**EEA GRANTS 2014-2021: PROGRAMME EDUCATION**

**LEARNING AGREEMENT**

**Students in Secondary Education**

**Study period abroad / Traineeship (work placement)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** |  | | |
| **Project number** | **EHP-CZ-MOP-1-xxx** | | |
| **Participant (student/trainee)** | | | |
| Last name(s) |  | First name(s) |  |
| Date of birth |  | Gender |  |
| Year of studies |  | Field of education |  |
| **Sending institution** | | | |
| Name |  | | |
| Address |  | Country |  |
| **Receiving organisation** | | | |
| Name |  | | |
| Address |  | Country |  |

**Before the mobility**

|  |  |  |  |
| --- | --- | --- | --- |
| **TABLE A**  ***Mobility programme at the receiving organisation***  Planned period of the mobility (excluding travel days): from [DD/MM/YY] to [DD/MM/YY] | | | |
| **Traineeship title**  (in case of traineeship) |  | **Number of working hours per week** (in case of traineeship) |  |
| **Detailed programme of the mobility (including tasks of the participant)** | | | |
|  | | | |
| **Knowledge, skills and competences to be acquired by the end of the mobility (expected learning outcomes)** | | | |
|  | | | |
| **Monitoring and mentoring of the participant** | | | |
|  | | | |
| **Evaluation and validation of the study period / work placement** | | | |
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| --- | --- | --- | --- | --- | --- |
| **COMMITMENT**  *By signing this document, the participant, the sending organisation and the receiving organisation confirm that they approve the Learning Agreement and that they will abide by the principles of the Quality Commitment attached below. Sending and receiving institutions undertake to respect provisions agreed in the Partnership Agreement. On completion of the mobility the receiving institution will issue [a certificate] to the participant, while the sending institution will issue [a Europass Mobility / other form of validation, recognition] to the participant.* | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Participant |  |  | student / trainee |  |  |
| Responsible person at the sending institution |  |  |  |  |  |
| Responsible person at the receiving organisation |  |  |  |  |  |

**QUALITY COMMITMENT**

**Obligations of the sending institution:**

* Select the participating trainees or students by setting up clearly defined and transparent selection criteria.
* Define the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* If participants who face barriers to mobility are sent, special arrangements for those individuals should be made (e.g. those with special learning needs or those with physical disabilities).
* Prepare participants in collaboration with receiving organisation for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their (occupational) needs.
* Manage the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, etc.
* Establish the Learning Agreement with the participant and the receiving organisation to make the intended learning outcomes transparent for all parties involved.
* Establish assessment procedures together with the receiving organisation to ensure the validation and recognition of the knowledge, skills and competences acquired.
* Establish Memoranda of Understanding between the competent bodies if ECVET for mobility is used (if relevant in case of traineeship).
* Establish appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the receiving organisation.
* Establish a system of monitoring the mobility project during its duration, if relevant.
* Arrange and document together with the receiving organisation, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
* Evaluate with each participant their personal and professional development/learning outcomes following the period abroad.
* Recognise the accrued learning outcomes through ECVET, Europass or other certificates.
* Disseminate the results of the mobility projects as widely as possible.
* Self-evaluate the mobility as a whole to see whether it has obtained its objectives and desired results.

**Obligations of the sending and receiving organisation:**

* Negotiate a tailor-made training programme for each participant.
* Define the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* Establish appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
* Agree monitoring and mentoring arrangements.
* Evaluate the progress of the mobility on an on-going basis and take appropriate action, if required.
* Arrange and document the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

**Obligations of the receiving organisation:**

* Foster understanding of the culture and mentality of the host country.
* Assign to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
* Identify a tutor or mentor to monitor the participant’s training progress.
* Provide practical support if required including a clear contact point for students/trainees that face difficulties.
* Check the appropriate insurance cover for each participant.

**Obligations of the participant:**

* Establish the Learning Agreement with the sending organisation and the receiving organisation to make the intended learning outcomes transparent for all parties involved.
* Comply with all the arrangements negotiated for the study period/training placement and to do his/her best to make the mobility a success.
* Abide by the rules and regulations of the receiving organisation, its normal working hours, code of conduct and rules of confidentiality.
* Communicate with the sending institution and receiving organisation about any problems or changes regarding the mobility period.
* Submit a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the mobility period.