

TRAINING AGREEMENT and QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

I. DETAILS OF THE PARTICIPANT

Name of the participant:

Field of vocational education:

Sending institution (name, address):

Contact person (name, function, e-mail, phone):

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Receiving organisation (name address):

Contact Person (name, function, e-mail, phone):

Planned dates of start and end of the placement period:

◇ Knowledge, skills and competence to be acquired:

◇ Detailed programme of the training period:

◇ Tasks of the trainee:

◇ Monitoring and Mentoring of the participant:

◇ Evaluation and Validation of the training placement:

III. COMMITMENT OF THE PARTIES

By signing this document, the participant, the sending institution and the receiving organisation confirm that they will abide by the principles of the Quality Commitment for Leonardo da Vinci training placements attached below. *If there is an intermediary organization involved in the realization of the training placement, it should be included in this Training Agreement.*

THE PARTICIPANT

Participants' signature

Insert name

Place and date: _____



Región de Murcia

Consejería de Educación, Formación y Empleo

D. G. de Formación Profesional y E. P. A.



Education and Culture DG

Lifelong Learning Programme



THE SENDING INSTITUTION

We confirm that this proposed training programme agreement is approved.

On completion of the training programme the institution will issue a Europass Mobility, to the participant.

Coordinators' signature

Place and date: _____

Insert name

THE RECEIVING ORGANISATION

We confirm that this proposed training programme is approved.

On completion of the training programme the organisation will issue a Certificate to the participant.

Coordinators' signature

Place and date: _____

Insert name



LEONARDO DA VINCI MOBILITY QUALITY COMMITMENT TRAINING PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

Define	<i>placement objectives</i> in terms of the skills and competencies to be developed.
Choose	the appropriate target country , host organisation , project duration and placement content to achieve these objectives.
Select	participants on the basis of clearly defined and transparent criteria.
Prepare	<i>participants</i> in collaboration with partner organisations for the practical, professional and cultural life of the host country , in particular through language training tailored to meet their occupational needs.
Establish	a contract including a training agreement whose contents are transparent for all parties involved.
Manage	transport, accommodation, visa/work permit arrangements and social security cover and insurance.
Evaluate	with each participant the personal and professional development achieved through participation in the Leonardo programme.

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

Select	<i>suitable host organisations</i> 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.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

Negotiate	a tailor-made training programme for each participant (if possible during preparatory visits).
Agree	monitoring and mentoring arrangements.
Implement	agreed validation procedures to ensure recognition of skills and competencies acquired.
Establish	appropriate communication channels for all parties including participants.
Evaluate	the progress of the project on an on-going basis and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

Foster	<i>understanding of the culture and mentality of the host country.</i>
Assign	to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
Identify	a tutor to monitor the participant's training progress.
Provide	practical support if required.
Check	appropriate insurance cover for each participant.

THE PARTICIPANT UNDERTAKES TO:

Comply	with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.
Abide	by the rules and regulations of the host organisation , its normal working hours, code of conduct and rules of confidentiality.
Communicate	with promoter/sending organisation about any problem or changes regarding the placement.



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Submit

*a **report** in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .*