**ERASMUS+ PROGRAM**

**KA1 VET- MOBILITY**

**2021-2027**

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

# Purpose of the Learning Agreement for job shadowing

ABOUT JOB SHADOWING, from Programme Guide 2022 side 408 : …“A stay at a partner organisation in another country with the aim of receiving training by following practitioners in their daily work in the receiving organisation, exchanging good practices, acquiring skills and knowledge and/or building long-term partnerships through participative observation.”

This learning agreement defines the conditions and expected outcomes of a job shadowing mobility organized 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 |
| From travel date: |  |
| To travel date: |  |

# 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: |  |
| Phone number: |  |
| E-mail: |  |

## Sending organization

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person: |  |
| Adress: |  |
| Phone number: |  |
| E-mail: |  |

## Supporting organization (if applicable)

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person: |  |
| Adress: |  |
| Phone number: |  |
| E-mail: |  |
| Web-side: |  |
| E-number: |  |

## Hosting/practice company

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person: |  |
| Adress:  |  |
| Phone number: |  |
| E-mail: |  |
| Web-side: |  |
| E-number: |  |

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

|  |
| --- |
| Write here your 4 Individual goals for competence development and agreed work tasks during job shadowing/ skriv her dine 4 Individuelle mål for kompetanseutvikling og avtalte arbeidsoppgaver under jobs skygging: **1.****2.****3.****4.** **Overall competences according to the Erasmus-plan / Overordnede mål med Erasmus+ mobilitet:**Developing branches competencesIncreasing Quality in VET through job shadowing MobilityDeveloping VET cooperation between companiesDeveloping language competencesDeveloping ICT competencesInternationalisation of World of Work and European citizenship. **Additional competences:** Visiting companies Analyzing of professional skills in actual profession.Comparing company administration, training methods, project-tools and curricula in VETInternational networking: finding new partners for further projects. Intercultural competences |

# Learning program and tasks for job shadowing.

# (Program. Eksempel. Hospitering innebærer minimum 2 arbeidsdager med 7.5 timer per dag. Job skygging: følge en fagperson i han arbeid. Programmet skal legges ved LA, som vedlegg.

# 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: |  |
| E-mail: |  |
| Phone number: |  |
| Responsibilities: | [Mentor  |

## 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 must present new skills and expertise to colleagues at home company.

# Each participant needs 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.

Learning agreement must be signed in few weeks before the mobility.

**THE SENDING ORGANISATION**:

Date (before mobility): Name:

Signature:

**THE HOSTING ORGANISATION** :

Date (before mobility): Name:

Signature:

**THE PARTICIPANT**:

Date (before mobility): Name:

Signature:

**THE SUPORTING ORGANIZATION (if involved)**:

Date (before mobility): Name:

Signature:

**Erasmus + Quality Commitment**

**Obligations of the Participant**

Attend a 2-week language course if provided

Comply with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.

Follow the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.

Communicate with the Beneficiary/Sending Organisation and Host Organisation about any problems, interruption, or changes regarding the training placement.

Submit a report, together with requested supporting documentation, at the end of the mobility placement.

Refund the grant, in full or in part, to the Beneficiary/Sending Organisation if the mobility is interrupted or not completed according to this Agreement and the guidelines in the Erasmus+ Programme Guide

Do his/her utmost to accomplish all given tasks

Follow guidelines and code of conduct in accommodation premises

Contribute to a good fellowship in the group

**Obligations of the Sending Organisation**

* Select the participating learners by setting up clearly defined and transparent selection criteria
* Manage the practical elements around the mobility, taking care of organising travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on site etc.
* Provide linguistic and intercultural preparations for the participant(s), preparing for the practical, professional, and cultural life in the host country.
* Negotiate (with host organisation) a programme for the participant(s) and define the envisaged learning outcomes of the mobility in terms of knowledge, skills, and competences to be developed.
* Establish a Learning Agreement (LA) with the participant(s) and the host organisation to make the intended learning outcomes and assessment procedures transparent for all parties involved. LA must be completely planned, fulfilled and signed by all parts few monthes before planned mobility.
* Establish communication channels for the duration of the mobility and make these clear to the participant(s) and host organisation.
* Arrange and document the assessment of the learning outcomes; formal, informal, and non-formal learning outcomes and other results achieved by the participants. The learning outcomes must be recognised through Learning Agreement Complement (LAC) for each participant. LAC must be completely fulfilled by the host company and signed by all 3 parts (the participant, host company and sending organization) at the last working day in mobility.
* Evaluate the participants’ professional and personal development following the period abroad.
* Disseminate the results of the mobility projects as widely as possible; make participation in the programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
* Inform the Beneficiary, without delay, of any problems or interruption in the mobility

**Obligations of the Host company**

* Be responsible for guiding, support, evaluation and feedback during the work-based-training
* Establish a Learning Agreement and a programme for the mobility together with the Sending Organisation.
* Identify a tutor or mentor to monitor the participant’s training progress.
* Give the participant(s) 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.
* Establish communication channels for the duration of the mobility and make these clear to the Sending Organisation and the Participant(s).
* Provide practical support if required, including a clear contact point for learners that face difficulties.
* Foster understanding of the culture and mentality of the host country.
* Document the assessment of learning outcomes (formal, informal, and non-formal). The learning outcomes must be recognised through Learning Agreement Complement (LAC) for each participant. LAC must be completely fulfilled by the host company and signed by all 3 parts (the participant, host company and sending organization) at the last working day in mobility.
* A fulfilled and signed LAC confirms the trainee’s presence at working days as needed.
* Inform the Beneficiary/Sending organisation, without delay, of any problems or interruption in the mobility

**Obligations of the Supporting Organisation**

* Provide one contact person that will guide and support the trainee during the whole stay abroad
* Introduce the trainee to all parties and persons involved in the project
* Introduce the trainee to the workplace before the work-based-training starts
* Give basic advice in terms of culture, travel and business
* Identify and recommend a suitable accommodation of acceptable standard : safe, clean, healthy, without mould and with access to necessary facilities. If meals are included, they should be of good quality.
* Identify and recommend a suitable host company and working environment
* Facilitate a 2- weeks relevant language course for Pro-Long mobility
* Keep dialogue with host company to ensure good conditions and correct procedure in terms of workplace, support, mentoring, training and feedback/reporting
* Visit the workplace during the period.
* Forward the LA and the LAC to the Host Company/trainer to be fulfilled and signed. LA and LAC should be fulfilled in all relevant spaces. LA must be signed by all parties long time before the mobility. LAC must be fulfilled and signed by 3 parties at the last working day in practice.
* Collect the above-mentioned signed documents and forward them to the Sending organization
* Keep a record and inform the sending organization about the trainee’s absence from work or unusual situations