

# Learning Agreement

## for the

# ASSET – ECVET Project

*"Logos of the two competent institutions"*

**Learning Agreement (n°ASSET/.....--)**

**Objective:**

The objective of this Learning Agreement is to structure the organisation of the mobility periods for young learners within the ASSET project. Each Learning Agreement must refer to the MoU signed between the two Competent Authorities which the VET Providers signing the contract depend on.

*The ASSET project has been developed in the context of a "Life-Long Learning Programme" (EFTLV) 2007 – 2013 (Experimental Projects testing and developing apprenticeship credit point systems for apprenticeships in education and professional training courses).*

***The MoU refers to the partnership agreement signed by ..... and ..... on ..... 2010***

**A. Learner :**

Name of Learner	
Contact Details of Learner (address, telephone number, email)	
Person responsible for the learner (if under 18) (name, address, telephone number, email)	

**B. Home VET provider :**

Name	
Address	
Person responsible for mobility programme (name, telephone number, email) and signing of the Learning Agreement	
Person directly responsible for sending the learner (name, telephone number, email)	

**C. Host VET provider:**

Name	
Address	
Person responsible for mobility programme (name, telephone number, email) and signing of the Learning Agreement	
Person directly responsible for sending the learner (name, telephone number, email)	

### **Commitments and Obligations of the VET Providers:**

- The teaching language is to be the language of the hosting VET Provider. The home VET Provider is responsible for preparing the learner for this.
- The host VET Provider is responsible for all the details, preparation and organisation concerning the hosting of the learner during the period of mobility according to the terms of the present agreement and its 8 appendices.
- The home VET Provider is responsible for all the details, preparation and organisation concerning the sending of the learner for a period of mobility according to the terms of the present agreement and its 8 appendices.
  - **Appendix A** states the units of learning outcomes concerned by the mobility period with a complete description of each unit.
  - **Appendix B** states the details of the organisation of the mobility period in the host VET provider's country (in the company or in the training centre).
  - **Appendix C** indicates the cultural and linguistic conditions to be completed prior to the mobility period by the home VET Provider.
  - **Appendix D** states the assessment procedures to be used during the mobility period and indicates the conditions which will be applied.
  - **Appendix E** is an example of a Personal Transcript which is to be completed by the host VET Provider and indicates the ECVET points allocated to each unit concerned by the mobility period.
  - **Appendix F** states the administrative and legal rules and regulations including information on the different insurances for the learners needed for the period of mobility.
  - **Appendix G** states the financial aspects for the mobility period.
  - **Appendix H** indicates the information to be included in the final report to be written by the VET Providers after each period of mobility.

### **Dates and Places of the Mobility Period:**

This Learning Agreement is valid from / /2010 to / /2010 and concerns a period of mobility for the learner from / /2010 to / /2010.

The educational activities will normally be organised :

- at ..... from / /2010 to / /2010,
- at ..... from / /2010 to / /2010,

*A detailed timetable will be given to the learner (and to the person directly responsible for the learner in the home institution) at least one week before the beginning of the mobility period.*

### **Commitments of the learner:**

The learner agrees to :

- respect the Rules and Regulations of the host VET Provider
- respect Health and Safety Regulations of the host country
- attend regularly all the educational activities
- refer to the person responsible in the host VET Provider
- take out any necessary insurances.

Name of the Insurance Company (where applicable) :

Contract N° :

**Learner :**  
 Date of Birth :  
 Passport/Identity Card Number :  
 Address :

Date : Signature

*Signature of the parents or legal guardians (for learners under 18)*  
 Name :

**The home VET Provider** .....confirms that the Learning Agreement has been accepted

Name : Job Title :

Date :

Signature Stamp

**The host VET Provider** .....confirms that the Learning Agreement has been accepted

Name : Job Title :

Date :

Signature Stamp

**Appendix A: Units of learning outcomes Concerned by the Mobility Period**

Complete description

**Appendix B: Organisation of the Mobility Period**

- person of reference
- accommodation

- length and time of the mobility period
- socio-cultural activities
- programme/timetable
- educational activities
- flight details
- equipment and clothing necessary

### Appendix C: Cultural and Linguistic Conditions

to be completed prior to the mobility period by the home VET Provider  
 information on the host country (weather, cultural aspects, food, special diets,  
 geography, traditions, special days  
 language preparation

### Appendix D: Assessment Procedures

When, where, who, in what language

### Appendix E: Personal Transcript

Host VET provider : Address : Person Responsible : Person to contact :	
Reference of Memorandum of Understanding : Reference of Learning Agreement :	
Learner's name : Date of Birth : Passport/Identity Card Number :	
Name of Qualification in the host country	Name of Qualification in the home country
Unit title :	Unit title :
ECVET Points :	ECVET Points :
Learning Outcomes:	
Unit Successful <sup>o</sup> : <input type="checkbox"/> yes <input type="checkbox"/> no	

Date :

Place :

Signature of the Person Responsible in the host VET Provider's Institution :

Stamp :

## **Appendix F: Administrative and Legal Rules and Regulations**

The following documents will be given to the learner:

Rules and Regulations of host Institution

Health and Safety Rules in the host country (work place and training centre)

Information on insurances necessary for host country

Health insurance information (E111 – European health insurance card)

## **Appendix G: Financial Aspects**

Who pays what and when

Eg accommodation, transport, food, trips out, flights, insurance, transfers, equipment, clothing,

Not a detailed budget inside the LA

## **Appendix H: Final Report Guidelines**

*Report to be made after each mobility by each VET provider in one month after the mobility*

Main points of LA

Number of learners involved in mobility,

Assessment results

Difficulties encountered

Recommendations