

Explanatory note:

A Learning Agreement (LA) is concluded by the two competent institutions involved in the training and validation process and the learner, in the framework of a Memorandum of Understanding (MoU). The LA defines the conditions for the mobility of each individual learner. If the conditions for mobility are the same for a group of learners it is possible to use the same text for all the learners in the group. However, each learner should receive and sign a Learning Agreement that concerns him/her individually.

For more information and guidance on the establishment of a LA please refer to the ECVET Users' Guide: 'Using ECVET for geographical mobility (2012) - Part II of the ECVET Users' Guide - Revised version – including key points for quality assurance' – [Link].

1 Information about the establishment of a MoU

Explanatory note:

The Learning Agreement provides information on whether a MoU has been developed and sets the framework for this specific mobility exchange.

A MoU has been developed - please tick as appropriate:

No

Yes

'File code' of the MoU

2 Information about the actors involved

Explanatory note:

The LA contains the key contact information of the partner institutions involved (such as VET providers in the home and host country as well as other competent institutions or intermediary institutions) and the mobile learner (or his/her legal guardian if applicable).

Contact details of the home institution:

Name of institution

Address

Telephone

Fax

E-mail

Website

Contact person

Telephone

Fax

E-mail

Contact details of the host institution:

Name of institution	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Website	<input type="text"/>
Contact person	<input type="text"/>		
Tutor/mentor	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Contact details of the intermediary institution, if applicable:

Name of institution	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>	Website	<input type="text"/>
Contact person	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

Contact details of the learner:

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		
Date of birth (dd/mm/yy)	<input type="text"/>		

Contact details of the legal guardian of the learner, if applicable:

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
E-mail	<input type="text"/>		

3 Duration of the training period abroad**Explanatory note:**

The LA specifies the start and end dates and the overall length of the training period abroad.

Beginning of training abroad (dd/mm/yy)	<input type="text"/>
End of training abroad (dd/mm/yy)	<input type="text"/>
Overall duration of period abroad (in weeks):	<input type="text"/>

4 Qualification being prepared by the learner - including information on where the learner is in his/her learning pathway (his/her current status of acquired knowledge, skills and competence)**Explanatory note:**

To enhance transparency and ensure that the mobile learner is assigned tasks during the mobility stay that are in line with his/her competence level and the training objectives of the stay abroad, it is recommended to provide sufficient documentation of knowledge, skills and competence previously acquired by the learner and/or to state the tasks s/he is already able to carry out (for example, under instruction, under supervision, or independently). Existing instruments and Europass documents should be used to describe the already acquired knowledge, skills and competence of the learner, such as language skills.

Qualification being prepared by the learner	<input type="text"/>
EQF level/NQF level (if appropriate)	<input type="text"/>

Information on where the learner is in his/her learning pathway (annex any useful information available to indicate acquired knowledge, skills, competence)

Enclosures in annex - please tick as appropriate

<input type="checkbox"/>	Europass Certificate Supplement	<input type="checkbox"/>	Europass Language Passport
<input type="checkbox"/>	Europass CV	<input type="checkbox"/>	Europass Mobility
<input type="checkbox"/>	(Unit[s] of) Learning outcomes already acquired by the learner		

5 Description of the learning outcomes to be achieved during mobility

Explanatory note:

A key element of the Learning Agreement is the information about the content (unit[s] of learning outcomes) for each specific mobility (and the associated ECVET points according to home country regulations). If only part of the learning outcomes that have been bundled into a unit are the focus of the stay abroad or only specific learning outcomes, this will also be indicated.

It is also recommended to specify how the learning activities abroad will be organised in relation to the learning outcomes to be acquired. The information provided does not need to be highly detailed, however it is important that it is clear and relevant for the learning outcomes, to guarantee that the mobility period goes smoothly and that the learners will have sufficient and appropriate opportunities to develop learning outcomes for which they will be assessed. For example, an individual development plan for the learner could be enclosed or one could be created at the beginning of the stay abroad. This plan can describe the tasks to be completed and/or the courses to be attended which are necessary for the acquisition of the agreed knowledge, skills and competence.

Detailed information can be provided in the annex.

Title of unit(s) of learning outcomes/ parts of units to be acquired (incl. ECVET points)

Specific learning outcomes to be acquired

Summary of the learning activities necessary to acquire the expected learning outcomes (for instance, information on locations of learning, tasks to be completed and/or courses to be attended):

Enclosures in annex - please tick as appropriate

- Description of unit(s) of learning outcomes which are the focus of the mobility phase
- Description of the learning activities
- Individual development plan for the mobility phase

6 Assessment and documentation

Explanatory note:

To recognise a learner's credit when s/he returns to the home institution, the home and the host institutions specify and agree upon the assessment procedures (including criteria, indicators and methods).

Furthermore, it is important to specify how the results of the assessment will be recorded in a learner's transcript of record and who is responsible to ensure that the documentation is clear so that the learning outcomes can be validated and recognised by the home institution.

Who will assess the learner's performance?

How and when will the learning outcomes be assessed and documented?

Enclosures in annex

- Detailed information about the assessment procedure
(e.g., methods, criteria, assessment grid)
- Template for documenting the acquired learning outcomes
(such as the learner's transcript of record or Europass Mobility)

Who will record the results of the assessment in the learner's transcript of record?

7 Validation and recognition

Explanatory note:

To ensure that the learning outcomes achieved abroad will be integrated into the learner’s qualification or pathway, it is specified in what form the home institution validates and recognises the learning outcomes achieved and who is responsible for these activities in the home institution. Depending on the system in place, this can be one step or two: by one institution or two. Please provide an explanation regarding this.

In cases where the learner is participating in a training programme in which grades are given, it should be specified how the grades will be given for the learning outcomes achieved abroad.

Who will validate the learning outcomes achieved abroad?

How will the validation process be carried out?

Who will recognise the learning outcomes achieved abroad?

How will recognition be conducted?



Signatures

Institution - in country [A]

Name, function

Place, date

Institution - in country [B]

Name, function

Place, date

Intermediary organisation
(if applicable)

Name, function

Place, date

Signatures

Learner:

Legal guardian (if applicable):

Name:

Name:

Place, date (dd/mm/yy):

Place, date (dd/mm/yy):

Additional topics

Explanatory note:

The LA can include spaces for adding additional topics relevant for the respective partnership.

Annexes

