**Learning Agreement**

|  |
| --- |
| 1. **Information about the participants**
 |
| Contact details of the home organisation |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Telephone/fax |  |
| E-mail |  |
| Contact details of the host organisation |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Tutor/mentor |  |
| Telephone/fax |  |
| E-mail |  |
| Contact details of the learner |
| Name |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Date of birth  | (dd/mm/yyyy) |
| Please tick | ☐ Male☐ Female☐ Undefined |
| Contact details of parents or legal guardian of the learner, if applicable |
| Name  |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| If an intermediary organisation is involved, please provide contact details |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Telephone/fax |  |
| E-mail |  |

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

|  |
| --- |
| 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) |  |
| EQF level (if appropriate) |  |
| NQF level (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  |

|  |
| --- |
| 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 |  |
| Number of ECVET points to be acquired while abroad  | Please specify (if appropriate) |
| 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  |

|  |
| --- |
| 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  |

|  |
| --- |
| 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 |

|  |
| --- |
| 1. **Signatures**
 |
| **Home organisation/country** | **Host organisation/country** | **Learner** |
|  |  |  |
| Name, role | Name, role | Name |
|  |  |  |
| Place, date | Place, date | Place, date |
|  |  |  |

|  |  |
| --- | --- |
| **If applicable: Intermediary organisation** | **If applicable: Parent or legal guardian** |
|  |  |
| Name, role | Name, role |
|  |  |
| Place, date | Place, date |
|  |  |

|  |
| --- |
| 1. **Additional information**
 |

|  |
| --- |
| 1. **Annexes**
 |