**ERASMUS+ PROGRAM**

**KA1 VET- MOBILITY**

**2021-2027**

**4.2. Learning Agreement for instructors (LA)**

(Bruke instruktør hospitering / Staff, Job shadowingsom mulighet for å bli godt kjent med mottaker bedrift og for å bygge opp mer samarbeid om det via Erasmus+. Deltakere må ta med og dele sine erfaringer og ny kunnskap i sin bedrift i Norge)

# Purpose of the Learning Agreement for job shadowing

This learning agreement defines the conditions and expected outcomes of a job shadowing mobility organised within the framework of the Erasmus+ program. Parties in this agreement shall abide by the program’s rules and quality standards.

# Information about the job shadowing mobility

|  |  |
| --- | --- |
| Field | Vocational Education and Training |
| Activity type: | VET Staff Job shadowing (Hospitering) |
| Mode: | Physical |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

# Parties to the Learning Agreement

The learning agreement is concluded between the participant in the job shadowing, the sending organization and the company.

## Participant in the job shadowing

|  |  |
| --- | --- |
| Full name: |  |
| Date of birth: |  |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Contact person: |  |
| E-mail and Phone number: |  |
| Address: | [Full address, including country, city and post code] |

## Intermediary organisation (if applicable)

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Contact person: |  |
| E-mail and Phone number: |  |
| Address: | [Full address, including country, city and post code] |

## Hosting/practice company

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Contact person: |  |
| E-mail and Phone number: |  |
| Address: | [Full address, including country, city and post code] |

# Details of the proposed context for job shadowing and Learning Outcomes:

|  |
| --- |
| **Competences to be acquired according to the Erasmus-plan:**  More consortium members, more participants in Mobility  Developing branches competences  Developing use of VET Mobility to increase the Quality in VET  Developing cooperation between companies/training offices and schools  Increasing of teaching methods  Increasing language competences  ICT competences  Internationalisation of World of Work and European citizenship.  **Additional competences:**  Visiting companies  Analyzing of professional skills in VET: Building and Construction, Health and Care, Youth-workers, Sale and Services, Business and Administration, Nursing, Landscape Gardeners…etc.  Comparing company administration, training methods , project-tools and curricula in VET  International networking: finding new partners for further projects  Intercultural competences: visiting of…museums, historical part, multicultural activity, developing language competences**……………** |

# Learning program and tasks for job shadowing.

# (Program. Eksempel. Hospitering innebærer minimum 2 arbeidsdager med 7.5 timer per dag med faglig innhold og diskusjon av samarbeid. Dette må dokumenters i form av en tilsvarende tidsplan)

|  |  |  |
| --- | --- | --- |
| **Day** | **Time** | **Program** |
| Day1.  3.05.2023  Travel day | Start: 06.00  Arriving: 20.20 | Travel day |
| Day 2.  4.05.2023  Jobshadowing | 09.00-10.30  10.30-12.00  12.00- 13.00  13.00-14.30  14.30-16.00  16.00-17.00  17.00-20.00 | Visiting company A. Visiting workshops during work/training in Company A  Visiting company B. Visiting workshops during work/training in Company B  Lunch together with new colleagues  Meetings about present cooperation: Cooperation : how it works so far: what can be done better.  Free time  Intercultural competences: visiting of…. And common dinner |
| Day 3.  5.05.2023  Jobshadowing | 09.00-10.30  10.30-12.00  12.00- 13.00  13.00-14.30  14.30-16.00  16.00-17.00  17.00-20.00 | Analyzing of VET- professional skills in ……Branches  Same…  Lunch  Possibilityes for Mopbility for Staff and apprentices  What is news and interesting things for the future cooperation  Free time  Intercultural competences: visiting of…. And dinner |
| Day 4.  6.05.2023  Jobshadowing | 09.00-10.30  10.30-12.00  12.00- 13.00  13.00-14.30  14.30-16.00  16.00-18.00  18.00-20.00 | Comparing administration og VET training, Training methods and curricula  Similarities / differences in both training systems: Norwegian and German  Lunch  International networking: Erasmus+ VET, finding new partners for further projects  Discussion about future cooperation. Signing of Mobility Documents  Free time  Finale Farewell Dinner |
| Day 5.  7.05.2023  Travel day | Start: 06.00  Arriving:23.59 | Travel day |

# Monitoring, mentoring and support during the activity

## Responsible person/mentor at the hosting company

The following person(s) at the hosting company are tasked with introducing the participant to their activities and tasks at the hosting company, providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes, and helping them to integrate into the daily routines and the social context at the hosting company.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

## Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

* During a preliminary meeting the participants will be informed by sending organisation about the project in general and about the expected benefit of the proposed program
* Dialogues between the sending organisation and the hosting company and the responsible contact persons in the companies.

# Evaluation and Recognition of the job shadowing:

# After the Job Shadowing experience the participants have to present new skills and expertise to colleagues at home company.

# Each participant need to answer the digital Survey from Erasmus+ program after the Job Shadowing.

# The learning outcomes attained by the participant will be recognized in the following way: By completed documents: Learning Agreement Complement .

# Reintegration at the sending organisation

Continuation as instructor in company in Norway.

# Signatures

The signatories confirm that they understood and approve the content of this agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant** | |  | **For hosting company** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sending organisation** | |  | **For intermediary organisation** | |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |