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LEARNING AGREEMENT

for an international VET placement using the VQTS model

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Proposed template¹

Introduction

A Learning Agreement (LA) is concluded by the authorised institutions (for example, training providers in the home and hosting country or other competent body), in the framework of a MoU, and a specific mobile learner. It should specify the particular conditions for an international training period (mobility project), such as the information about the person in training, duration of the mobility period and the learning outcomes expected to be achieved or competences to be developed and the associated credit points. It should also clarify the responsibilities of the stakeholders involved. In particular, it should clarify that, if the expected learning outcomes have been achieved or the specified competences have been developed by the mobile learner and positively assessed according to agreed criteria by the hosting country, the home institution will validate and recognise them as part of the requirements for a qualification.

Sufficient information should be provided about the competences already acquired by the person in training. This should ensure that the mobile learner is given tasks and responsibilities that correspond with the level of competence of the learner and the educational objectives for the training period and that the learning outcomes achieved or competences developed will be validated and recognised by the competent institution in the home country. Therefore, the hosting provider needs to be able to determine which competences can be built upon and to find suitable areas or work tasks. Relevant documents should be sent to the hosting organisation. Representatives of the hosting organisation should analyse these documents and, if necessary, obtain additional information from the training institution in the home country. This should ensure that

¹ This template was developed within the Lifelong Learning project 'Vocational Qualification Transfer System II – VQTS II' (LLP-LdV-TOI-2007-AT-0017) – www.vocationalqualification.net.

the person in training is neither under- nor over-challenged during his or her stay abroad.

The LA contains the following elements:

- a. General objectives of the LA
- b. Information about the partners
- c. Period of international placement covered by this LA
- d. Contact and communication
- e. Competences of the person in training (including Competence Profile Certificate of the Individual Profile)
- f. Competences to be developed by the person in training during the international placement
- g. Catch up on missing competences
- h. Signatures
- i. Annexes

Guidelines for filling in the LA are provided in orange-coloured boxes.

a) General objectives of the LA

The purpose of international placements is to provide learners with training experience in an environment that differs in cultural, educational and work-related aspects from his or her own country. In the LA, specific arrangements for credit transfer for a mobile learner are described and agreed upon. In case the partners have agreed upon further objectives, they should also be stated in the LA.

Are there any further objectives? Please tick where applicable:

No

Yes – please specify: _____

b) Information about the partners

The LA should include relevant contact information on representatives from the partners involved, for example, training providers in the home and hosting countries or any other competent institution and the person in training.

Information about the sending organisation / competent institution in the sending country (or: country A)

Name of organisation _____

Type of organisation _____

Address _____

City _____

Tel _____

E-mail _____

Name of the contact person _____

Tel _____

Fax _____

E-mail _____

Homepage _____

Supervising teacher/on-the-job instructor
(if not the contact person) _____

Tel _____
E-mail _____

Information about the hosting organisation / competent institution in the hosting country (or: country B)

Name of organisation _____
Type of organisation _____
Address _____
City _____
Tel _____
E-mail _____
Name of the contact person _____
Tel _____
Fax _____
E-mail _____
Homepage _____
Supervising teacher/on-the-job instructor
(if not the contact person) _____
Tel _____
E-mail _____

Information about the intermediary organisation (if applicable)

Name of intermediary organisation _____
Type of organisation _____
Address _____
City _____
Tel _____
Fax _____
E-mail _____
Name of contact person _____
Homepage _____

Information about the person in training (mobile learner)

Family name student _____

First and middle names _____

Date of birth ____/____/____ (day/month/year)

Country and city of birth _____

Identity number _____

Permanent address _____

City _____

Country of legal permanent residence _____

Tel _____

E-mail _____

Name of legal representative
(if applicable) _____

Training programme or qualification
to be obtained _____

Stage of studies _____

Further information (if necessary):

c) Period of international placement covered by this LA

The start-date and the total time of the training period should be decided upon in the LA, taking into consideration the training plan of the student in the home country and the work or training plan of the hosting organisation.

