1. **Memorandum of Understanding (MoU)**

 **ERASMUS+ PROGRAM**

**KA106 STUDENT AND STAFF MOBILITY**

**2020-2025**

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| 1. **Objectives of the Memorandum of Understanding**
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| The Memorandum of Understanding (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In this Memorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit. |
| Are other objectives agreed on? Please tick as appropriate |   | No Yes – these are: |
| X |
| 1. **Learner’s internship**. The two parties intend to cooperate on mutual organizing mobility periods of 2-14 weeks duration funded by an Erasmus+ project for their own VET students/apprentices either at the other partner’s organisation or in companies approved for work practice by the other partner.
2. **Staff internship** of 2 days-2 months duration may be arranged at the other partner’s organisation or partner network
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| 1. **Organisations signing the Memorandum of Understanding**
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| Partner 1. Sending organization |
| Country | Norway |
| Name of organisation | Trøndelag County municipality |
| Address | Seilmakergata 2 |
| Telephone | 0047-74174000 |
| E-mail | postmottak@trondelagfylke.no |
| Website | <https://www.trondelagfylke.no/english/> |
| Contact person | Name: Angelika Grande, Position: International coordinator |
| Telephone | 0047-74174000 |
| E-mail | anggr@trondelagfylke.no |
| Organization ID:  |  E10026609 |
| Partner 2. Host organization |
| Country |  |
| Name of organisation |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| Website |  |
| Contact person | Name: , Position:  |
| Telephone |  |
| E-mail |  |
| Organization ID:  | ……………….. |

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| 1. **The training program(s) or** **qualification(s) covered by this MOU**
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| **Qualification 1: Vocational Qualification in Social and Health Care, Practical Nurse, Study program in Children’s and Youth Care Education, Mental Health and Substance Abuse Welfare Work or Elderly Care** |
| Target groups | Apprentices: EQF level 4Staff  |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | The actual learning outcome will be the same as that for local students/apprentices in the host country at the same level of training and in the same VET program. This will be specified in the Learning Agreement. |
| **Qualification 2: Vocational Qualification in Hotel, Restaurant and Catering Services, Study program in Restaurant and Catering Services** |
| Target groups | Apprentices: EQF level 4Staff |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | The actual learning outcome will be the same as that for local students/apprentices in the host country at the same level of training and in the same VET program. This will be specified in the Learning Agreement. |

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| **Qualification 3: Vocational Qualification in Business and Administration, Study program in Customer Service and Sales or Accounting and Office Services** |
| Target groups | Apprentices: EQF level 4 Staff |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | The actual learning outcome will be the same as that for local students/apprentices in the host country at the same level of training and in the same VET program. This will be specified in the Learning Agreement. |

Other training programs of interest for Mobility:

**Qualification 4: Vocational Qualification in** Mechatronics subjects and study program in Electrician cars mechanics.

**Qualification 5: Vocational Qualification in Crafts and Design**, Artisan, Study program in Handicraft design and production
**Qualification 6: Vocational training within Building and Construction**, such as bricklayer, carpenter, plumber, concrete worker, joiner, roofer and painters.

*where necessary, further tables can be annexed*

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| 1. **Division of responsibility in connection with mobility periods**
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| **Responsibility** | **As sending partner** | **As receiving partner** |
| Preparation of MOU | x | x |
| Provide the sending/hosting companies and the participants with all necessary information (contact person etc.) and documents to be signed before, during, and after the mobility period | x | x |
| Guarantee information and communication between partners | X | X |
| Prepare Learning Agreement: Clarify Learning outcomes, Units of Learning outcomes and assessment form. | X | X |
| Guarantee and organize suitable work and training placement in the professional field of the student/apprentice or staff |  | X |
| Sign Europass (or similar certificate of participation) and Learning Agreement drafted by the sending partner | X | X |
| Select, inform, and prepare the student/apprentice or staff | X |  |
| Arrange insurance (travel, health, work, accident, and liability) | X |  |
| Provide information about cost of living, flat, accommodation |  | x |
| Arrange accommodation for student/apprentice/staff |  | x |
| Provide Safety instruction, working clothes and safety equipment if necessary |  | x |
| Provide funding for meals during the mobility period | x |  |
| Provide funding for cost of living | X |  |
| Arrange travel | X |  |
| Organize tutoring in the company  |  | x |
| Carry out assessment |  | X |
| Participate in feedback of the whole work-based learning period | x | x |

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| 1. **Assessment, documentation, validation and recognition**
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| By signing this Memorandum of Understanding, we conform that we have discussed the procedures for assessment, documentation, validation and recognition and agreed on how this will be done (according each individual Learning Agreement) |
| 1. **Validity of this Memorandum of Understanding**
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| This Memorandum of Understanding is valid from: 01.01.2020 to 31.12.2025 |
| 1. **Evaluation and review process**
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| The work of the partnership will be evaluated and reviewed every year by 31 of June. |
| 1. **Signatures**
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| **Organisation / country** | **Organisation / country** |
| Trondelag County municipalityNorway |  |
| Name, role  | Name, role |
| Angelika GrandeInternational CoordinatorSignature:  | …….……..Signature:  |
| Place, date | Place, date |
| Steinkjer, 13.01.2020 |  |

Logo/stamp project owner Logo/stamp project partner