**!! This page is not part of the template. Please remove it before signing the agreement. !!**

**What is this template?**

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education, vocational education and training, and adult education.

**What is a learning agreement?**

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant, the sending organisation and hosting organisation. It is an important document to ensure quality and to build transparency and trust between the three parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement?**

Creating a learning agreement with each participant in individual mobility is an obligation defined in the [Erasmus quality standards](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/erasmus-quality-standards-mobility-projects-vet-adults-schools). The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits, invited experts, and participation in VET skills competitions. For activity type ‘Courses and training’ the learning agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.

However, it is not obligatory to use this specific template for your learning agreements. This template is recommended by the European Commission as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties (especially if learners are involved). Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.

**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

| Field | [Choose one: School education OR Vocational education and training OR Adult education] |
| --- | --- |
| Activity type: | [Use the classification from the Erasmus+ Programme Guide] |
| Mode: | [Choose one: Physical OR Blended OR Virtual] |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

# 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

| Full name: |  |
| --- | --- |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

| Participant’s legal guardian full name: |  |
| --- | --- |
| Address: | [Full address, including country, city and post code] |
| Email: |  |
| Phone number(s): |  |

## Sending organisation

| Organisation name: | [Full legal name of the sending organisation] |
| --- | --- |
| Address: | [Full address, including country, city and post code] |

## Hosting organisation

| Organisation name: | Asociación Socioeducativa Eduplus |
| --- | --- |
| Address: | Ctra General Bajamar, num. 111, 38250 San Cristobal de LaLaguna; Spain |

# Learning context

For staff in school education, VET and adult education.

| At the sending organisation, the participant is currently working in the following capacity: |
| --- |
| Job title: | [The participant’s current job title] |
| Main tasks: | [Short description of the participant’s main work tasks at the sending organisation] |

# Learning outcomes

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

[Add or remove outcomes as needed for each participant]

| **Outcome 1: [Title]** |
| --- |
| Relevant subject, skill or competence: | [This may be formal subjects included in the curriculum, or specific skills and competences, including those acquired through informal and non-formal learning (for example ‘inter-cultural competence’)] |
| Description: | [Provide a short and clear description of the expected learning outcome in form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility] |

| **Outcome 2: [Title]** |
| --- |
| Relevant subject, skill or competence: |  |
| Description: |  |

| **Outcome 3: [Title]** |
| --- |
| Relevant subject, skill or competence: |  |
| Description: |  |

| **Outcome 4: [Title]** |
| --- |
| Relevant subject, skill or competence: |  |
| Description: |  |

| **Outcome 5: [Title]** |
| --- |
| Relevant subject, skill or competence: |  |
| Description: |  |

# Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity.

[Add or remove activities / tasks as needed for each participant. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

| **Activity / task 1: [Title]** |
| --- |
| Description: | [Provide a short and clear description of the activity that the participant will attend, or of the tasks that they will complete] |

| **Activity / task 2: [Title]** |
| --- |
| Description: |  |

| **Activity / task 3: [Title]** |
| --- |
| Description: |  |

| **Activity / task 4: [Title]** |
| --- |
| Description: |  |

| **Activity / task 5: [Title]** |
| --- |
| Description: |  |

# Monitoring, mentoring and support during the activity

## Responsible persons at the hosting organisation

The following person(s) 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: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). The mentor (main content supervisor) must be able to monitor the participant closely and interact with them on a daily basis.]

## 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.

| Full name: | Anca Dudau |
| --- | --- |
| Job title: | President and Trainer of Trainers |
| Email: | tenerifecourses@gmail.com |
| Phone number(s): | +34 632 876 683 |
| Responsibilities: | [Mentor (main content supervisor) AND Contact for administrative matters AND Emergency contact] |

## Accompanying persons

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

| Full name: |  |
| --- | --- |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[If there will not be any accompanying persons involved, please delete the table above and indicate ‘Not applicable’. In case there will be more than one accompanying person, please make a copy of the above table for each person.]

## Mentoring and monitoring arrangements

Before starting the mobility, the sending organisation checks the previous knowledge and experience of participants, as well as their specific needs related to the topics of the training course. During the mobility, the host organisation is responsible for facilitating and monitoring participant learning progress. At the end of each training day, reviews of learning outcomes and performed tasks, as well as consultations between mentors in the receiving and sending organisations, are planned.

After mobility, the sending organisation will monitor and mentor the implementation of dissemination actions of participants’ experience and learning among their educational community.

# Evaluation of learning outcomes

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

| **Evaluation format:** |
| --- |
| Assessment will be made as a result of the participants´ active participation in the practice assignments throughout the training course as well as through daily feedback sessions and final self-assessment questionnaire. |

| **Evaluation criteria:** |
| --- |
| The criterion of participation in practical tasks in the course will be: actively participated / did not actively participate. Another criteria will be the value of the knowledge and skills gained during the course and its usefulness in daily work. |

| **Evaluation procedures:** |
| --- |
| The assessment is to be performed at the host organisation. The evaluation will be carried out by the main mentor from the host organisation with the support of the trainers involved in the course. The conclusions will be shared to the lead mentor of the sending organisation, to whom an appeal can be made against the results, who may in turn be appealed to the mentor of the receiving organisation. |

# Recognition of learning outcomes

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

| **Recognition conditions:** |
| --- |
| The learning outcomes will be recognised if the participant actively participates in the practical activities during the course and completes the self-assessment questionnaire at the end of the training. |

| **Recognition procedures:** |
| --- |
| The main mentor from the host organisation will be responsible for the recognition process. The mentor will organise, together with the trainers, the final assessment of the learning outcomes the participants have achieved. After completing the course program, the key points for consolidating the acquired knowledge will be summarised, followed by a final evaluation of the course and feedback to the organiser, as well as validation of learning outcomes and issuance of certificates. |

| **Recognition documentation:** |
| --- |
| A course certificate (paper form) will be issued to ensure recognition of the learning outcomes. The host organisation will be responsible for issuing it on the last day of the course. The recipient of the document will be the participant who completed the course. |

# Reintegration at the sending organisation

[Not applicable]

# Additional provisions

[Not applicable]

# Signatures

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

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

| **Participant** |
| --- |
| Full name: |  |
| Date and place: |  |
| Signature: |  |

| **For sending organisation** |  | **For hosting organisation** |
| --- | --- | --- |
| Full name: |  |  | Full name: | Anca Dudau |
| Position: |  |  | Position: | President |
| Date and place: |  |  | Date and place: | Bajamar, |
| Signature: |  |  | Signature: |  |