



## TRAINING AGREEMENT and QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

### I. DETAILS ON THE PARTICIPANT

Name of the participant:  
Field of vocational education:  
Sending institution (name, address):  
Contact person (name, function, e-mail, tel):

### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Receiving organisation (name address):  
Contact Person (name, function, e-mail, tel):

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 INVOLVED

**By signing this document, the participant, the sending institution and the receiving organisation (and the intermediary organisation if applicable)\* confirm that they will abide by the principles of the Quality Commitment for Leonardo da Vinci training placements attached below.**

*\*please add a box below for the signature of the intermediary organisation – if applicable*

#### THE PARTICIPANT

Participant's signature

..... Date: .....

#### 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, *other form of validation/recognition...*] to the participant

Coordinator's signature

..... Date: .....

#### 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

Coordinator's signature

..... Date: .....

## LEONARDO DA VINCI MOBILITY QUALITY COMMITMENT TRAINING PLACEMENTS

### THE SENDING ORGANISATION UNDERTAKES TO:

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

### THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

<i>Select</i>	<b>suitable host organisations</b> and ensure that they are able to achieve the placement objectives.
<i>Provide</i>	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:

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

### THE HOST ORGANISATION UNDERTAKES TO:

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

### THE PARTICIPANT UNDERTAKES TO:

<i>Comply</i>	with all arrangements negotiated for his/her placement and to <b>do his/her best to make the placement a success</b> .
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**Región de Murcia**

Consejería de Educación, Formación y Empleo

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

***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.

***Submit***

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