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MEMORANDUM OF UNDERSTANDING

for an international VET placement using the VQTS model

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Proposed template¹

Introduction

The Memorandum of Understanding (MoU) is a voluntary partnership agreement in which conditions for an international VET placement are concluded between ‘competent bodies’ from different countries. The MoU sets the framework for credit transfer and establishes partnership’s procedures for cooperation.

In this agreement, organisations accept each other’s status as competent institutions and accept each other’s quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purpose of transferring credits at the end of a training period abroad. They agree on the general conditions such as objectives and duration, use the VQTS model to agree on the comparability of qualifications concerned for the purpose of credit transfer and identify other actors and further institutions that may be involved.

Establishment of MoUs is recommended for cases of organised mobility. However, if the institutions concerned (e.g. VET providers) already have trust in each others’ procedures and they are competent to recognise credit without the agreement of another institution (e.g. ministry, employers’ representatives or regional authority), they can put in place exchanges directly using the Learning agreement.

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 MoU contains the following elements:

- a. General objectives of the MoU
- b. Period of eligibility of the MoU
- c. Information about the partners
- d. Information about the training programme(s) or qualification(s) concerned (including Competence Profile Certificate[s] of the Organisational Profile[s])
- e. General agreement on the relevant part(s) of competence development during international training periods
- f. Agreement on Responsibilities
- g. Quality assurance
- h. Assessment
- i. Updating the Competence Profile Certificate
- j. Validation and recognition of results
- k. Signatures
- l. Annexes

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

a) General objectives of the MoU

The MoU sets out the general framework of cooperation and networking between the partners through which a climate of mutual trust is established. It also enables the partners to design specific arrangements for credit transfer for learners (placements abroad, mobility projects) and to prepare a Learning Agreement (involving two partners and a specific mobile learner).

If the partners have agreed upon further objectives, they should also be stated in the MoU.

Are there any further objectives? Please tick where applicable:

No

Yes – please specify: _____

b) Period of eligibility of the MoU

Information should be given on the period of eligibility of the agreements set down in the MoU. For example, in some cases, it makes sense to agree on a period of a few years; in others cases, more years are more appropriate. However, it is suggested to agree on a period of several years.

This MoU is valid until _____

c) Information about the partners

MoUs are concluded by competent institutions, each of which is empowered, in their own setting, to award qualifications or units or to give credit for achieved learning outcomes for transfer and validation. It is important to note that one institution can be competent for more than one function in the qualifications system as well as in ECVET, depending on the set up of the particular qualification system. These may be ministries, qualifications authorities, regional authorities, employers' representatives or chambers, etc.

In some cases, they might be training providers (educational institutes, companies) in the sending and hosting country or other kinds of institutions authorised to establish such a MoU. The MoU should include relevant contact information from all these organisations as well as information on their functions (type of organisation – for example: school, company etc.) and roles (hosting, sending, intermediate organisation).

Information about the 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 _____

Information about the 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 _____

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 _____

Further information (if necessary):

d) Information about the training programm(es) or qualification(s) concerned

Transparent and sufficient information about the relevant training programme(s) or qualification(s) in the home and host country is the basis for mutual trust. Therefore, Competence Profile Certificate(s) of the Organisational Profile(s) should be developed. If this is not applicable (because the VET placement abroad is supposed to take place in a company which is usually not offering training in the context of a certain training programme) then at least the possible competence development to be offered should be indicated on the Competence Matrix. The Competence Profile Certificate(s) or any other related information should also be included in the annex of the MoU. In addition, the EUROPASS Certificate Supplement(s) should be included in the annex.

Title of the relevant training programme(s) or qualification(s) (including EQF level, if applicable):

Please indicate which kind of documents are included in the annex to provide transparent and sufficient information about the relevant training programme(s) or qualification(s) in the home and host country:

Sending country (or: country A):

Please tick where applicable:

Competence Profile Certificate of the Organisational Profile

Certificate Supplement

Additional documents – please specify: _____

Hosting country (or: country B):

Please tick where applicable:

Competence Profile Certificate of the Organisational Profile

Certificate Supplement

Additional documents – please specify: _____

e) General agreement on the relevant part(s) of competence development during international training periods.

The most important issue in the MoU is the 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. This can be done by referring to the respective parts of the Organisational Profile(s). If the training programmes or qualifications in the home and host country are quite similar, this agreement might be related to the whole Competence Profile(s). In other cases, only certain competence areas or steps of competence development might be selected for the mobility projects.

Please indicate which part of the Organisational Profile(s) can, in principle, be considered for the competence development abroad. 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 Organisational Profile can be included:

f) Responsibilities

Information should be provided on the responsibilities of the stakeholders involved: the competent institutions, the sending and hosting provider or any other intermediate organisation and the person in training. The aspects to be clarified could include, for example, financial aspects (it should be clarified whether the mobile learner will be paid for his or her international training and if yes, how much and what kind of responsibilities might result from this, for example, taxes and social insurance) and responsibilities for preparatory activities.

Information should be provided on which (organisational) activities the hosting organisation takes responsibility and which activities are the responsibilities of the home organisation or the person in training. These preparatory activities might be related to arranging accommodation in the host country, providing working clothes, arranging travel to work, health insurance, work accident insurance and costs of living. In particular, the training provider in the hosting country should send an information package to the specific mobile learner before the international placement (including information about the requirements in the host country for a permit to stay, information about financial matters, insurance, accommodation, etc.).

