

## LEARNING AGREEMENT

### 1. WHAT IS A LEARNING AGREEMENT (LA)?

A *Learning Agreement* is a document aimed to provide a transparent and efficient preparation of the study or traineeship period abroad and to ensure that the learner will receive recognition in his/her educational institution for the educational components successfully completed abroad.

This document is prepared before the mobility takes place together by the sending and the receiving organization and signed by them and the learner.

In the case of VET, the LA should provide information on (according to ECVET criteria):

- **involved parties:** namely VET providers (sending organization, receiving organization), as well as any intermediary organization, and the individual learner;
- **duration:** of the mobility period;
- **current qualification or study programme:** confirming the level of progress thus far;
- **targeted learning outcomes:** specifically, those being targeted during a period of geographical mobility - in some cases, mobility goals will not extend to a full unit with only certain learning outcomes being targeted, with a need for the LA to be explicit in such cases;
- **assessment procedures:** criteria, indicators and methods;
- **documentation, tools and mechanisms:** specifically, those able to formally relate learning outcomes achieved and assessed during a period of geographical mobility;
- **validation and recognition mechanisms:** goals, actions and key actors.

Although ECVET provides a template for the document, as long as it contains at least the points detailed before, the organizations are free to add or modify the proposed template according to their needs.

## 2. WHO COMPLETES IT?

The *Learning Agreement* should be completed by the two partner organizations involved in the mobility project, the first in the country of origin and the second in the receiving country. These organizations can be companies, VET schools, universities, youth networks... Normally these organizations talk in advance to check if the receiving organization has the possibility to cover the learning outcomes the learner needs to acquire.

## 3. WHERE TO GET IT?

The *Learning Agreement* is part of the ECVET tools to guarantee good quality in mobility in VET. More information about this document, as well as a template and some filled examples can be found in this link: <http://www.ecvet-toolkit.eu/ecvet-toolkit/sign-learning-agreement>

## 4. EXAMPLE OF A LEARNING AGREEMENT

Imagine you are a VET school from Spain and one of your learners in your cookery VET courses wants to spend 3 months in a VET school in Portugal for a learning period.

Before sending the learner abroad, the sending organization needs to ensure that he/she will acquire the necessary learning outcomes to complete his/her VET course, so the sending organization will negotiate with the VET school in Portugal (receiving organization) to sign a LA for the mobility period of your learner.

In the *Learning Agreement Template* there is an example on the Cookery Qualification.

## LEARNING AGREEMENT TEMPLATE

### Example on the Cookery Qualification

#### EXAMPLE 1



### Learning Agreement

Version 2013



#### 1. Information about the participants

##### Contact details of the home organisation

Name of organisation	Goierri Eskola
Address	Lehendakari Agirre Hiribidea, 2 48054 Ordizia (Gipuzkoa, Spain)
Telephone/fax	+34 946358923
E-mail	cookery@goierri.eus
Website	www.goierrieskola.eus
Contact person	Laura Igarzabal
Telephone/fax	+34 946358923
E-mail	cookery@goierrieskola.eus

##### Contact details of the host organisation

Name of organisation	EPRALIMA
Address	Fonte Cova, Paço Vedro Magalhães 4980 - 548 Ponte da Barca
Telephone/fax	+35 258 480 120
E-mail	mobility@epralima.pt
Website	www.epralima.pt

Contact person	Céu Branco
Tutor/mentor	Fernando Braga
Telephone/fax	+35 258 480 120
E-mail	mobility@epralima.pt

Contact details of the learner

Name	Ekain
Address	Ugalde
Telephone/fax	+34 946 835 8343
E-mail	ekain.ugalde@gmail.com
Date of birth	(04/03/1993)
Please tick	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

Contact details of parents or legal guardian of the learner, if applicable

Name	
Address	
Telephone	
E-mail	

If an intermediary organisation is involved, please provide contact details

Name of organisation	
Address	
Telephone/fax	
E-mail	
Website	

Contact person	
Telephone/fax	
E-mail	

## 2. Duration of the learning period abroad

Start date of the training abroad	(01/03/2017)
End date of the training abroad	(31/05/2017)
Length of time abroad	12 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)	Technician in cookery and gastronomy
EQF level (if appropriate)	3
NQF level (if appropriate)	2
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 )	The learner is about to complete his certificate, having achieved already all learning outcomes related to his theoretical training. The mobility is intended to provide the learner with "on the job" experience in order to consolidate his knowledge, skills and competences in the learning outcomes already achieved and enrich them with complementary ones, such as improvement of foreign language, adaptability and ability to work in international teams.

