**!! This page is not part of the template. Please remove it before signing the agreement. !!**

**What is this template?**

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of vocational education and training.

**What is a learning agreement?**

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant, the sending organisation and hosting organisation. It is an important document to ensure quality and to build transparency and trust between the three parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement?**

Creating a learning agreement with each participant in individual mobility is an obligation defined in the [Erasmus Quality Standards](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools). The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits, invited experts, and participation in VET skills competitions. For activity type ‘Courses and training’ the learning agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.

However, it is not obligatory to use this specific template for your learning agreements. This template is recommended by the European Commission as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties (especially if learners are involved). Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.

**Erasmus+ learning agreement**

# Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme’s rules and quality standards.

# Information about the learning mobility

|  |  |
| --- | --- |
| Field | Vocational education and training |
| Activity type: | Course and training |
| Mode: | Physical |
| Start date: | 17/07/2023 |
| End date: | 23/07/2023 |

# Parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility, the sending organisation and the hosting organisation.

## Participant in the STAFF learning mobility

|  |  |
| --- | --- |
| Full name: |  |
| Address: |  |
| Email: |  |
| Phone number(s): |  |

## Lead Sending organisation

|  |  |
| --- | --- |
| Organisation name: | Istituto Professionale di Stato per l’Enogastronomia, l’Ospitalità Alberghiera ed i Servizi Commerciali di Spoleto “Giancarlo De Carolis” |
| Address: | Via S. Paolo, 1 – 06049 Spoleto (PG) Italy |

## VET Hosting organisation (dati dell’agenzia straniera che organizza l’attività di formazione)

|  |  |
| --- | --- |
| Organisation name: | RIVENSCO |
| Address: |  |

# Learning context

For **staff** in in vocational education and training

|  |  |
| --- | --- |
| At the sending organisation, the participant is currently working in the following capacity: | |
| Job title: | DSGA - Director of General and Administrative Services |
| Main tasks: | It supervises, with operational autonomy, the general administrative-accounting services and takes care of their organisation by carrying out functions of coordination, promotion of activities and verification of the results achieved; preparation and formalisation of administrative and accounting acts |

# Learning outcomes

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

VETs will recognize L.O.s:

- To join an international network of Higher Education Institutes in the VETH sector, improving the quality of training, sharing good practices, exchanging teachers/trainers/executives;

-To support the continuous professional development of teachers/educators by qualifying and improving their educational, pedagogical, methodological, linguistic and digital skills abroad.

[Add or remove outcomes as needed for each participant]

|  |  |
| --- | --- |
| **Outcome 1:**  **To develop specific skills and methodologies** | |
| Relevant subject, skill or competence: | PTOF / PAI / STAFF / SCHOOL COUNCIL |
| Description: | [Provide a short and clear description of the expected learning outcome in form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility]  - development of specific language skills  - learning foreign language teaching methodologies;  - |

|  |  |
| --- | --- |
| **Outcome 2: To develop and plan didactic contents** | |
| Relevant subject, skill or competence: | PTOF / PAI / STAFF / SCHOOL COUNCIL |
| Description: | - knowing how to develop teaching content on the basis of course learning  - PTOF planning  - |

|  |  |
| --- | --- |
| **Outcome 3: To relate at EU level** | |
| Relevant subject, skill or competence: | PTOF / PAI / STAFF / SCHOOL COUNCIL |
| Description: | - Establish international relations for collaboration on inclusion and sustainability  - |

# 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. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

Per i partecipanti all’attività Course and Training inserire il programma dell’attività di formazione all’estero

|  |  |
| --- | --- |
| **Activity / task 1: Improving of technical skills** | |
| Description: | Knowledge of the administrative functioning of different schools |

|  |  |
| --- | --- |
| **Activity / task 2: Improving of vehicular language** | |
| Description: | Tourist English and specific of the hotel sector |

|  |  |
| --- | --- |
| **Activity / task 3: Improving of soft skills** | |
| Description: | Improve the realization of mobility projects - Become proactive in proposing innovation and new methodological approaches in the realization of work-school alternation project |

# Monitoring, mentoring and support during the activity

## Responsible persons at the VET hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, 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 organisation.

Inserire I dati del tutor / docente dell’agenzia ospitante (dove viene svolta l’attività di formazione)

|  |  |
| --- | --- |
| Full name: | Demetra Panaretou |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). The mentor (main content supervisor) must be able to monitor the participant closely and interact with them on a daily basis.]

## Responsible persons at the lead sending organisation

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

Inserire i dati del referente Erasmus dell’Istituto capofila

|  |  |
| --- | --- |
| 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)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). Please note that in line with the Erasmus quality standards on good management of mobility activities, it is very strongly recommended that the mentor (main content supervisor) be employed at the sending organisation. Delegating this task (e.g. to a supporting organisation) may be judged to be in breach of quality standards regarding core project tasks.]

