

# **Learning Agreement (LA)**

## **for an international VET placement using the ECVET Model**

**LEO quali-TC**  
**Learning Outcome-oriented quality mobility placements to  
gain transparency and recognition of qualifications within  
the Tourism and Catering Field**

Lifelong Learning Programme – Leonardo da Vinci Transfer of Innovation  
Agreement No. 2013-1-IT1-LEO05-04022

## Introduction

A Learning Agreement (LA) is concluded by the authorized institutions (training providers in the home and hosting country or other competent body), in the framework of a Memorandum of Understanding (MoU), and a specific mobile learner. It should specify the particular conditions for an international training and mobility period, such as information about the person in training, the duration of the mobility period and the learning outcomes expected to be achieved or competences to be developed and assessed and recognized within credit points. It should also clarify the responsibilities of the stakeholders involved. In particular, it should confirm that, if the expected learning outcomes have been achieved or the specified competences have been developed by the mobile learner and positively assessed according to agreed criteria by the hosting country, the home institution will validate and recognize them as part of the requirements for a qualification.

Sufficient information should be provided about the competences already acquired by the person in training. This should ensure that the mobile learner is given tasks and responsibilities that correspond with his/her level of competence and the educational objectives for the training period and that the learning outcomes achieved or competences developed will be validated and recognized by the competent institution in the home country. Therefore, the hosting provider needs to be able to determine which competences can be built upon and to find suitable areas or work tasks. Relevant documents should be sent to the hosting Organisation. Representatives of the hosting Organisation should analyze these documents and, if necessary, obtain additional information from the institution in the home country. This should ensure that the person in training is neither under- nor over-challenged during the stay abroad.

The LA contains the following elements:

1. General objectives of the LA
2. Information about the partners
3. Period of international placement covered by the LA
4. Contact and communication
5. Competences of the person in training
6. Agreement on competences to be developed by the person in training during the international placement
7. Catch up on missing competences
8. Assessment and documentation
9. Validation and recognition
10. Signatures
11. Annexes

Guidelines for filling in the LA are provided in the elements.

## 1. General objectives of the LA

The purpose of international placements is to provide learners with training experience in an environment that differs in cultural, educational and work-related aspects from the own country. In the LA specific arrangements for credit transfer for a mobile learner are described and agreed upon. In case the partners have agreed upon further objectives, they should also be stated in the LA.

Are there any further objectives? Please tick where applicable:

- No
- Yes – please specify: \_\_\_\_\_

## 2. Information about the partners and the person in training (learner)

The LA includes relevant contact information on representatives from the partners involved, for example, training providers in the home and hosting countries or any other competent institution and the person in training.

*Information about the sending organization / competent institution in the sending country:*

Name of organization \_\_\_\_\_

Type of organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

Name of the contact person \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Homepage \_\_\_\_\_

Supervising teacher/on-the-job instructor (if not the contact person) \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

*Information about the hosting organization / competent institution in the hosting country:*

Name of organization \_\_\_\_\_

Type of organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

Name of the contact person \_\_\_\_\_

Tel \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Homepage \_\_\_\_\_

Supervising teacher/on-the-job instructor (if not the contact person) \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

*Information about the person in training (mobile learner):*

Family name student \_\_\_\_\_

First and middle names \_\_\_\_\_

Date of birth \_\_/\_\_/\_\_\_\_ (day/month/year)

Country and city of birth \_\_\_\_\_

Identity number \_\_\_\_\_

Permanent address \_\_\_\_\_

City \_\_\_\_\_

Country of legal permanent residence \_\_\_\_\_

Tel \_\_\_\_\_

E-mail \_\_\_\_\_

Name of legal representative (if applicable) \_\_\_\_\_

Training programme or qualification to be obtained \_\_\_\_\_

Stage of studies \_\_\_\_\_

Further information (if necessary):

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### 3. Period of international placement covered by this LA

The start-date and the total time of the training period should be decided upon in the LA, taking into consideration the training plan of the student/learner in the home country and the work or training plan of the hosting organization.

Date on which the placement starts: \_\_\_\_\_

Date on which the placement ends: \_\_\_\_\_

In total the placement covers \_\_\_\_\_ days / weeks / months

### 4. Contact and communication

The arrangement about the types and means of contact and communication (between the home organization, the person in training, the home organization and the hosting organization) during the international placement should be described. In general, contact and communication should take place on a predefined regular basis and whenever there is specific need for it.

