**ERASMUS+ PROGRAM**

**KA1 VET- MOBILITY**

**2021-2027**

**4.1. Learning Agreement for apprentices (LA)**

# Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning 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 learning mobility

|  |  |
| --- | --- |
| Field | Vocational Education and Training |
| Activity type: | VET learners mobility/ apprentices |
| 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 learning mobility, the sending organization and the company.

## Participant in the learning mobility

|  |  |
| --- | --- |
| 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

|  |  |
| --- | --- |
| 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] |

# Learning context for apprentices

|  |
| --- |
| At the sending organisation, the participant is currently enrolled in: |
| Title of the qualification / profession: | Journeyman certificate(Svennebrev) as a skilled…(fagnavn)Trade certificate (Fagbrev) as a skilled… (fagnavn)  |
| Level in the European Qualifications Framework: | EQF 4, Second year apprentice in company |

# Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

[Add or remove outcomes as needed for each participant]

**Expected learning outcomes/læringsutbytte:**

1. Getting to know the *Name of the country* vocational training system and vocational training as an skilled craftsworkers in *Name of the country* .
2. Expansion of competence in the field of *qualification / profession .*
3. Perform work according to a quality management system for the skilled *qualification / profession*
4. Perform work in line with current regulations for environment, health, and safety
5. Use protective and safety equipment
6. Take part in the companies’ dayly production
7. Learn about work-life and everyday-life in *Name of the country*
8. Learn about Sustainable work-life and production in *Name of the country*
9. Learn about Green Focus in dayly life in *Name of the country*
10. The apprentice expands her/his competence in the professional environment and European context.
11. Learn about democracy, tolerance and inclusion in work-life and everyday-life in *Name of the country*
12. Learning by physical and digital training, if possible. Blended learning
13. Inter-cultural competence
14. Developing language competances in *Name of the country* and multicultural understanding

# Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity. [Add or remove activities / tasks as needed for each participant.

**Programme and tasks for the learner:**

|  |
| --- |
| 1. Active participation in companies working- and social life during the placement.
2. Write a learning log/diary about her/his experiences and duties
3. Accompanying staff in various departments
4. Show interest for working methods, and expand teamwork skills
5. Perform work according to instructions, and health- and safety regulations
6. Following the schedules and working hours in the host company
7. Preparing for, and participate in the evaluation and feedback discussions and filling out the evaluation forms
8. …
9. …
 |

# 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)] |

## Responsible person at the sending organisation

The following person(s) at the sending organization are tasked with following the participants’ progress and providing content or practical support from the side of the sending organization.

|  |  |
| --- | --- |
| 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 **can include some** of the following activities:

* Scheduled dialogues between the sending organisation/ intermediary organization and the hosting company and the responsible contact persons in the companies.
* Instructor at the hosting company will give daily overview and feedback to apprentice
* Consultations between the mentors at the hosting company and sending organisation
* Blended mentoring by the sending organisation via e-mail/WhatsApp/phone calls.
* Weekly consultations between the sending organisation, hosting company and the responsible contact persons in the companies: periodical reviews of the learning outcomes and completed tasks
* Extra supervision and help from hosting company, if needed.
* Extra supervision and help from sending organisation, if needed.

# Evaluation of learning outcomes

## After the mobility activity, the participant’s learning outcomes will be assessed in the following way:

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| **Evaluation format and procedure:** |
| * Dokumentation in the Apprentice individual logg/ digital opplæringsbok
* Feedback from the Apprentice: referat fra Evalueringsmøte etter oppholdet
* Evaluation from the Hosting company (point 8.2.)
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|  |
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| **Evaluation criteria:** |
| * Degree of target achievement in completed mobility and comparison with the learning outcome in the Learning Agreement
 |

## Evaluation from Hosting company:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Achievements related to goals from the Learning Agreement / Hard Skills** | **Sufficient (low)** | **Satisfactory (average)** | **Very satisfactory** | **Excellent** | **Not applicable** |
| Communication and cooperating at work, and integration in company |  |  |  |  |  |
| Preform work in line with regulations for environment, health, and safety |  |  |  |  |  |
| Accuracy in the execution of his work |  |  |  |  |  |
| Participation, Interest, and Initiative |  |  |  |  |  |
| Work ethics |  |  |  |  |  |
| Punctuality and accuracy |  |  |  |  |  |
| Understanding of the profession |  |  |  |  |  |
| Use of tools and equipment |  |  |  |  |  |
| General cultural understanding |  |  |  |  |  |
| Overall assessment, and personal comments if wanted |  |

# Recognition of learning outcomes

The learning outcomes attained by the participant will be recognized in the following way:

By completed documents: **5. Learning Agreement Complement**

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| --- |
| **Conditions of recognition:** |
| Successful implementation and completion of the participant's mobility and written confirmation of the acquired competences by the sending organisation and hosting company in the Learning Agreement Complement |

|  |
| --- |
| **Recognition procedure:** |
| * Recognition on the basis of consultations between the mentors of the participating companies on acquired learning outcomes
* Personal interview with the mobility participant after the mobility with reference to the target agreements ( learning outcomes)
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|  |
| --- |
| **Documentation of recognition:** |
| Learning Agreement Complement  |

# Reintegration at the sending organisation

Continuation of apprenticeship at the home training 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: |  |