<p>Enclosures in annex - please tick as appropriate</p>	<p><input type="checkbox"/> Europass Certificate Supplement</p> <p><input type="checkbox"/> Europass CV</p> <p><input checked="" type="checkbox"/> Europass Mobility</p> <p><input checked="" type="checkbox"/> Europass Language Passport</p> <p><input type="checkbox"/> European Skills Passport</p> <p><input type="checkbox"/> (Unit[s] of) learning outcomes already acquired by the learner</p> <p><input type="checkbox"/> Other: (please specify)</p>
<p><b>4. Description of the learning outcomes to be achieved during mobility</b></p>	
<p>Title of unit(s)/groups of learning outcomes/parts of units to be acquired</p>	<p>- On the job training</p>
<p>Number of ECVET points to be acquired while abroad</p>	<p>Please specify (if appropriate)</p>
<p>Learning outcomes to be achieved</p>	<ul style="list-style-type: none"> <li>- Store ingredients in an appropriate place for preservation</li> <li>- Identify and prepare typical Portuguese dishes</li> <li>- Prepare a variety of dishes according to the gastronomic offer of the place where the traineeship is taking place</li> <li>- Match quantity and quality between ordered goods and received ones</li> <li>- Select products taking into account usage priority</li> <li>- Apply the right technique to each ingredient, choosing the necessary equipment, utensils and tools</li> <li>- Use relevant professional terminology</li> <li>- Prepare various garnishes and decorations according to the established procedure</li> <li>- Link cooking techniques to potential applications to different styles</li> <li>- Carry out possible corrective measures depending on the results obtained</li> <li>- Follow the procedures for obtaining basic preparations with multiple applications</li> <li>- Communicate in English within an international team of cooks</li> <li>- Deal with Portuguese providers</li> <li>- Work in an international team</li> </ul>

Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)	
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 type="checkbox"/> Description of the learning activities <input type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: (please specify)
<b>5. Assessment and documentation</b>	
Person(s) responsible for assessing the learner's performance	Name: Fernando Braga Organisation, role: EPRALIMA, tutor
Assessment of learning outcomes	Date of assessment: (31/05/2017) Method: The tutor assigned to the trainee will be a permanent staff in the kitchen and will supervise the training of the student, filling for that a monitoring sheet with tasks and training objectives to be achieved by the trainee. The tutor will also fill a questionnaire each 4 weeks of training (3 in total) assessing the quality of the tasks performed by the trainee and a final document assessing: attendance, punctuality, interest in the job, efficiency, quality, initiative, willingness to learn, organization, relation with the rest of the team. The trainee will also complete a traineeship diary where every day he will update the tasks undertaken and a self-evaluation of his performance, indicating what he learnt and what he will need to improve, if that is the case. As working in a kitchen requires a lot of team work, the student will also evaluate and will be evaluated by his peers at the end of the training period, highlighting his strong points and those where improvement is needed.
How and when will the assessment be recorded?	Explained above
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 checked="" 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: Laura Igarzabal
	Organisation, role: Goierri Eskola, Responsible of area of cookery and bakery
How will the validation process be carried out?	The validation is automatic with a favourable evaluation received by the hosting organization
Recording of validated achievements	Date: (15/06/2017)
	Method: Apart of the integration in the student's academic record, the student will also receive a Europass mobility certificate.
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: (please insert)
	Organisation, role: Goierri Eskola, Responsible of area of cookery and bakery
How will the recognition be conducted?	Inclusion the apprenticeship abroad in the student's expedient, validating it as equivalent to the module "on the job training", which is mandatory to obtain his certificate.

