

Erasmus+ learning agreement

1. Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme's rules and quality standards.

2. Information about the learning mobility

| | |
|----------------|---|
| Field | School education |
| Activity type: | Courses and training oppure Job shadowing |
| Mode: | Physical |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

3. Parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility, the sending organisation and the hosting organisation.

3.1. Participant in the learning mobility

| | |
|------------------|---|
| Full name: | |
| Address: | [Full address, including country, city and post code] |
| Email: | |
| Phone number(s): | |

3.2. Sending organisation

| | |
|--------------------|---|
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

3.3. Hosting organisation

| | |
|--------------------|---|
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including country, city and post code] |

4. Learning context

| |
|--|
| At the sending organisation, the participant is currently working in the following capacity: |
|--|

| | |
|-------------|--|
| Job title: | [The participant's current job title] |
| Main tasks: | [Short description of the participant's main work tasks at the sending organisation] |

5. Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

[Add or remove outcomes as needed for each participant]

| | |
|--|---|
| Outcome 1: [Title] | |
| Relevant subject, skill or competence: | [This may be formal subjects included in the curriculum, or specific skills and competences, including those acquired through informal and non-formal learning (for example 'inter-cultural competence')] |
| Description: | [Provide a short and clear description of the expected learning outcome in form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility] |

| | |
|--|--|
| Outcome 2: [Title] | |
| Relevant subject, skill or competence: | |
| Description: | |

| | |
|--|--|
| Outcome 3: [Title] | |
| Relevant subject, skill or competence: | |
| Description: | |

| | |
|--|--|
| Outcome 4: [Title] | |
| Relevant subject, skill or competence: | |
| Description: | |

| | |
|--|--|
| Outcome 5: [Title] | |
| Relevant subject, skill or competence: | |
| Description: | |

6. Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity.

[Add or remove activities / tasks as needed for each participant. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

| | |
|-----------------------------------|---|
| Activity / task 1: [Title] | |
| Description: | [Provide a short and clear description of the activity that the participant will attend, or of the tasks that they will complete] |
| Activity / task 2: [Title] | |
| Description: | |
| Activity / task 3: [Title] | |
| Description: | |
| Activity / task 4: [Title] | |
| Description: | |
| Activity / task 5: [Title] | |
| Description: | |

7. Monitoring, mentoring and support during the activity

7.1. Responsible persons at the hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes, and helping them to integrate into the daily routines and the social context at the hosting organisation.

| | |
|-------------------|--|
| Full name: | |
| Job title: | |
| Email: | |
| Phone number(s): | |
| Responsibilities: | [Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] |

7.2. Responsible persons at the sending organisation

The following person(s) at the sending organisation are tasked with following the participants' progress and providing content or practical support from the side of the sending organisation.

| | |
|-------------------|---|
| Full name: | Roberto Bondi |
| Job title: | Erasmus+ Contact person |
| Email: | bondika@g.istruzioneer.it |
| Phone number(s): | +39 051 3785268 |
| Responsibilities: | Mentor (main content supervisor) AND Contact for administrative matters AND Emergency contact |

7.3. Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

Before:

The participants will be supported by the Sending Organisation's project team during all the preparation programs. The Sending Organisation's project coordinator will monitor the preparatory activities according to the project plan, the course providers' requirements, the school's, and participants' needs.

The Receiving Organisation/Course Organisers will guide the participants' preparation through the exchange of emails, providing information regarding fulfilling the pre-mobility tasks.

During:

The Sending Institution will identify a tutor or mentor to monitor the participants' learning progress and/or offer professional support.

During the course, trainers at the Receiving Organisation will monitor the progress and attendance of the participants, leading to a Certificate of Attendance with the number of hours attended and input.

The mentors/monitors of both organiser and sending organisation will foster the participants' understanding of the culture and mentality of the host country and will provide practical support if required, including a clear contact point for participants.

The Sending Organisation's project team will ensure the course participants are given all details and support for travelling abroad.

The Sending Organisation's project coordinator will keep in touch with the participant, via email / phone.

After:

The participant's evaluation and CPD contribution to their school will be monitored by the Sending Institution (through the project coordinator and the participant).

The competences acquired will also be monitored through questionnaires (that could benefit from the participant's European experience), through spreading examples of good practice and subsequent class evaluation.

In the sending school, the participant's activity will be monitored by the project team, according to the implementation project plan.

From Italy:

The Italian coordinator will take care of the mentoring of the participant in all its phases, from the choice of the course to the organisational details to the return to its school reality, either through special meetings in attendance or through a constant line through mail and other means of communication. Experience monitoring will also be carried out through online and presence tools, fostering collective meetings for greater dissemination and circulation of experiences in the latter case. An ad hoc questionnaire will also be set up to identify the strengths of mobility and those that need more attention and / or revision.

8. Evaluation of learning outcomes

After the mobility activity, the participant's learning outcomes will be assessed in the following way:

Evaluation format:

The mobility ends with an assessment session at the sending organisation, where teachers are asked to reflect upon the value of the knowledge / competence gained and its usefulness for their teaching.

The participant's evaluation and validation will be done upon return within the Sending Organisation, according to the evaluation project plan.

The evaluation process will monitor whether the participant puts into practice the acquired competences in the school environment and contribute to realising the European development plan objectives.

The participation in the training program and backs of the students acquired competencies will be certified by Certificates of Attendance issued by the training program provider/hosting institution.

Evaluation criteria:

Knowledge and new skills acquired by the teacher and its effect in class lessons.
Feedbacks of the students

Evaluation procedures:

Evaluation tools: checklists, questionnaires, meetings, workshops, portfolios.

The evaluation process is a continuous process, which will take place at the sending and hosting organisations. Its steps will be:

1. collecting information;
2. analysis and interpretation of information collected;
3. validating analyses and reporting results;
4. using the conclusions.

The person responsible for the evaluation of learning outcomes is the coordinator of the project. The evaluators will be the members of the monitoring team in the sending organisation, the mentor in the sending organisation and the mentor in the hosting organisation.

9. Recognition of learning outcomes

The learning outcomes attained by the participant will be recognised in the following way:

Recognition conditions:

There will be a general recognition of the headmistress after a visit in one of the classes of the teacher involved

Recognition procedures:

The headmistress of our school will fix one day for a visit in one of the classes involved in the project to check how effective this mobility has been on the teaching techniques used to improve students' skills, interest and enthusiasm.
The recognised learning outcomes will be registered in the teachers' records in the form of a Certificate of attendance.

Recognition documentation:

The main documents will be:

1. Boarding diaries
2. Rough books (step by step production)
3. Final productions shared on google drive of the school
4. Certificate of Attendance

10. Reintegration at the sending organisation

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

Reintegration destination:

Not applicable

Reintegration conditions:

Not applicable

11. Signatures

The signatories confirm that they understood and approve the content of this agreement.

| Participant | |
|-----------------|--|
| Full name: | |
| Date and place: | |
| Signature: | |

| For sending organisation | |
|---------------------------------|--|
| Full name: | |
| Position: | |
| Date and place: | |
| Signature: | |

| For hosting organisation | |
|---------------------------------|--|
| Full name: | |
| Position: | |
| Date and place: | |
| Signature: | |