**3.a. Learning Agreement and Quality Commitment**

**ERASMUS+ PROGRAM**

**KA106 LEARNERS AND STAFF MOBILITY**

**2020-2025**

**I. DETAILS OF THE LEARNER:**

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| **Name of the learner: Date of birth: …/…/….. Home address: ………………….**  **Phone: E-mail: ……………………………….  Field of vocational education:** ……………………………………  **Sending organization:………………………………**   **Contact person:** **E-mail:**…………………………  **Phone:** ………….  **Contact person:** **E-mail:**…………………………  **Phone:** …………. |

**II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

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| **Receiving organisation**: ………………………………… **Contact person (s)**:………………………… **E-mail:**………………………. **Phone:**……………  **Contact person(s):** **E-mail:**…………………………  **Phone:** …………. |

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| --- |
| **Planned dates of start and end of the training period:** |

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| --- |
| **Expected learning outcomes:** |
| **Programme and tasks for the learner:** |

|  |
| --- |
| **Monitoring and Mentoring of the learner** (who/how): |
| **Assessment of the traineeship** (who/how):  **Documentation:**   * *Europass Mobility* * *Assessment of Learning Outcomes* * *osv* |

**III. COMMITMENT OF THE PARTIES INVOLVED**

**By signing this document, the learner, the sending- and receiving organisations** (*and the intermediary organisation if applicable)****\** confirm that they will abide by the principles of the Quality Commitment for ERASMUS+ traineeships attached below.**

\**please add a box below for the signature of the intermediary organisation – if applicable*

**We confirm that this proposed training programme agreement is approved**

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| **LEARNER**  ...........................................................................  Signature  Date: …………………………………………………………….. |

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| --- |
| **SENDING ORGANISATION**  Name: Position:  ............................................................................ Signature  Date: ………………………………………………. |

|  |  |
| --- | --- |
| **RECEIVING ORGANISATION**  Name: Position | |
| ............................................................................ Signature  Date: ………………………………………………. |  |

**ERASMUS+ Mobility - Quality Commitment Traineeships**

**The sending organisation undertakes to:**

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| --- | --- |
| ***Define*** | **The learning outcomes of the traineeship** in terms of the knowledge, skills and competencies to be acquired. |
| ***Choose*** | the appropriate **target country**, **host organisation**, **project duration** and **placement content** to achieve these objectives. |
| ***Select*** | **participants** on the basis of clearly defined and transparent criteria. |
| ***Prepare*** | participants in collaboration with partner organisations for the **practical, professional and cultural life of the host country**, in particular through language training tailored to meet their occupational needs. |
| ***Establish*** | a **contract** including **a learning agreement** whose outcomes are transparent for all parties involved. |
| ***Manage*** | transport, accommodation, visa/work permit **arrangements** and social security cover and insurance. |
| ***Evaluate*** | with each participant the **personal and professional development as well as the knowledge, skills and competences** achieved through participation in the Erasmus+ programme and recognize these as a part of the participant's studies. |

**The intermediary organisation (where appropriate) undertakes to:**

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| --- | --- |
| ***Select*** | **suitable host organisations** and ensure that they are able to provide a suitable environment for the learning outcomes to be acquired. |
| ***Provide*** | contact details of all parties involved and ensure that final arrangements are in place prior to participants’ departure from their home country. |

**The sending and host organisations jointly undertake to:**

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| --- | --- |
| ***Negotiate*** | a tailor-made **training programme** for each participant (if possible during preparatory visits). |
| ***Agree*** | **monitoring** and **mentoring** arrangements. |
| ***Implement*** | agreed assessment and **validation** procedures to ensure recognition of the knowledge, skills and competencies acquired. |
| ***Establish*** | appropriate **communication** channels for all parties including participants. |
| ***Evaluate*** | the **progress** of the project on an on-going basis and take appropriate action if required. |

**The host organisation undertakes to:**

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| --- | --- |
| ***Foster*** | understanding of the culture and mentality of the host country. |
| ***Assign*** | to participants **tasks and responsibilities** to match their agreed learning outcomes ( knowledge, skills, competences) and training objectives and ensure that appropriate equipment and support is available. |
| ***Identify*** | a **tutor** to monitor the participant’s training progress. |
| ***Provide*** | **practical support** if required. |
| ***Check*** | appropriate **insurance** cover for each participant. |

**The participant undertakes to:**

|  |  |
| --- | --- |
| ***Comply*** | with all arrangements negotiated for his/her traineeship and to **do his/her best to make the traineeship a success**. |
| ***Abide*** | by the **rules and regulations of the host organisation**, its normal working hours, code of conduct and rules of confidentiality. |
| ***Communicate*** | with promoter/sending organisation about **any problem or changes** regarding the traineeship. |
| ***Submit*** | a **report** in the specified format, together with requested supporting documentation in respect of costs, at the end of the traineeship. |