Date on which the placement starts: _____

Date on which the placement ends: _____

In total the placement covers: _____ days / weeks / months

d) Contact and communication

The arrangement about the types and means of contact and communication (between the home organisation and the person in training and the home organisation and the hosting organisation) during the international placement should be described. In general, contact and communication should take place on a predefined regular basis and whenever there is specific need for it. The language for communication should also be clarified.

Sending organisation and person in training:

timing (when): every _____
 how (means of contact): _____
 format to be used: _____
 contact person sending organisation: _____

Hosting organisation and sending organisation

timing (when): every _____
 how (means of contact): _____
 language: _____
 format to be used: _____
 contact person sending organisation: _____
 contact person hosting organisation: _____

e) Competences of the person in training (including Competence Profile Certificate of the Individual Profile)

In order to specify the level of competence development of the person in training, a Competence Profile Certificate should be developed for this person and included in the annex of the LA. To provide further information additional documents, such as a EUROPASS CV, the European Language Passport or any other internationally recognised certificates (for example, ECDL – European Computer Driving Licence – www.ecdl.com) could be added to the annexes of the LA. The training provider in the home country should help the person in training to collect all relevant documents and certificates.

Title of the training programme or qualification (including EQF level, if applicable) the mobile learner is obtaining as well as information about any specialisations, additional competences or qualifications already acquired:

Please indicate what kinds of documents are included in the annex to specify the level of competence development of the person in training:

Please tick where applicable:

- Competence Profile Certificate for the person in training
- EUROPASS CV
- European Language Passport
- Additional documents – please specify: _____
-

f) Agreement on competences to be developed by the person in training during the international placement

The relevant competence area(s) including the respective step(s) of competence development that are to be handled during the mobility phase of the specific learner should be fixed. This specification has to be based on the general agreement on the part(s) of the training programme(s) that can, in principle, be considered for the competence development during the international training period (see MoU).

A personal development plan for the person in training should be added to the annex of the LA or developed during the first part of the international placement. The personal development plan should include a description of which kind of tasks the person in training will perform/practice and/or which classes the person in training will attend to reach the agreed-upon step(s) of competence development.

Please indicate the relevant competence area(s) including the respective step(s) of competence development that are to be handled during the mobility phase. The respective competence areas and steps of competence development can either be listed here or a graphic of the relevant part of the Competence Profile Certificate of the person in training can be included:

Personal development plan for the international VET placement:

Competence area	Step of competence development	Tasks/activities to be performed – or: Classes to be attended

Please tick where applicable:

- Personal development plan added to the annex of the LA
- Personal development plan will be developed during the first part of the international placement and will be ready by _____

g) Catch up on missing competences

It has to be clarified if the training placement abroad will result in missing certain competences that would have been acquired in the training programme in the home country and whether these competences are essential. If appropriate, information should be provided on how the person in training can catch up on competences he or she will have missed because of the international placement.

This clarification should be stated in an annex of the LA, as an agreement between the training provider in the home country and the person in training.

The following actions will be undertaken to catch up on the following competences that the person in training will miss because of his/her placement abroad:

Competences/learning outcomes	Agreed actions of the person in training

h) Signatures

With the signing of the LA the signatories (authorised representatives of the competent organisations, training providers and the mobile learner) confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

Date and place:

- Name and title of representative of the sending organisation / competent institution in the sending country (or: country A):

Position in organisation: _____

Signature: _____

Stamp:

- Name and title of representative of the hosting organisation / competent institution in the hosting country (or: country B):

Position in organisation: _____

Signature: _____

Stamp:

- Name of person in training: _____
Signature: _____
Name of the legal representative (if applicable) _____
Signature: _____
- Name and title of representative of the intermediary organisation (if any):

Position in organisation: _____
Signature: _____
Stamp:

i) Annexes

Required und agreed documents (such as the EUROPASS CV and the Competence Profile Certificate of the Individual Profile) should be included in the annex.

For example:

[Competence Profile Certificate of the person in training]

[Europass CV]

[European Language Passport]

[Personal Development Plan]

[Further explanation of the catching up of missed competences – including signatures of representative of sending organisation and person in training]