

Guidance to ECVET for College tutors

Annexe 3 – Example of Learning Agreement

Learning Agreement

The Learning Agreement defines and describes the circumstances of each individual learner's mobility placement. See section 3.7 of SEPLO resource IO03

This annex contains an example of a Learning Agreement for use within ECVET.



Learning Agreement



1. Information about the participants	
Contact details of the home organisation	
Name of organisation	Sending VET College
Address	Main Campus, College Way, Town, UK,
Telephone/fax	+44 1234 567890
E-mail	ecvet@#####.org
Website	www.#####.Org
Contact person	A N Other
Telephone/fax	+44 1234 567891
E-mail	ecvet@#####.org
Contact details of the host organisation	
Name of organisation	Host Enterprise srl
Address	Head Office, Main Site, Abroad
Telephone/fax	+99 9876 543210
E-mail	Info@*****.org
Website	www.*****.org
Contact person	Man Ager

Tutor/mentor	Men Tor
Telephone/fax	+99 9876 543210
E-mail	mentor@*****.org
Contact details of the learner	
Name	Lea Earner
Address	Home Street, Home town, UK
Telephone/fax	+44 07999 999 999
E-mail	#####@gmail.com
Date of birth	(dd/mm/yyyy)
Please tick	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Contact details of parents or legal guardian of the learner, if applicable	
Name	Mr & Mrs Earner
Address	Home Street, Home town, UK
Telephone	+44 07999 999 999
E-mail	#####@gmail.com
If an intermediary organisation is involved, please provide contact details	
Name of organisation	Intermed Europe
Address	Main Office, High Street, City, UK
Telephone/fax	+44 2468 999999
E-mail	Info@#####.org
Website	www.#####.org
Contact person	A R Ranger
Telephone/fax	+44 2468 999999
E-mail	Info@#####.org

2. 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)

3. 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)	BTEC Diploma in Hospitality
EQF level (if appropriate)	4
NQF level (if appropriate)	3
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)	See Attached CV
Enclosures in annex - please tick as appropriate	<input type="checkbox"/> Europass Certificate Supplement <input type="checkbox"/> Europass CV <input checked="" type="checkbox"/> Europass Mobility <input type="checkbox"/> Europass Language Passport <input type="checkbox"/> European Skills Passport <input type="checkbox"/> (Unit[s] of) learning outcomes already acquired by the learner <input type="checkbox"/> Other: please specify

4. Description of the learning outcomes to be achieved during mobility

Title of unit(s)/groups of learning outcomes/parts of units to be acquired	Planning, preparing, cooking and finishing food
Number of ECVET points to be acquired while abroad	Please specify (if appropriate)
Learning outcomes to be achieved	<ul style="list-style-type: none"> - Understand how to plan a nutritious meal - Be able to prepare food in a safe and hygienic manner - Be able to cook and finish food safe and hygienic manner
Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)	<p>Work experience/role play supported with personal statement or evidence record</p> <p>A review of the effectiveness of own working practice when preparing different food items for a nutritious two course meal and an evaluation of the consequences of poor working practices when preparing different food items.</p>
Enclosures in annex - please tick as appropriate	<input type="checkbox"/> Description of unit(s)/groups of learning outcomes which are the focus of the mobility <input checked="" type="checkbox"/> Description of the learning activities <input type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: please specify

5. Assessment and documentation

Person(s) responsible for assessing the learner's performance	Name: Men Tor supported by C Ordinator
	Organisation, role: Host Mentor supported by Sending VET College Placement Co-ordinator
Assessment of learning outcomes	Date of assessment: dd/mm/yyyy
	Method: Europass Mobility Document
How and when will the assessment be recorded?	Certificated and recorded for Europass Mobility Document

Please include	<input type="checkbox"/> Detailed information about the assessment procedure (e.g. methods, criteria, assessment grid) <input checked="" type="checkbox"/> Template for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility) <input type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: Please specify
----------------	---

6. Validation and recognition

Person (s) responsible for validating the learning outcomes achieved abroad	Name: Dept Head <hr/> Organisation, role: Sending VET College, Head of Department
How will the validation process be carried out?	Recognition / Validation of skills in the workplace
Recording of validated achievements	Date: dd/mm/yyyy <hr/> Method: Europass Mobility
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: E Verifier <hr/> Organisation, role: Awarding Body, External Verifier
How will the recognition be conducted?	Recognition / Validation of skills in the workplace / Placement Diary and Evidence

7. 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

8. Additional information

As Needed

9. Annexes

As Needed