

Go&Learn initiative

**SUPPORT  
DOCUMENTS**

G&L European Network Management Body



The Go&Learn initiative is a multilateral network supported by the EU LLP funds. It is aimed to organize and manage an international catalogue of study visits to be carried out inside companies all around Europe. The visits have training and guidance aims and should be considered as Training Units that can be proposed to a vast range of users: students of vocational and secondary school, university, employed and unemployed people, teachers and trainers. The hosting companies are strongly committed in training and in knowledge propagation, allowing the visiting groups to learn directly from the source of knowledge, experience and innovation, which is the company itself. Detailed and updated information about the network members, the activities and services available are available in the official website of the project: [www.goandlearn.eu](http://www.goandlearn.eu) and in the national websites of the project partners.

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This paper as well as all the other reference documents of the G&L initiative are available for download in digital format on the official initiative website:

[www.goandlearn.eu](http://www.goandlearn.eu)



Lifelong  
Learning  
Programme

### **LIFELONG LEARNING PROGRAMME 2011 - MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW**

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## Preface

The rules and standards of the G&L network governance, products and services are described in detail in the following papers, which the one you are reading is part of:

### **Go&Learn concept**

This document, where the rationale and the aims of the initiative are described, with a summary of products and services provided by the network(s).

### **Go&Learn European network rule**

Where the rules adopted to manage the European G&L network and the product and services at European level are listed.

### **Go&Learn local network rule**

Where the rules adopted to manage the local (country or province) G&L networks and the product and services provided at this level are listed.

### **Standard reference for G&L Products & Services**

Where the minimum standard requirements for local and international products (visits, seminars, circuits) are described, as well as the minimum standard requirements for local and international services (hosting, accompanying and pedagogical support, travel and logistics, etc..).

### **Support documents**

A collection of support papers to carry out the activities: agreement between LNMB and company, handbook for the company, insurance forms (if necessary), certificates, etc.

### **Monitoring data and quality indicators**

Rationale and detailed description of the monitoring data to be collected for each seminar/visit carried out and set of quality indicators to be applied to evaluate the activities carried out by the network.

### **Image Manual**

Where all the official logos and graphic formats to be compliant with when preparing information or dissemination products are specified.

### **Go&Learn commercial frame** (G&L partnership internal use only)

Derived from the Sustainability Plan of the project, it is the document where pricing policies, criteria for exchange of services between the network partners, and any other sustainability issue are developed.

*All this documents, developed within the LIFELONG LEARNING PROGRAMME 2011 - MULTILATERAL NETWORK 517780-LLP-1-2011-1-IT-LEONARDO-LNW, will be maintained and updated under the exclusive responsibility of the G&L ENMG.*

This document is a collection of different support documents that could be necessary to organize the G&L activities. The list of annexes is the following:

## **ANNEX 1: GENERAL AGREEMENT LNMB-COMPANY**

ANNEX 1 is the standard text to be used to set the agreement between the LNMB and the company willing to adhere to the G&L initiative.

The companies who sign the agreement automatically become part of the LNMB Training Companies Network, and will benefit from all the advantages that this membership will be able to provide in the future.

A digital scan of the signed agreement should be sent by the LNMB to the ENMG to allow the enrolment of the company in the European G&L Training Companies Network.

It is to be evaluated if a further agreement is necessary between the company and the training provider organizing the visit (who will act on behalf of the NLMB) for the purposes of insurance and responsibilities towards the participants.

## **ANNEX 2: HANDBOOK FOR HOSTING COMPANY**

To each company participating to the initiative ANNEX 2 'Handbook for the Hosting Company' should be given and illustrated when the agreement is signed between the LNMB and the company.

Further training to the company can be given by the LNMB about the modalities and pedagogical issues, with reference to the Handbook.

This handbook is a compulsory annex to the agreement between the NLMB and the company, and it defines in details the characteristics of the activities the agreement refers to.

The Handbook contains a description of the G&L initiative, but when the company is provided information about how to organize the training activities, more detailed instructions should be given to them. Thus the Handbook is integrated with a chapter containing a set of pedagogical hints, useful for the company to organize their seminars.

## **ANNEX 3: EXAMPLE OF A SPECIFIC AGREEMENT**

See the attached annexes:

3.1 Agreement between the Training Provider and the Company

3.2 Programme of the Visit