## 7. Signatures

Home organisation/country	Host organisation/country	Learner
Name, role	Name, role	Name
Laura Igarzabal, Responsible of the area of cookery and bakery	Céu Branco, Responsible of Mobility Projects	Ekain Ugalde
Place, date	Place, date	Place, date
Ordizia, 20th February 2017	Ponte da Barca, 20th February 2017	Ordizia, 20th February 2017
If applicable: Intermediary organisation		If applicable: Parent or legal guardian
Name, role		Name, role



Place, date	Place, date

## 8. Additional information

## 9. Annexes

## LEARNING AGREEMENT TEMPLATE

### Example on the Cookery Qualification

#### EXAMPLE 2



### Learning Agreement

Version 2013



#### 10. Information about the participants

##### Contact details of the home organisation

Name of organisation	Goierri Eskola
Address	Lehendakari Agirre Hiribidea, 2 48054 Ordizia (Gipuzkoa, Spain)
Telephone/fax	+34 946358923
E-mail	cookery@goierri.eus
Website	www.goierrieskola.eus
Contact person	Laura Igarzabal
Telephone/fax	+34 946358923
E-mail	cookery@goierrieskola.eus

##### Contact details of the host organisation

Name of organisation	EPRALIMA
Address	Fonte Cova, Paço Vedro Magalhães 4980 - 548 Ponte da Barca
Telephone/fax	+35 258 480 120
E-mail	mobility@epralima.pt
Website	www.epralima.pt

Contact person	Céu Branco
Tutor/mentor	Manuel Viana
Telephone/fax	+35 258 480 120
E-mail	mobility@epralima.pt

Contact details of the learner

Name	Ekain
Address	Ugalde
Telephone/fax	+34 946 835 8343
E-mail	ekain.ugalde@gmail.com
Date of birth	(04/03/1993)
Please tick	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

Contact details of parents or legal guardian of the learner, if applicable

Name	
Address	
Telephone	
E-mail	

If an intermediary organisation is involved, please provide contact details

Name of organisation	
Address	
Telephone/fax	
E-mail	
Website	

Contact person	
Telephone/fax	
E-mail	

### 11. Duration of the learning period abroad

Start date of the training abroad	(01/03/2017)
End date of the training abroad	(31/05/2017)
Length of time abroad	12 weeks

### 12. 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)	Technician in cookery and gastronomy
EQF level (if appropriate)	3
NQF level (if appropriate)	
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 )	The learner is attending to the the first year of the course.

<p>Enclosures in annex - please tick as appropriate</p>	<p><input type="checkbox"/> Europass Certificate Supplement</p> <p><input checked="" type="checkbox"/> Europass CV</p> <p><input checked="" type="checkbox"/> Europass Mobility</p> <p><input checked="" type="checkbox"/> Europass Language Passport</p> <p><input type="checkbox"/> European Skills Passport</p> <p><input checked="" type="checkbox"/> (Unit[s] of) learning outcomes already acquired by the learner</p> <p><input type="checkbox"/> Other: (please specify)</p>
<p><b>13. Description of the learning outcomes to be achieved during mobility</b></p>	
<p>Title of unit(s)/groups of learning outcomes/parts of units to be acquired</p>	<p><b>RAW MATERIAL</b></p>
<p>Number of ECVET points to be acquired while abroad</p>	<p><b>6 ECVET Credit Points</b></p>