Furthermore, the documents to be provided before and/or after the international training period should be specified (for example, Learning Agreement, Competence Profile Certificate of a person in training before and after the training period abroad, reference letter to confirm that the training has taken place).

Please provide further information where applicable:

<i>Responsibility for</i>	<i>Sending country (or: country A)</i>	<i>Hosting country (or: country B)</i>
Sending information package		
Health insurance and travel insurance for the time abroad		
Arrangements on employment (government regulations, taxes etc.) related to the legal framework of both countries		

Payment for the mobile learner		
Accident insurance at the workplace and during commuting to the workplace for the time abroad		
Arrangement of accommodation for the training period abroad		
Providing working clothes or protection equipment during the training period abroad		
Arranging travel during the training period abroad		
Costs of living		
Etc.		

Further information, if appropriate:

Documents to be provided before and/or after the international training:

Please tick where applicable:

- Learning Agreement
- Competence Profile Certificate of a person in training before and after the training period abroad (sending country or: country A)
- Competence Profile Certificate of a person in training before and after the training period abroad (hosting country or: country B)
- Reference letter to confirm that the training has taken place
- Other – please specify: _____
-

g) Quality assurance

Information about quality assurance of the training programme(s) and, in particular, the quality assurance activities and measures relevant for the international training periods should be included in the MoU. For example, the minimum quality-standards expected to be fulfilled by the hosting provider during the mobility period could be described. These standards could be supplemented with specific criteria and/or standards required by the sending country.

Quality assurance activities and measures relevant for the international training periods:

For example: Minimum standards for the hosting provider - company

1. The hosting organisation provides a safe training environment for the mobile learner in which he/she can develop and learn;
2. The hosting organisation takes into consideration the level of competence development of the mobile learner (the years of training/work experience);
3. The hosting organisation allows enough time, room, means and resources for the training and coaching the mobile learner;
4. The mobile learner can practise (when necessary under guidance) the daily company activities in relation to the education of the student (in case the hosting organisation is a company);
5. The mobile learner can attend the needed school classes in relation to the education of the student (in case the hosting organisation is a school);
6. The hosting organisation appoints a person who will be the representative of the working place / school training in training, coaching and supervising the mobile learner;
7. The hosting organisation provides a detailed programme/plan including an introduction programme, evaluation interviews with the mobile learner on

- the progress of the placement and the final assessment of the mobile learner;
8. The hosting organisation cooperates with the sending organisation and makes the appropriate training agreements as described further on in the Learning Agreement;
 9. The hosting organisation gives the necessary information on the conditions and equipment concerning the work itself and the work environment (in case the hosting organisation is a company) or concerning the training and classes to be attended (in case the hosting organisation is a training institute).
 10. A representative of the hosting organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives.
 11. The mobile learner works under the supervision and responsibility of the hosting organisation, following the specific working hours (in case the hosting organisation is a company).
 12. The mobile learner attends classes and fulfils other tasks that are part of the agreed training plan (in case the hosting organisation is a training institute).
 13. The mobile learner follows the discipline and working / schools hours, and respects the rules in force and legal provisions concerning professional confidentiality.

h) Assessment

It should be described how and when the hosting organisation will assess the mobile learner. The method(s) to be used should be agreed upon in cooperation with the sending organisation that has the final responsibility for the whole competence development of the person in training. Assessment could be related to the vocational competences (in a narrower sense) as well as to social and other work-related skills and abilities. The assessment could take place several times during the international placement and the results should be discussed with the mobile learner.

The assessment will be done as follows (e.g. method, criteria and documentation for assessment, grading scale):

i) Updating the Competence Profile Certificate

The procedure and responsibilities for updating the Competence Profile Certificate of the person in training for providing information about the actual competence development during the international training period should be specified.

The consequences and procedures should be described if, for any reason, the international placement should be ended sooner than planned.

Procedure and responsibilities for updating the Competence Profile Certificate of the person in training for providing information about the actual competence development during the international training period:

Consequences and procedures if, for any reason, the international placement should be ended sooner than planned:

j) Validation and recognition

The following procedures and criteria should be described, specifying the methods and processes used for:

- Validation: for confirming that certain assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific learning outcomes or steps of competence development that are required for the specific training programme or qualification;
- Recognition: attesting officially achieved learning outcomes or steps of competence development reached through the awarding of an updated Competence Profile Certificate.

Procedures and criteria for validation:

Procedures and criteria for recognition:

k) Signatures

With the signing of the MoU, the partners confirm the accuracy of all statements made in this agreement and thereby accept all principles and articles expressed therein.

Date and place:

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

Position in organisation: _____

Signature: _____

Stamp:

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

Position in organisation: _____

Signature: _____

Stamp:

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 Certificate Supplement(s) and Competence Profile Certificate(s) of the Organisational Profile(s) should be included in the Annex.

Sending country (or: country A):

[Competence Profile Certificate of the Organisational Profile]

[Certificate Supplement]

[Additional documents]

Hosting country (or: country B):

[Competence Profile Certificate of the Organisational Profile]

[Certificate Supplement]

[Additional documents]