**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

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| Field | VET: Vocational Education and Training |
| Activity type: |  |
| Mode: | Physical |
| Start date: |  |
| End date: |  |

# 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 learning mobility

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

## Sending organisation

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

## Hosting organisation

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

# Learning context

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| At the sending organisation, the participant is currently enrolled in: | |
| Title of the qualification / profession: | vocational student at XXX Schule YYY  Qualification aimed for: |
| School year / grade: | 2024/25: ZZZ in the Xnd year of training |
| Level in the European Qualifications Framework: | EQF: Level 4 |

# Learning outcomes

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

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| **Outcome 1: Practical Content – practical training in economical field** | |
| Relevant subject, skill or competence: | Accounting and bookkeeping clerks compute, classify, and record numerical data to keep financial records complete. They perform any combination of routine calculating, posting and verifying duties to obtain primary financial data for use in maintaining accounting records. |
| Description: | Tasks include - (a) checking figures, postings and documents for correct entry, mathematical accuracy and proper codes;  (b) operating computers programmed with accounting software to record, store and analyse information; (c) classifying, recording and summarizing numerical and financial data to compile and keep financial records, using journals and ledgers or computers;  (d) calculating, preparing and issuing bills, invoices, account statements and other financial statements according to established procedures.  (e) compiling statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses. Examples of the occupations included here: - Accounts clerk  - Bookkeeping clerk  - Cost computing clerk |

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| **Outcome 2: International Teamwork** | |
| Relevant subject, skill or competence: | Cooperation and collaboration in an international team  Training in intercultural skills and international communication, especially in English |
| Description: | The participant:  - is committed to intercultural awareness  - shows sensibility towards cultural differences by taking actions which facilitate positive interaction between international organisations, groups or individuals of different cultures  - shows unified commitment to achieve the given goals  - learns strategies for team development  - adjusts in a new community  - builds positive and open communication dynamics with organisations, groups and individuals from different countries  - builds a cooperative relationship and optimises information exchange |

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| **Outcome 3: Digital skills** | |
| Relevant subject, skill or competence: | (Exchange on the) use of various digital tools in business training  Comparison of aspects of digital education  Application of digital tools |
| Description: | The participant:  - is able to use various digital tools safely and profitably  - gains insight into various areas of application of digital technology in the economical field of work |

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| **Outcome 4: Communication and language skills** | |
| Relevant subject, skill or competence: | Training in intercultural skills and international communication, especially in English  Use of English language skills, in particular terms from the field of business English |
| Description: | (After the mobility) the participant:  - communicates more confidently in English (business language) on economical topics.  - uses digital tools to communicate in the foreign language as appropriate to the situation  - communicates and cooperates in everyday school and professional situations in English in an international team |

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| **Outcome 5: Sustainability** | |
| Relevant subject, skill or competence: | Exchange of best practice examples of sustainability in education / school life / school development  Participation in “green activities” (beach cleaning, recycling, circular economy projects, etc.) on site |
| Description: | The participant:  - develops a greater awareness of the need for sustainability in education and training  - promotes and encourages the concept of sustainability to the fellow students, colleagues and the public through speeches, guided tours, displays and workshops  - informs about and promotes environmentally friendly behaviours  - is aware of the need for European cooperation in the field of sustainability |

# Learning tasks and programme

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| In order to complete the set tasks successfully the participant …. | |
| Participation/Completion  – Participation in workshops, laboratories, and classrooms at a vocational school  – Participation in a training company  – Two "green activities"  – Preparation and implementation of presentations (group and individual presentations) and workshops  (see specified program/timetable): | – works closely with tutors, trainers and teachers  – Complies with all accident prevention and occupational health and safety regulations  – Accepts all guidelines, regulations, and practices of the local partner institution  – Observes the basic principles of sustainability |

# Monitoring, mentoring and support during the activity

## Responsible persons at the hosting organisation

The following person 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.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | Main person responsible for the implementation of the project / mobility |

## Responsible persons at the 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.

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| --- | --- |
| Full name: |  |
| Job title: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | Organisation and coordination of support measures  Drawing up the learning agreement with the participant to make the intended results transparent for all parties involved  Evaluation of the ongoing progress of the mobility measures, taking appropriate measures if necessary  Establishment of suitable communication channels for the duration of the mobility measure  Recognition of learning outcomes through the Europass (or other certificates) |

## Accompanying persons

The following person(s) will accompany the participant during their mobility period:

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| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | Accompanying person and organizer on site  Establishment of suitable communication channels for the duration of the mobility measure  Assessment of individual learning progress and recognition of learning outcomes on site |

## Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

* Regular contact between sending and host organization
* Preparation of mobility with participants in personal contact, as well as via e-mail and MS Teams
* Preliminary discussion as part of the vocational training in Bad Neustadt
* Preparation in English as a foreign language in English lessons
* Follow-up meeting with evaluation and experience report

# Evaluation of learning outcomes

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

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| **Evaluation format:** |
| Evaluation by the involved teachers / instructors |

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| **Evaluation criteria:** |
| The assessment criteria are divided into four categories for the learning outcomes set:  A: The participant has achieved the learning outcome to the fullest satisfaction.  B: The participant has achieved the learning outcome to satisfaction.  C: The participant has achieved the learning outcome.  D: The participant has not achieved the learning outcome to a large extent. |

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| **Evaluation procedures:** |
| The assessment is carried out retrospectively on the basis of the projects and activities implemented and the solution of the tasks set, on the basis of a feedback discussion.  The assessment is carried out by the participating teachers and trainers of the participating training companies. |

# Recognition of learning outcomes

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

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| **Recognition conditions:** |
| The participant submits the signed mobility certificate, which confirms that all the tasks set have been completed, to the Erasmus coordinators.  The accompanying teacher informs the Erasmus coordinators that the tasks have been assessed.  The learning outcomes are then certified. |

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| **Recognition procedures:** |
| Certification is carried out by the Erasmus coordinators in consultation with the accompanying teachers. |

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| **Recognition documentation:** |
| - Confirmation / Certificate (of participation) listing learning outcomes and skills  - Europass Mobility |

# Reintegration at the sending organisation

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

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| **Reintegration destination:** |
| Same school and grade until graduation.  Reintegration is not required. Mobility takes place within the vocational school curriculum during a block course period. Missed assessments will be made up at a subsequent appointment. |

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| **Reintegration conditions:** |
| Participants take part in regular lessons after the project, if such lessons take place. (There are no performance assessments during the mobility period.) |

# Additional provisions

In advance, the participants create a joint presentation in digital form (e.g. PowerPoint and/or video) and in English of approx. 15 minutes, in which they introduce and present themselves, their school, their education type, their home region, their career plans, their expectations of Portugal, etc. to the students at the Portuguese partner school. The students agree to report on their experiences during their mobility after their return, e.g. during the graduation ceremony, in a report for the school's annual report, etc.

# Signatures

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

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| **Participant** | |
| Full name: |  |
| Date and birth: |  |
| Signature: |  |

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| **For sending organisation** | |
| Full name: |  |
| Position: |  |
| Date and birth: |  |
| Signature: |  |

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| **For hosting organisation** | |
| Full name |  |
| Position: |  |
| Date and birth: |  |
| Signature: |  |