## Responsible persons at the sending organisation

Se diversa dal capofila (partner del consorzio nazionale) inserire i dati del referente Erasmus+

|  |  |
| --- | --- |
| 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 will include the following activities:

* [Activity 1] The mentor from the host agency will present the course to the participant, assign activities and monitor the results achieved, compliance with the programme, possible problems and solutions implemented. He/she will get in touch with the accompanying tutor / group leader and the Erasmus contact person of the sending school.
* [Activity 2] - The Erasmus+ sending organisation responsible will support the participants in the contextualisation of the on-site, teaching and cultural activities, will convene meetings with the host agency tutor for the management of critical issues. He/she manages the mobility documents, the attendance register, the E.C.V.E.T. tools. He/she will relate to the host agency tutor for any monitoring activities. He/she coordinates the activities of drafting the Learning Agreements and individual Europass Mobility documents.
* [etc.] The Host Agency Tutors will send a final report to the Project Coordinator, after sharing them with the on-site Tutors. They will provide certification of participation in the training activity and experience

[List what kind of monitoring and mentoring arrangements will be put in place, for example: scheduled dialogues, periodical reviews of the learning outcomes and completed tasks, consultations between the mentors at the hosting and sending organisation, etc.]

# Evaluation of learning outcomes

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

Descrivere il modello di valutazione degli apprendimenti formali ed informali, previsto dagli istituti di invio, acquisiti dallo studente durante il tirocinio, tenendo conto delle seguenti documentazioni:

* Europass mobility
* Questionario valutazione corso
* Report finale del partecipante in PDF stampato e inviato al referente Erasmus (Paolo Diotallevi)
* Piano di implementazione delle attività (trasferimento degli apprendimenti nelle attività scolastiche)
* ECVET Learning Agreement

|  |
| --- |
| **Evaluation format:** |
| [Describe the planned evaluation formats, for example in terms written or oral examination, required practical tasks, continuous assessment or punctual examination, structured report, self-assessment elements, etc.] |

|  |
| --- |
| **Evaluation criteria:** |
| [Describe the criteria that will be used for the evaluation] |

|  |
| --- |
| **Evaluation procedures:** |
| [Describe the evaluation process and procedures: where is it going to take place (sending or hosting organisation), who will be the evaluators, procedure in case of contested results, how are the results and/or grades going to be transmitted between the hosting and the sending organisation, etc.] |

# Recognition of learning outcomes

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

|  |
| --- |
| **Recognition conditions:** |
| The teacher training plan includes a course for the certification of language skills acquired through (job shadowing / course and training) for all three levels A2 - B1 - B2 - C1.  The training course abroad is included in the PTOF training plan and will be recognized as continuous training of the trainer/teacher, in line with Directive n.170/2016. The teacher will draw up a project on the innovation of inclusion paths, that will be included in the PAI (Annual Inclusion Plan).  …. |

|  |
| --- |
| **Recognition procedures:** |
| …. |

|  |
| --- |
| **Recognition documentation:** |
| [List the documents (digital or paper) that must be issued to ensure the recognition of the learning outcomes. Link to each document the organisation responsible to issue it, the recipient of the document and the indicative timeframe for issuing the document.]  a)The evaluation of the final documentation of the course will be made by the Erasmus+ sending organization responsible.  b) Recognition of learning (acquired skills) will be made by …  c)The validation of the learning outcomes will be confirmed by the Headmaster… |

# Reintegration at the sending organisation

[For staff: remove the contents of this section and indicate ‘Not applicable’, unless specific arrangements will be made (e.g. in case of longer mobility periods).]

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

|  |
| --- |
| **Reintegration destination:** |
| Istituto Professionale di Stato per l’Enogastronomia, l’Ospitalità Alberghiera ed i Servizi Commerciali di Spoleto “Giancarlo De Carolis” |

|  |
| --- |
| **Reintegration conditions:** |
| -The teacher that took part in the CLIL training activities will activate a training unit in English;  -The learning obtained by the staff in the different training activities will be presented to the teachers' colleges in each VET, as a good practice sharing activity. |

# Additional provisions

[If needed, introduce here any other provisions specific to the individual mobility. For example, this can be: arrangements with hosting families, an applicable code of conduct or other annexes. If no additional provisions apply, please indicate ‘Not applicable’.]

# Signatures

The signatories confirm that they understood and approve the content of this agreement.

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participant** | |  | **For lead sending organisation** | |
| Full name: |  |  | Full name: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Position: |  |
|  |  |  | Signature: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For sending organisation** | |  | **For VET hosting organisation** | |
| Full name: |  |  | Full name: |  |
| Position: |  |  | Position: |  |
| Date and place: |  |  | Date and place: |  |
| Signature: |  |  | Signature: |  |