**ERASMUS+ PROGRAM**

**KA1 VET- MOBILITY**

**2021-2027**

**4.1. Learning Agreement for apprentices (LA)**

# Purpose of the learning agreement

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

# Information about the learning mobility

|  |  |
| --- | --- |
| Field | Vocational Education and Training. Subject/ fag: |
| Activity type: | VET learners mobility/ apprentices |
| Mode: | Physical |
| From travel date: |  |
| To travel date: |  |

# Parties to the Learning Agreement

The learning agreement is concluded between the Participant in the learning mobility, the Sending organization and the Host company ( and the Supporting organisation if nessesary).

## Participant in the learning mobility

|  |  |
| --- | --- |
| Full name: |  |
| Date of birth: |  |
| Address: |  |
| Phone number: |  |
| E-mail: |  |
| Educational training programme: | Trade certificate (Fagbrev) as a skilled… (fagnavn) |
| Level EQF | EQF 4, Second year apprentice in company |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person |  |
| Responsibilities | **Mentor, main content supervisor. Contact for administrative matters. Emergency contact** |
| Address: |  |
| Phone number: |  |
| E-mail: |  |

## Supporting organization

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person |  |
| Responsibilities: | **Contact for administrative matters and Emergency contact** |
| Address: |  |
| Phone number: |  |
| E-mail : |  |
| Web-side : |  |
| E-number: |  |

## Host/practice company

|  |  |
| --- | --- |
| Organisation name: |  |
| Contact person, |  |
| Responsibilities: | **Mentor , superviser for training** |
| Address: |  |
| Phone number: |  |
| E-mail : |  |
| Web-side : |  |
| E-number: |  |

# Preparations and objectives for the learning activity

## Preparations

The participant has participated in a preparation meeting where practical, professional, and cultural aspects of the learning activity have been discussed. The participant is made aware of expectations and obligations of the learning mobility. The participant in VET-ProLong will be offered to take a language course at the beginning of mobility.

## 4.2 Objectives of the learning activity:

The objective of the mobility is to provide the participant with learning opportunities in an international context. The participant should experience an international work environment and expand their knowledge and training, in a selection of the competence aims in the Norwegian curriculum. The learning activity should also foster independence and personal development. The learning activity should give the participant an intercultural dimension in their education and training, providing them with important intercultural competences and skills, such as expanded knowledge of other cultures, traditions, and languages.

# Learning outcomes

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

**This section should describe the expected learning outcomes for the participant. Forventet læringsutbytte:**

1. **Individual Learning outcomes for Professional skills :**

Skriv inn på Engelsk dine 4 faglige personlige læremål :

**LEARNING OUTCOME** 1 : *Skriv inn konkret læreplanmål – beskriv målet. Eks: «competence in operation of vessels, duty watch, maintenance work, knowledge of a ship’s operational routines …”*

**LEARNING OUTCOME 2**: *Skrive inn konkret læreplanmål – beskriv målet. Eks: “follow instructions from superiors and handle work tasks according to health, safety and environment regulations…”*

**LEARNING OUTCOME 3 :..................**

**LEARNING OUTCOME 4** :..................

1. **Overall Learning outcomes :**
   1. Getting to know the vocational training system and vocational training as a skilled worker in the hosting country.
   2. Perform work according to a quality management system for the skilled worker.
   3. Expansion of competence in the field of the mobility professison.
   4. Perform work in line with current regulations for environment, health, and safety.
   5. Use protective and safety equipment.
   6. Take part in the companies’ daily production.
   7. Learn about work-life and everyday-life in the hosting country.

**Erasmus+ priorityes** for learning mobility is to learn about : 1) Sustainable work-life and production in the hosting country; 2) Green Focus in daily life in the hosting country; 3) Democracy, tolerance and inclusion in work-life and everyday-life; 4) Developing language and inter-cultural competence.

# Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity. **Programme and individual tasks for the learner:**

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| --- |
| 1. Active participation in host companies working- and social life during the placement.   Write here a description of the tasks and activities planned for the participant during the placement.  Activity / Task 1:  Activity / Task 2:  Activity / Task 3:   1. Follow and write a learning log/diary about her/his experiences and duties. 2. Show interest in working methods and expand teamwork skills. 3. Perform work according to instructions, and health- and safety regulations. 4. Following the schedules and working hours in the host company 5. Preparing for and participating in the evaluation and feedback discussions and filling out the evaluation forms. |

# Monitoring, mentoring and support during the activity.

## Responsible person/mentor at the Sending organisation

The contact person and mentor at the sending organization are tasked with following the participants’ progress and providing content or practical support from the side of the sending organization.

## Responsible person at the Supporting organisation

The contact person at the supporting organization are tasked with following the participants’ oweall content or practical support, is responsible for the overall structure for the entire stay abroad, contact with the chosen practice company, accommodation and other arrangements for the whole stay.The contact person is also a Contact for administrative matters and Emergency contact.

## Responsible person at the Host company

The contact person / mentor at the hosting company are tasked with introducing the participant to their activities and tasks at the hosting company, 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 company.

## Mentoring and monitoring arrangements

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

* Information on intercultural and 2-weeks linguistic programme (for Pro-Long) on arrival.
* Monitoring and support of the participant is carried out by the responsible persons at the sending, supporting and host organisations.
* Preparation of the work plan during the practice by the host company
* Information on the necessary insurance cover abroad by the sending organisation.