<p>Learning outcomes to be achieved</p>	<p><b>KEY TECHNICAL OUTCOME 1:</b> Pre-processing raw food when cooking, selecting and applying techniques of handling, cleaning, cutting and/or dishing out according to its application or use.</p> <p><b>KNOWLEDGE</b> The Learner knows and understands:</p> <ul style="list-style-type: none"> <li>▪ Different techniques for pre-process of raw food and the different equipment, utensils and tools</li> <li>▪ Calculate yields for each foodstuff</li> <li>▪ Basic cuts</li> <li>▪ Specific cuts</li> <li>▪ Intermediate preservation procedures</li> <li>▪ Safety and environmental protection regulations</li> </ul> <p><b>SKILLS</b> The Learner is able to:</p> <ul style="list-style-type: none"> <li>▪ Clean raw ingredients and carry out preliminary preparations</li> <li>▪ Follow the procedure for weighing, preparing and cleaning using the right equipment, utensils and tools</li> <li>▪ Carry out techniques to obtain specific cuts</li> <li>▪ Perform intermediate preservation procedures taking into account the requirements of the various ingredients and subsequent use</li> </ul> <p><b>COMPETENCE</b> The learner pre-processes raw food when cooking, selecting and applying techniques of handling, cleaning, cutting and/or dishing out according to its application or use by:</p> <ul style="list-style-type: none"> <li>• Applying the right technique to each ingredient, choosing the necessary equipment, utensils and tools;</li> <li>• Applying the right cut to various types of ingredients following the established procedure;</li> <li>• Linking and identifying possible applications of specific cuts for various types of ingredients;</li> <li>• Applying safety and environmental protection regulations in his/her operations.</li> </ul> <p><b>KEY TECHNICAL OUTCOME 2:</b> Regenerating raw food selecting and applying techniques according to the characteristics of the product to be regenerated.</p> <p><b>KNOWLEDGE</b> The Learner knows and understands:</p> <ul style="list-style-type: none"> <li>▪ Ingredient regeneration techniques</li> <li>▪ Equipment and techniques for regeneration</li> <li>▪ Safety and environmental protection regulations</li> </ul> <p><b>SKILLS</b> The Learner is able to:</p> <ul style="list-style-type: none"> <li>▪ Identify ingredients in the kitchen with potential regeneration requirements</li> <li>▪ Characterise ingredient regeneration techniques</li> </ul> <p><b>COMPETENCE</b> The learner regenerates raw food selecting and applying techniques according to the characteristics of the product to be regenerated by:</p> <ul style="list-style-type: none"> <li>• Selecting and applying suitable equipment and regeneration techniques</li> <li>• Applying safety and environmental protection regulations in his/her operations</li> </ul>
---	--

Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)	The learner will attend to the theoretical and practical lessons for the Unit of Learning Outcome "Raw material".
Enclosures in annex - please tick as appropriate	<input checked="" 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 checked="" type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: (please specify)
<b>14. Assessment and documentation</b>	
Person(s) responsible for assessing the learner's performance	Name: Manuel Viana
	Organisation, role: EPRALIMA, tutor
Assessment of learning	Date of assessment: (31/05/2017)

<p>outcomes</p>	<p>Performance Criteria:</p> <p>Key technical outcome 1: Pre-processing raw food when cooking, selecting and applying techniques of handling, cleaning, cutting and/or dishing out according to its application or use.</p> <p>Performance Criteria:</p> <ul style="list-style-type: none"> <li>▪ Identifies raw ingredient cleaning and preliminary preparation requirements</li> <li>▪ Links techniques to the specifics of ingredients, possible subsequent applications and necessary equipment, utensils and tools</li> <li>▪ Carries out weighing, preparation and cleaning tasks prior to cutting using equipment, utensils and tools properly and according to established procedure</li> <li>▪ Calculates yields for each foodstuff</li> <li>▪ Identifies basic cuts were characterised and their application with various types of ingredients</li> <li>▪ Carries out basic cut techniques according to established procedure</li> <li>▪ Characterises specific cuts, linking and identifying possible applications for various types of ingredients</li> <li>▪ Carries out techniques to obtain specific cuts according to established procedure</li> <li>▪ Develops intermediate preservation procedures taking into account the requirements of the various ingredients and subsequent use</li> <li>▪ Performs all operations taking into account health, occupational safety and environmental protection regulations.</li> </ul> <p>Key technical outcome 2: Regenerating raw food selecting and applying techniques according to the characteristics of the product to be regenerated.</p> <p>Performance Criteria:</p> <ul style="list-style-type: none"> <li>▪ Identifies ingredients in the kitchen with potential regeneration requirements</li> <li>▪ Characterises ingredient regeneration techniques in the kitchen</li> <li>▪ Identifies and selects suitable equipment and techniques to apply regeneration techniques</li> <li>▪ Carries out regeneration techniques according to established procedure</li> <li>▪ Performs all operations taking into account health, occupational safety and environmental protection regulations.</li> </ul> <p>Methods: The teacher responsible for the unit of learning outcome “Raw material” is responsible for the evaluation methodologies and assessment of the learner’s progress and final evaluation.</p> <p>The following methods and instruments will be used: practical test for the assessment of the application of knowledge, skills and competence; observation grid; assessment tool for Units of learning Outcome; Logbook; Personal Monitoring Tool; Reflective Learning Portfolio; Competencies Assessment Tool.</p>
<p>How and when will the assessment be recorded?</p>	<p>Assessment Tool for Units of learning Outcome; Competencies Assessment Tool; Certificate; Personal Registration Form; Europass Mobility; Europass Language Passport.</p>



