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D 11: Individual Learning Agreement

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SeaTALK Consortium

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Reviews History

Version	Date	Modifier	Remarks
0.1	20.06.2014	Daniele Fantechi	Individual Learning Agreement Model
0.2	13.03.2015	Daniele Fantechi	Eliminate typo

Executive Summary

In this WP we will draw up an individual learning agreement for each person, notably in the formal learning context. This document would specify the learning outcomes expected at the end of a period of mobility (Training modules or parts of units) and the associated points of credit. This individual learning agreement should be drawn up between the person and the two partners. A model learning agreement could be developed at European level.

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1. Introduction

A Learning Agreement is an individualised document, which sets out the conditions for a specific mobility period. It specifies, for a particular learner, which learning outcomes and units should be achieved together with the associated ECVET points. The learning agreement also lays down that, if the learner achieves the expected learning outcomes and these are positively assessed by the “hosting” institution, the “home” institution will validate and recognise them as part of the requirements for a qualification. Therefore, the learning agreement constitutes a commitment to the learner that his/her achievement, if in line with the expectations, will be recognised upon return. This is done without additional assessment or examination of the learning covered during the mobility period. The learning agreement is signed by the following three parties: the home institution which will validate and recognise learning outcomes achieved by the learner; the hosting institution that delivers training for the learning outcomes concerned and assesses the achieved learning outcomes; and the learner to be aware of the forthcoming learning process and to commit oneself to the agreement. The learning agreement should then contain information on the identity of the learner, the duration of the mobility period, information on the learning outcomes to be achieved by the learner and the associated ECVET points corresponding to the relative weight of the unit in the home system. A Learning Agreement should not be mistaken for a MoU. A MoU is a framework document that defines the conditions under which credit achieved in partner systems can be recognised. It can concern a group or even a large number of qualifications. The Learning Agreement is a more specific document. It is written for a particular case of mobility and describes the learning outcomes concerned as well as how these will be assessed.

2. Model Individual Learning Agreement for SeaTALK

2.1. Memorandum of Understanding

Has an MoU been signed?

Code or reference for the MoU

2.2. Details of the organisations and learner

ILA is an agreement between the sending, hosting training organisations and the learner. In specific cases there might be an intermediate bodies involved.

Details of the sending institution:

Name	
Address	
Telephone	
Fax	
Email	
Contact person	
Telephone	
Email	

Details of the hosting institution:

Name	
Address	
Telephone	
Fax	
Email	
Contact person	
Telephone	
Email	

Details of the learner

Name	
Address	
Telephone	
Email	
Date of birth (dd/mm/yy)	

2.3. Duration of the training

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

Beginning of training abroad
(dd/mm/yy)

End of training abroad
(dd/mm/yy)

Overall duration of period abroad (in weeks):

2.4. Information on qualification

The sending organisation should provide the hosting organisation with information on the learning process being undergone by the learner, in order to assign him/her coherent and adequate tasks during the mobility. Europass documents could be used to provide this information.

2.5. Description of the Learning Outcomes to be achieved during mobility

In order to assess the ECVET points a link with the learning outcomes needs to be established within the Individual Learning Agreement.

It should also generally described how the learning activities abroad will be organised in relation to the learning outcomes to be acquired. To this effect, 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.

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 type of training to be attended)

2.6. Assessment and documentation

The assessment method used for the specific LOs should be included here.

Please indicate below if the assessment results have been included in the Personal Transcript of Records

Person in charge of the transcription of the assessment results in the transcript of records

Name, Surname and position of the assessor or assessing team members

Description of the assessment methodology

Detailed information about the assessment procedure (e.g., methods, criteria, assessment grid) and templates for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility) should be provided as annex.

2.7. Validation and recognition

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?

2.8. Signatures

Hosting Organisation	
Name of the person in capital letters	
Signature	

Sending Organisation	
Name of the person in capital letters	
Signature	

Name of the learner in capital letters	
Signature	