**ERASMUS + Call 2018 EEELM3.1**

**LEARNING AGREEMENT AND QUALITY COMMITMENT FOR VET MOBILITY**

**1. DETAILS OF THE PARTICIPANT**

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| Name of the participant:Sender:Field of vocational education:Contact person:Function:E-mail:Tel.: |      VISTA collegeP.O. Box 18256201 BV Maastricht The NetherlandsVET IQF 2 t/m 4     Stagecoördinator Internationalisering           |

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

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| **Training Company**Company name:Company address:Postcode and City:Country:**Contact Person**Name:Function:E-mail:Telephone number: |                                          |

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| **Planned dates**Start of the placement period:End of the placement period: | BegindatumEinddatum |

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| **Knowledge, skills and competences to be acquired**:     **Detailed programme of the training period**:      **Tasks of the trainee**:      **Personal goals for this particular student (at least 2):**     **Monitoring and Mentoring of the participant**:The student will be mentored by a member of the company (work placement supervisor). School will monitor the student during this period by appointing one staff member (school mentor). This monitoring will take place by telephone/mail/Skype or personal visit. The student will report the school mentor every 4 weeks by mail. If necessary the mentor can intervene at any time.**Evaluation and Validation of the training placement**: The training placement will be evaluated by the work placement supervisor and the student. Afterwards the school mentor and the work placement supervisor will discuss the outcome together with the student. All parts of the training-placement will be formally validated by an examination (by an assessor of our school – not the same person as the monitoring staff member) in your company. Or afterwards in a Dutch company, if no assessor can go abroad for the final examination. |

**3. OBLIGATIONS OF THE SENDING ORGANISATION**

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| * **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
* **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
* **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (e.g. those with special learning needs or those with physical disabilities).
* **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.
* **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
* **Establish** the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.
* **Establish** assessment procedures together with the host Organisation to ensure the validation and recognition of the knowledge, skills and competences acquired.
* **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
* **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host Organisation.
* **Establish** a system of monitoring the mobility project during its duration.
* When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
* **Arrange and document** together with the host Organisation, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
* **Evaluate** with each participant their personal and professional development following the period abroad.
* **Recognise** the accrued learning outcomes through ECVET, Europass or other certificates.
* **Disseminate** the results of the mobility projects as widely as possible.
* **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.
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**4. OBLIGATIONS OF THE SENDING AND HOST ORGANISATION**

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| * **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits)
* **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
* **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
* **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant .
* **Agree** monitoring and mentoring arrangements
* **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required
* **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility: Europass Mobility.
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**5. OBLIGATIONS OF THE HOST ORGANISATION**

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| * **Foster** understanding of the culture and mentality of the host country.
* **Assign** to participants 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.
* **Identify** a tutor or mentor to monitor the participant's training progress.
* **Provide** practical support if required including a clear contact point for trainees that face difficulties.
* **Check** the appropriate insurance cover for each participant.

**VISTA college will make sure that students are insured. Therefore we take out the insurance for the students.** **For insurance coverage:**  <https://studentsinsured.com/students> |

**6. OBLIGATIONS OF THE PARTICIPANT**

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| * **Establish** the Learning Agreement with the sending Organisation and the host organisation to make the intended learning outcomes transparent for all parties involved.
* **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement 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 the sending Organisation and host Organisation about any problems or changes regarding the training placement.
* **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.
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**7. OBLIGATIONS OF THE INTERMEDIARY ORGANISATION**

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| * **Select** suitable host Organisations and ensure that they are able to achieve the placement objectives
* **Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.
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**8. SIGNATURES OF THE PARTIES INVOLVED**

By signing this document, the participant, the sender (VISTA college) and the addressee confirm that they will abide by the principles of the Learning Agreement and Quality Commitment for VET Mobility projects.

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| **THE PARTICIPANT** Participant’s signatureDate:  |

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| **THE SENDER (VISTA COLLEGE)**We confirm that this proposed training programme agreement has been approved. On completion of the training programme the institution will issue a Europass Mobility Document to the participant. |
| Name:      Function:      Signature: ……………………………………………………………… | Date: ………………………………………… |

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| **THE RECEIVING ORGANISATION**We confirm that this proposed training program has been approved.On completion of the training program the organisation will issue a Europass Mobility Document to the participant. |
| Name: ……………………………………………………………… Function: ………………………………………………………………Signature: ……………………………………………………………… | Date: ………………………………………… |

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| **INTERMEDIARY ORGANISATION (*optional)***Name : …………………………………………………………….SignatureDate:  |