**Learning Agreement**

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| 1. **Information about the participant** | |
| Contact details of the **sending** organisation | |
| Name of organisation | BHAK / BHAS Voitsberg Bundeshandelsakademie und Bundeshandelsschule Voitsberg |
| Address | Franz-Jonas-Straße 13 – 15 | 8570 Voitsberg |
| Telephone/fax | Tel: +43 5 0248 073 |
| E-mail | direktion@bhv.at |
| Website | https://www.bhv.at |
| Contact person | Wolfgang Zotter, MSc |
| Telephone/fax | 0043 664 432 94 90 |
| E-mail | wolfgang.zotter@bhv.at |
| Contact details of the **host** organisation | |
| Name of organisation/Pic |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Tutor/mentor |  |
| Telephone/fax |  |
| E-mail |  |

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| Contact details of the **learner** | |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| Date of birth | (dd/mm/yyyy) |
| Country of Citizenship |  |
| Please tick | ☐ Male  ☐ Female |
| Contact details of **parents or legal guardian** of the learner, if applicable | |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |

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| 1. **Duration of the learning period abroad** | |
| Date of arrival | (dd/mm/yyyy) |
| Start date of the training abroad | (dd/mm/yyyy) |
| End date of the training abroad | (dd/mm/yyyy) |
| Date of departure | dd/mm/yyyy) |
| Length of time abroad | (number of weeks) |

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| 1. **The qualification being taken by the learner - including information on the learner’s progress (knowledge, skills and competence already acquired)** | |
| Title of the qualification being taken by the learner (please also provide the title in the language of the partnership, if appropriate) |  |
| Information on the learner‘s progress in relation to the learning pathway (Information to indicate acquired knowledge, skills, competence could be included in an annex ) |  |
| Enclosures in annex - please tick as appropriate | ☐ Europass Certificate Supplement  ☐ Europass CV  ☐ Europass Mobility  ☐ Europass Language Passport  ☐ European Skills Passport  ☐ (Unit[s] of) learning outcomes already acquired by the learner  ☐ Other: please specify |

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| 1. **Description of the learning outcomes to be achieved during mobility** | |
| Title of unit(s)/groups of learning outcomes/parts of units to be acquired |  |
| Learning outcomes to be achieved |  |
| Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended) |  |
| Enclosures in annex - please tick as appropriate | ☐ Description of unit(s)/groups of learning outcomes which are the focus of the mobility  ☐ Description of the learning activities  ☐ Individual’s development plan when abroad  ☐ Other: please specify |

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| 1. **Assessment and documentation** | |
| Person(s) responsible for assessing the learner’s performance | Name: |
| Organisation, role: |
| Assessment of learning outcomes | Date of assessment: dd/mm/yyyy |
| Method: Please specify |
| How and when will the assessment be recorded? |  |
| Please include | ☐ 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)  ☐ Individual’s development plan when abroad  ☐ Other: Please specify |

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| 1. **Validation and recognition** | |
| Person (s) responsible for validating the learning outcomes achieved abroad | Name: Please insert |
| Organisation, role: Please specify |
| How will the validation process be carried out? | Please specify |
| Recording of validated achievements | Date: dd/mm/yyyy |
| Method: Please specify |
| Person(s) responsible for recognising the learning outcomes achieved abroad | Name: Please insert |
| Organisation, role: Please specify |
| How will the recognition be conducted? | Please specify |

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| 1. **Signatures** | | |
| **Sending Organisation** | **Host organisation** | **Learner** |
|  |  |  |
| Name, role | Name, role | Name |
|  |  |  |
| Place, date | Place, date | Place, date |
|  |  |  |

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| **If applicable: Parent or legal guardian** |
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| Name, role |
|  |
| Place, date |
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| 1. Responsibilities and Quality agreements |

By signing this Learning agreement, we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.

**Responsibilities**

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|  | Host- Organisation | Sending-  Organisation | Trainee |
| Providing the participant with all necessary documents to be signed abroad |  | X |  |
| Insurance during work placement, commuting and spare time |  | X | X |
| Health and travel insurance |  |  | X |
| Support with arranging accommodation for the training period abroad | X | X | X |
| Working clothes and safety equipment | X |  | X |
| Arranging travel to and from home and boarding destination abroad |  |  | X |
| Documents that need to be signed before, during or after the period abroad |  | X | X |
| Assessment documents to be filled out and signed | X | X | X |
| Tutoring and guidance | X | X | X |
| Finding suitable work placements and / or arranging school based training | X | X | X |
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**Quality assurance**

The **host organization** will:

* Provide professional training places in the professional fields of the student and sign documents e.g. learning agreement, learning outcome and training agreement as hosting partner organization.
* Support with the arrangement of accommodation for the participant/s during their stay, if requested.
* Provide information on important contact persons and costs of the stay to project coordinator abroad.
* Provide guidance and support to the participants. Monitor the work placements and ensure communication between all parties.
* See to that all required documents are signed.
* See to that assessments are done as requested by the sending institution.

The **sending organization** will:

* Organize linguistic and cultural preparation to get a better understanding of expected respectful behavior, the culture and mentality of the host country.
* Define placement objectives in terms of the skills and competencies to be developed.
* Prepare participants in collaboration with partner organization for the practical, professional and cultural life of the host country.
* Assess and evaluate with each participant the personal and professional development achieved through participation in the Erasmus+ program.

The **sending and host organizations** jointly undertakes to:

* Negotiate a tailor-made training program for each participant.
* Agree monitoring and mentoring arrangements.
* Implement agreed validation procedures to ensure recognition of skills and competencies acquired.
* Establish appropriate communication channels for all parties including participants.
* Evaluate the progress of the project on an on-going basis and take appropriate action if required.

**Assessment**

The sending institution provides host organization with all necessary documents used for assessment and evaluation of the participant.

**Validation and recognition**

The sending institution will oversee the validation process, to confirm that assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific learning outcomes that are required for the specific training program or qualification.

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| 1. **Annexes** |