*Sending organization and person in training:*

Timing (when): every \_\_\_\_\_

How (means of contact): \_\_\_\_\_

Format to be used: \_\_\_\_\_

Contact person sending organization: \_\_\_\_\_

*Hosting organization and sending organization:*

Timing (when): every \_\_\_\_\_

How (means of contact): \_\_\_\_\_

Language: \_\_\_\_\_

Format to be used: \_\_\_\_\_

Contact person sending organization: \_\_\_\_\_

Contact person hosting organization: \_\_\_\_\_

## 5. Competences of the person in training

In order to specify the level of competence development of the person in training, a Competence Profile Certificate should be developed for this person and included in the annex of the LA. To provide further information additional documents, such as a Europass CV, Europass Mobility, the European Language Passport or any other internationally recognized certificates could be added to the annexes of the LA. The training provider in the home country should help the person in training to collect all relevant documents and certificates.

Title of the training programme or qualification (including EQF and/or NQF level, if applicable) the mobile learner is obtaining as well as information about any specializations, additional competences or qualifications already acquired:

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Please indicate what kinds of documents are included in the annex to specify the level of competence development of the person in training:

Please tick where applicable:

- Competence Profile Certificate for the person in training
- Europass CV
- Europass Mobility
- European Language Passport
- Additional documents – please specify: \_\_\_\_\_

**6. Agreement on competences to be developed by the person in training during the international placement**

The relevant competences including the respective step(s) of competence development that are to be handled during the mobility phase of the specific learner should be fixed. This specification has to be based on the general agreement on the part(s) of the training programme(s) that can, in principle, be considered for the competence development during the international training period (see MoU).

A personal development plan for the person in training should be added to the annex of the LA or developed during the first part of the international placement. The personal development plan should include a description of which kind of tasks the person in training will perform/practice and/or which classes the person in training will attend to reach the agreed-upon step(s) of competence development.

Please indicate the relevant competence area(s) including the respective step(s) of competence development that are to be handled during the mobility phase. The respective competence areas and steps of competence development can either be listed here or a graphic of the relevant part of the Competence Profile Certificate of the person in training can be included:

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Personal development plan for the international VET placement:

Field of Work	Competences	Indicators	Level (A1, A2, B1, B2)

Please tick where applicable:

- Personal development plan added to the annex of the LA
- Personal development plan will be developed during the first part of the international placement and will be ready by \_\_\_\_\_

## 7. Catch up on missing competences

It has to be clarified if the training placement abroad will result in missing certain competences that would have been acquired in the training programme in the home country and whether these competences are essential. If appropriate, information should be provided on how the person in training can catch up on competences he/she will have missed because of the international placement. This clarification should be stated in an annex of the LA, as an agreement between the training provider in the home country and the person in training.

The following actions will be undertaken to catch up on the following competences that the person in training will miss because of his/her placement abroad:

Competences / skills / learning outcomes	Agreed actions of the person in training

## 8. Assessment and documentation

It should be described how and when the hosting organization will assess the mobile learner. The method(s) to be used should be agreed upon in cooperation with the sending organization that has the final responsibility for the whole competence development of the person in training. Assessment could be related to the vocational competences (in a narrower sense) as well as to social and other work-related skills and abilities. The assessment could take place several times during the international placement and the results should be discussed with the mobile learner.

The assessment will be done as follows (e.g. method, criteria and documentation for assessment, grading scale):

text here

## 9. Validation and recognition

The following procedures and criteria should be described, specifying the methods and processes used for:

Validation: for confirming that certain assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific learning outcomes or steps of competence development that are required for the specific training programme or qualification;

Recognition: attesting officially achieved learning outcomes or steps of competence development reached through the awarding of an updated Competence Profile Certificate.

Procedures and criteria for validation:

text here

Procedures and criteria for recognition:

text here

## 10. Signatures

With the signing of the LA the signatories (authorized representatives of the competent organizations, training providers and the mobile learner) confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

Date and place: \_\_\_\_\_

Name and title of representative of the sending organization / competent institution in the sending country (or: country A): \_\_\_\_\_

Position in organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

Name and title of representative of the hosting organization / competent institution in the hosting Country (or: country B): \_\_\_\_\_

Position in organization: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

Name of person in training: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of the legal representative (if applicable) \_\_\_\_\_

Signature: \_\_\_\_\_

## 11. Annexes

Required and agreed documents should be included in the annexes.

For example:

[Competence Profile Certificate of the person in training]

[Europass CV]

[Europass Mobility]

[European Language Passport]

[Personal Development Plan]

[Further explanation of the catching up of missed competences – including signatures

Of representative of sending organization and person in training]

text here