Please include	<input checked="" 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 checked="" type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: (please specify)
----------------	---

## 15. Validation and recognition

Person (s) responsible for validating the learning outcomes achieved abroad	Name: Laura Igarzabal Organisation, role: Goierri Eskola, Responsible of area of cookery and bakery
How will the validation process be carried out?	The validation is automatically with a favourable assessment received by the receiving organization.
Recording of validated achievements	Date: (15/06/2017) Assessment Tool for Units of learning Outcome; Competencies Assessment Tool; Certificate; Personal Registration Form; Europass Mobility; Europass Language Passport.
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: (please insert) Organisation, role: Goierri Eskola, Responsible of area of cookery and bakery
How will the recognition be conducted?	A credit transfer should take place in the framework of an organized mobility, underpinned by a <i>Learning Agreement</i> , credit should be validated and automatically recognized if the assessment received by the receiving organization is positive.

## 16. Signatures

Home organisation/country	Host organisation/country	Learner
Name, role	Name, role	Name
Laura Igarzabal, Responsible of the area of cookery and bakery	Céu Branco, Responsible of Mobility Projects	Ekain Ugalde

Place, date	Place, date	Place, date
Ordizia, 20th February 2017	Ponte da Barca, 20th February 2017	Ordizia, 20th February 2017
If applicable: Intermediary organisation		If applicable: Parent or legal guardian
Name, role		Name, role
Place, date		Place, date
<b>17. Additional information</b>		
<b>18. Annexes</b>		



Co-funded by the  
Erasmus+ Programme  
of the European Union

## WEBSITE REFERENCES

<http://www.ecvet-toolkit.eu/ecvet-toolkit/sign-learning-agreement>

<http://www.ecvet-toolkit.eu/tools-examples-more/ecvet-toolkit-tools>

## ANNEX I – ECVET QUALITY COMMITMENT

### ERASMUS + VET MOBILITY QUALITY COMMITMENT

<b>Obligations of the Sending Organization</b>
--

- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competence to be developed.
- If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities).
- **Prepare** participants in collaboration with partner organizations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the receiving organization to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the receiving organization to ensure the validation and recognition of the knowledge, skills and competence acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the receiving organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the receiving organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible.

*Recognize learning outcomes which were not originally planned but still achieved during the mobility.*

- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognize** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.

#### Obligations of the Sending and Receiving Organizations

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits).
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competence to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participants.
- **Agree** monitoring and mentoring arrangements.
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required.
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

#### Obligations of the Receiving Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competence and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant.

### Obligations of the Participant

- **Establish** the Learning Agreement with the sending organisation and the receiving organization to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the receiving organization, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending organization and receiving organization about any problems or changes regarding the training placement.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

### Obligations of the Intermediary Organization

- **Select** suitable receiving organizations and ensure that they are able to achieve the placement objectives
- **Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

### Signatures

Sending Organization, Name, Date

Receiving Organization, Name, Date

Intermediary Organization (optional), Name, Date

Participant, Name, Date

## ANNEX II – TECHNICAL SHEET

**1-** This framework **aims to provide:**

- a. a comprehensive understanding of a *Learning Agreement*;
- b. points to consider in the fulfilment of a *Learning Agreement*;
- c. a template for a *Learning Agreement*;
- d. an exemplification on how to fulfil a *Learning Agreement*.

**2-** This framework is intended **to be used** in determining the following via the template:

- a. aims of the *Learning Agreement*;
- b. data of the involved parties;
- c. duration of the learning period abroad;
- d. identification of the qualification, EQF level and learning outcomes that are expected to be achieved by the learner;
- e. assessment procedures;
- f. validation and recognition procedures;
- g. additional information.

**3-** This framework is intended **for the use of** schools, public bodies and other private enterprises who participate in European mobility projects.

**4-** This framework is intended **to be applied** in the context of ECVET implementation, specifically, to validate and recognize the learning outcomes acquired by VET learners in a variety of learning contexts, such as, when learners participate in European mobility projects.

**5- Phase and Stage of the Pedagogical Circuit in which the Tool should be used:**

**Phase 1: Before Mobility**

**Stage 4: Establishing Agreements**