**Erasmus+ læringsaftale / learning agreement**

Må godt udfyldes på dansk!

# 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.

# Information about the learning mobility

|  |  |
| --- | --- |
| Field | Adult education |
| Activity type: | [Use the classification from the Erasmus+ Programme Guide] |
| Mode: | Fysisk |
| Start date for the activity: | [DD/MM/YYYY] |
| End date for the activity: | [DD/MM/YYYY] |

# Parties to the learning agreement

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

## Participant in the learning mobility

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

## Sending organisation

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

## Hosting organisation

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

# 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] |

# 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: |  |

# 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]

|  |
| --- |
| **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: |  |

# Monitoring, mentoring and support during the activity

## 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)] |

## 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: |  |
| 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)] |

## Accompanying persons

Not applicable

## Mentoring and monitoring arrangements

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

* [Activity 1]
* [Activity 2]
* [etc.]

# Evaluation of learning outcomes

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

|  |
| --- |
| **Evaluation format:** |
| [Describe the planned evaluation formats, for example in terms written or oral examination, required practical tasks, continuous assessment or punctual examination, structured report, self-assessment elements, etc.] |

|  |
| --- |
| **Evaluation criteria:** |
| [Describe the criteria that will be used for the evaluation] |

|  |
| --- |
| **Evaluation procedures:** |
| [Describe the evaluation process and procedures: where is it going to take place (sending or hosting organisation), who will be the evaluators, procedure in case of contested results, how are the results and/or grades going to be transmitted between the hosting and the sending organisation, etc.] |

# Recognition of learning outcomes

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

|  |
| --- |
| **Recognition conditions:** |
| [Explain the conditions under which the different learning outcomes will be recognised] |

|  |
| --- |
| **Recognition procedures:** |
| [Define who will be responsible for the recognition process and how are the recognised learning outcomes going to be registered in the learner’s records] |

|  |
| --- |
| **Recognition documentation:** |
| [List the documents (digital or paper) that must be issued to ensure the recognition of the learning outcomes. Link to each document the organisation responsible to issue it, the recipient of the document and the indicative timeframe for issuing the document.] |

# Reintegration at the sending organisation

 ‘Not applicable’

# Additional provisions

‘Not applicable’

# Signatures

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

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

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