# Recognition of learning outcomes

The learning outcomes attained by the participant will be recognized in the following way: By completed documents: **Learning Agreement Complement**

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| **Conditions of recognition:** |
| Successful implementation and completion of the mobility. Written confirmation of the acquired competences by the sending organisation and hosting company in the Learning Agreement Complement |

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| --- |
| **Recognition procedure:** |
| * Recognition on the basis of consultations between the mentors of the participating companies on acquired learning outcomes * Personal interview with the mobility participant after the mobility with reference to the target agreements (learning outcomes) |

|  |
| --- |
| **Documentation of recognition:** Learning Agreement Complement |

# Reintegration at the sending organisation

Continuation of apprenticeship at the home training company in Norway.

# Signatures

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

Learning agreement must be signed in few weeks before the mobility.

**FOR THE SENDING ORGANISATION**:

Date (before mobility): Name:

Signature:

**FOR THE HOSTING ORGANISATION**:

Date (before mobility): Name:

Signature:

**THE PARTICIPANT** :

Date (before mobility): Name:

Signature:

**FOR THE SUPORTING ORGANIZATION (if involved)**:

Date (before mobility): Name:

Signature:

**Erasmus + Quality Commitment**

**Obligations of the Participant**

* Attend a 2-week language course if provided
* Comply with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
* Follow the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.
* Communicate with the Beneficiary/Sending Organisation and Host Organisation about any problems, interruption, or changes regarding the training placement.
* Submit a report, together with requested supporting documentation, at the end of the mobility placement.
* Refund the grant, in full or in part, to the Beneficiary/Sending Organisation if the mobility is interrupted or not completed according to this Agreement and the guidelines in the Erasmus+ Programme Guide
* Do his/her utmost to accomplish all given tasks
* Follow guidelines and code of conduct in accommodation premises
* Contribute to a good fellowship in the group

**Obligations of the Sending Organisation**

* Select the participating learners by setting up clearly defined and transparent selection criteria
* Manage the practical elements around the mobility, taking care of organising travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on site etc.
* Provide linguistic and intercultural preparations for the participant(s), preparing for the practical, professional, and cultural life in the host country.
* Negotiate (with host organisation) a programme for the participant(s) and define the envisaged learning outcomes of the mobility in terms of knowledge, skills, and competences to be developed.
* Establish a Learning Agreement (LA) with the participant(s) and the host organisation to make the intended learning outcomes and assessment procedures transparent for all parties involved. LA must be completely planned, fulfilled and signed by all parts few monthes before planned mobility.
* Establish communication channels for the duration of the mobility and make these clear to the participant(s) and host organisation.
* Arrange and document the assessment of the learning outcomes; formal, informal, and non-formal learning outcomes and other results achieved by the participants. The learning outcomes must be recognised through Learning Agreement Complement (LAC) for each participant. LAC must be completely fulfilled by the host company and signed by all 3 parts (the participant, host company and sending organization) at the last working day in mobility.
* Evaluate the participants’ professional and personal development following the period abroad.
* Disseminate the results of the mobility projects as widely as possible; make participation in the programme widely known within the organisation and create opportunities for participants to share their mobility experience with their peers.
* Inform the Beneficiary, without delay, of any problems or interruption in the mobility

**Obligations of the Host company**

* Be responsible for guiding, support, evaluation and feedback during the work-based-training
* Establish a Learning Agreement and a programme for the mobility together with the Sending Organisation.
* Identify a tutor or mentor to monitor the participant’s training progress.
* Give the participant(s) tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the learning agreement and ensure that appropriate equipment and support is available.
* Establish communication channels for the duration of the mobility and make these clear to the Sending Organisation and the Participant(s).
* Provide practical support if required, including a clear contact point for learners that face difficulties.
* Foster understanding of the culture and mentality of the host country.
* Document the assessment of learning outcomes (formal, informal, and non-formal). The learning outcomes must be recognised through Learning Agreement Complement (LAC) for each participant. LAC must be completely fulfilled by the host company and signed by all 3 parts (the participant, host company and sending organization) at the last working day in mobility.
* A fulfilled and signed LAC confirms the trainee’s presence at working days as needed.
* Inform the Beneficiary/Sending organisation, without delay, of any problems or interruption in the mobility

**Obligations of the Supporting Organisation**

* Provide one contact person that will guide and support the trainee during the whole stay abroad
* Introduce the trainee to all parties and persons involved in the project
* Introduce the trainee to the workplace before the work-based-training starts
* Give basic advice in terms of culture, travel and business
* Identify and recommend a suitable accommodation of acceptable standard : safe, clean, healthy, without mould and with access to necessary facilities. If meals are included, they should be of good quality.
* Identify and recommend a suitable host company and working environment
* Facilitate a 2- weeks relevant language course for Pro-Long mobility
* Keep dialogue with host company to ensure good conditions and correct procedure in terms of workplace, support, mentoring, training and feedback/reporting
* Visit the workplace during the period.
* Forward the LA and the LAC to the Host Company/trainer to be fulfilled and signed. LA and LAC should be fulfilled in all relevant spaces. LA must be signed by all parties long time before the mobility. LAC must be fulfilled and signed by 3 parties at the last working day in practice.
* Collect the above-mentioned signed documents and forward them to the Sending organization
* Keep a record and inform the sending organization about the trainee’s absence from work or unusual situations