



# Learning Agreement

## Student Mobility for Traineeships

Trainee	Last name(s)	First name(s)	Date of birth	Nationality	Gender [Male/Female/Undefined]	Study cycle	Field of education
	Daic	Edina	14.05.1997	Austrian	Female	EQF level 7	01
Sending Institution	Name	Faculty/Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	
	Universität Wien	SSC Lehrer*innen bildung	A WIEN01	Universitätsring 1, 1010 Wien	AT	Univ.Prof. Dr. Ilse Schritteser <a href="mailto:ssc.lehrerinnenbildung@univie.ac.at">ssc.lehrerinnenbildung@univie.ac.at</a> +43-1-4277-0	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size	Contact person name; position; e-mail; phone	Mentor name; position; e-mail; phone
	Istituto comprensivo Ist. compr. via commerciale	School	Via Sant'Anastasio 15 35134 TRIESTE	Italy	<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Valentina Mucchino Teacher <a href="mailto:Valentina.mucchino@icvia.com">Valentina.mucchino@icvia.com</a> <a href="http://merciale.edu.it">merciale.edu.it</a> 339 335 6311883	Valentina Mucchino Teacher <a href="mailto:Valentina.mucchino@icvia.com">Valentina.mucchino@icvia.com</a> <a href="http://commerciale.edu.it">commerciale.edu.it</a> 339 335 6311883

### Before the mobility

<p><b>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</b></p> <p>Planned period of the physical mobility: from [day/month/year] 1.10.2022. to [day/month/year] 31.5.2023. (If applicable, planned period(s) of the virtual mobility: from [day/month/year] ..... to [day/month/year] ..... )</p>	
Traineeship title: Language assistant	Number of working hours per week: Full teaching duties with 12 hours per week
<p><b>Detailed programme of the traineeship:</b></p> <p>The plan is to support the teacher in the teaching of the subject German and thus to promote the students in their linguistic competencies. For the lessons, different forms of teaching such as group work and role plays are also planned, as well as a cultural exchange and new insights that the children can gain with it. I will work with students aged 11 to 14 and spend 12 hours a week with them. Meanwhile, the oral exchange in the German language shall be promoted and a new relationship shall be established. The language assistance should be a possibility for the classes to get an insight into the Austrian culture, to be able to ask questions about it and to give them an opportunity to get a better idea about it. Overall, the motivation to speak should be promoted and Austria-related content should be brought closer.</p>	
<p>Traineeship in digital skills: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p><b>Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):</b></p> <p>Gain new teaching experience at a school abroad Get to know a different school system Gaining cultural experience Gain experience that I can use in my future career as a teacher</p>	
<p><b>Monitoring plan:</b></p> <p>Regular feedback from the teachers with whom I am involved in the lessons and with whom I am now also already in contact. Meetings with the director of the school</p>	
<p><b>Evaluation plan:</b></p> <p>The evaluation is done by the teachers I work with, who give me feedback on this, and also by the director of the school.</p>	
<p>The level of <b>language competence</b> in German [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input checked="" type="checkbox"/></p>	

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**Table B - Sending Institution**

Please use only one of the following three boxes:

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ..... ECTS credits (or equivalent)	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate the number of credits: ....
Give a grade: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent): Yes <input checked="" type="checkbox"/>	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits: ....
Record the traineeship in the trainee's Europass Mobility Document ( <i>highly recommended</i> ): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Accident insurance for the trainee**

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
The Austrian Students' Union (ÖH) will provide an accident insurance which covers:	accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
The Austrian Students' Union (ÖH) will provide a liability insurance to the trainee: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**Table C - Receiving Organisation/Enterprise**

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month): 850
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please specify: ....	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.	
Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.	

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By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee	Edina Daic	a01548206@univie.ac.at	Trainee Language assistant	14.07.2022	
Responsible person at the Sending Institution	Univ.-Prof. Mag. Dr. Ilse Schrittmesser	International.lehrerinnenbildung@univie.ac.at	SPL	19.7.2022	Stamp and signature 
Supervisor at the Receiving Organisation					Stamp and signature 

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