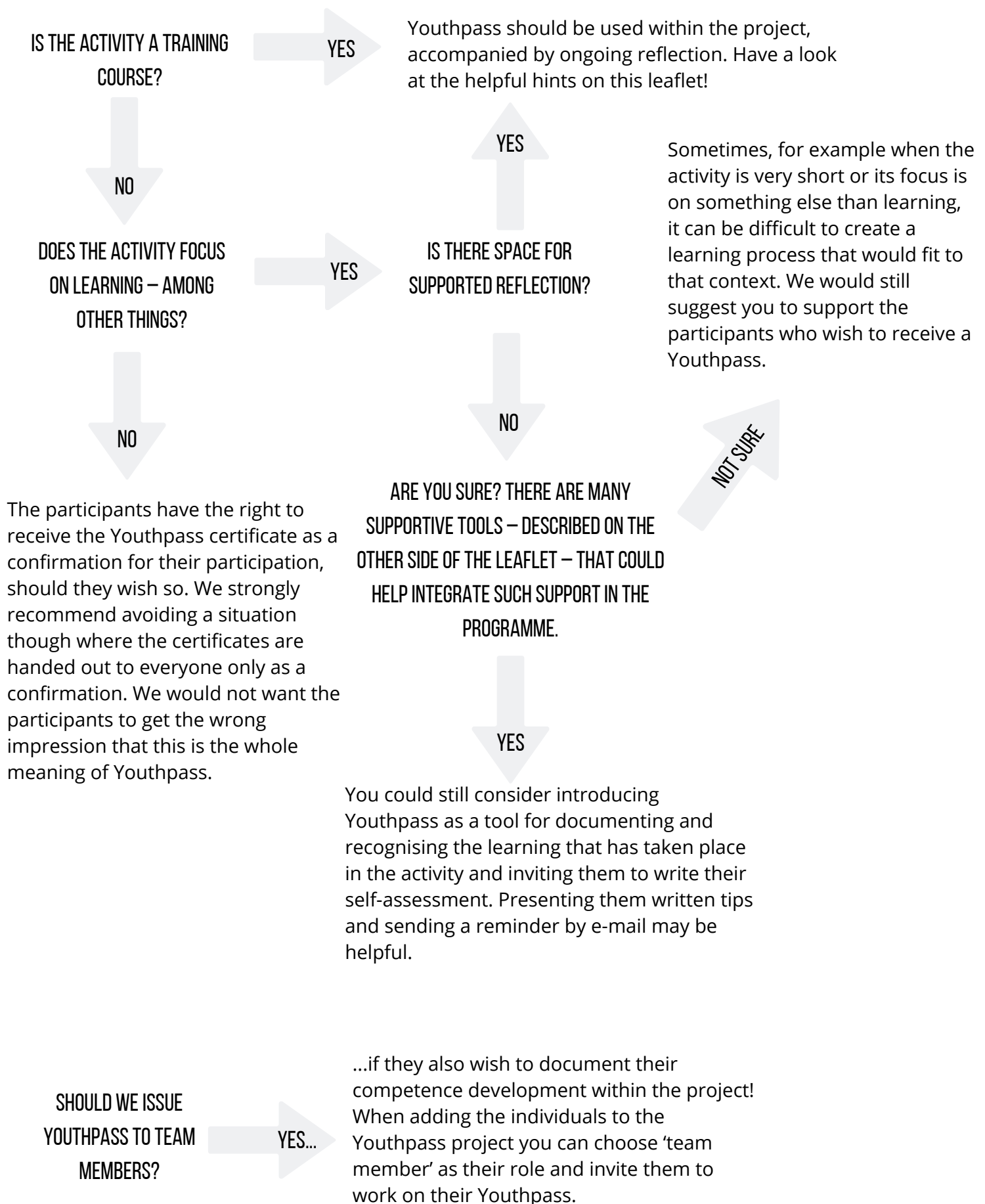
Technicalities: How are Youthpass certificates issued?

The Youthpass website is where you register your project, insert the project details and generate the certificates. It is also where the participants can add their self-assessment. The system allows support persons – for instance, a trainer or facilitator – to be added as editors and review the participants' self-assessment before generating the full certificate. You can have a look at the [step-by-step guide](#) for more information and try out the certificate generation workflow on the [demo website](#).

Tip: Certificates should be signed by a representative of the organisation. Make sure you have enough time to organise this in advance. The certificates can be signed electronically or by hand. The digitally signed certificates can be made available to the participants directly through the Youthpass tool.

Tip: You can enable YANS – the [Youthpass Automatic Notification System](#) – for your project and receive useful advice and friendly reminders on how to work with Youthpass at different phases of your project. The best would be to enter the project information into the Youthpass database as early as possible to make full use of YANS.

When and how to use Youthpass in TCA and NET activities?



To register a project in your Youthpass account, you will need a project number. You can use the following number structures to create respective projects:

For TCA activities: 202X-NA0X-TCA-XXXXXX

For NET activities: 202X-NA0X-ESC71-NET-XXXXXXXXXX and/or 202X-NA0X-NET-XXXXXXXXXX

For TEC activities: 202X-NA0X-ESC41-TEC-XXXXXXXXXX and/or 202X-NA0X-TEC-XXXXXXXXXX

*Please note that this leaflet only concerns the **TEC activities for organisations**. TEC activities for volunteers take place within the volunteering projects as part of the training and evaluation cycle. There is no need to issue separate Youthpass certificates for TEC activities of volunteers.*

In all these cases, 202X stands for the year of grant | NA0X stands for the NA code | XXXXXX or XXXXXXXXXXX stand for any number between 3 to 9 digits.

SALTO Resource Centres can use the following numbers as their NA numbers in order to issue their Youthpass certificates:

SA01 – SALTO EE&C

SA02 – SALTO Euromed

SA03 – SALTO I&D

SA04 – SALTO P&I

SA05 – SALTO SEE

SA06 – SALTO Solidarity Corps

SA07 – SALTO T&C

SA08 – SALTO Green

SA09 – SALTO Digital

Important note: Youthpass projects (and connected certificates) that ended more than 6 years ago are being deleted from the database to comply with EU data protection laws. It would be valuable to save the digital certificates (pdf-s) saved in your project folders in case ex-participants would wish to receive them again - in case they lose their Youthpass certificates.

We wish you a wonderful learning journey!



SALTO Training and Cooperation Resource Centre is responsible for the implementation of the Youthpass strategy across Europe. You can contact the Youthpass Team at youthpass@salto-youth.net. Further support on Youthpass is available from Youthpass Officers in each National Agency.