Erasmus+

Learning agreement

In easy to read and easy to understand

What is Erasmus+?

Erasmus+ is a program by the European Union.

It helps people to:

- Learn new skills in another country.
- Experience different cultures.
- Improve their job opportunities.

How To Use This Document.

Each question has **2 parts**.

Yellow part: This gives you information.

White part: This is for you to put in your information.

What is the Learning Agreement?

The **Learning Agreement** is a document.

The **Learning Agreement** explains:

- What will happen during your time abroad.
- What you are expected to learn.

Who Must Approve the Learning Agreement?

Before your time abroad starts,

the **Learning Agreement** needs to be approved by:

- You, the participant
- Sending organization (where you come from)
- Hosting organization (where you are going)

1

Information About the Learning Mobility

Mobility means to travel abroad.	
There are 3 education fields. **School Education.** This helps improve teaching and learning in schools. **Vocational Education.** This helps people gain job skills through training and internships. **Adult Education.** This offers adults learning opportunities to better their skills and careers.	
Choose **Your** Education Field: ○ School education ○ Vocational education ○ Adult education	
There are Different Types of Activities. **Group Mobility.** A group of people travel together to another country. They learn new things as a team. This activity lasts for a few days or weeks.	
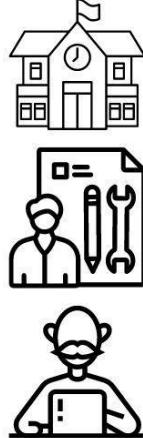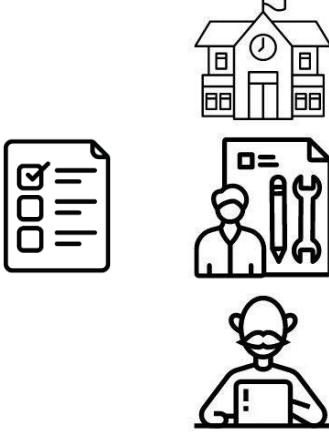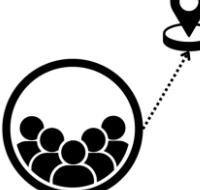
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Individual Mobility. One person travels alone to another country. They learn new things on their own. This activity can last for a few days to some months.	
Long term Mobility. A person travels to another country for several months to a year. They go to study or work.	
Short term Mobility. A person travels to another country for a few days or weeks. They go to quickly learn something new.	
Learning, Teaching and Training Activities. A person or group travels to another country for special training. This training lasts for a few days or weeks.	
Job Shadowing. A person watches someone doing their job in another country. This helps them learn how work is done in that country. Job shadowing lasts for a few days or weeks.	
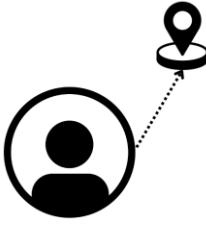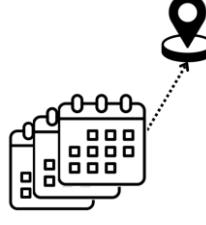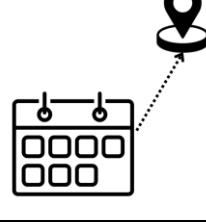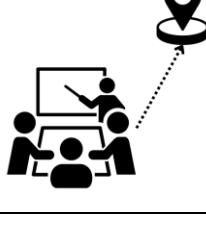
Choose **Your** Type of Activity: ⊙ Group mobility ⊙ Individual mobility ⊙ Long term mobility ⊙ Short term mobility ⊙ Learning, Teaching and Training Activities ⊙ Job shadowing	
There are different types of meetings. **Physical Meeting.** People meet face to face, in person.	
Virtual Meeting. People meet online. For example, on Zoom or Google Meet.	
Blended Meeting. People meet face to face and online.	
Choose **Your** type of meeting: ⊙ Physical mobility ⊙ Online Mobility ⊙ Blended Mobility	
The mobility always has an exact start and end date. • **Start Date** is when the mobility starts • **End Date** is when the mobility finishes	
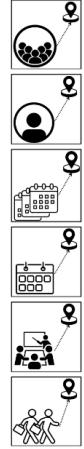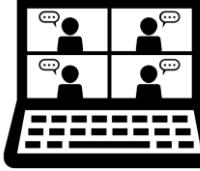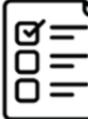
Start date

End date

Parties to the learning agreement

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The Learning Agreement is made between: • the participant, • legal guardian (if you have one) • the sending organization, • the hosting organization.	
You are the **participant**.	
You must provide **your** personal information for the agreement to be valid.	
Name and surname _____ Country _____ City _____ Street name _____ House building _____ Post code _____ Email _____ Phone number _____	
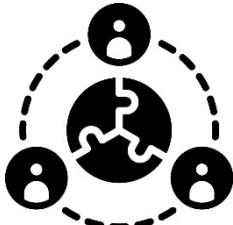
A **legal guardian** is someone who is responsible for you by law, and can make decisions for you. The legal guardian must give consent and help with important decisions about your mobility.	
If you have a legal guardian you must provide the personal data of your legal guardian, for the agreement to be valid.	
Name and surname [ ] Country [ ] City [ ] Street name [ ] House building [ ] Post code [ ] Email [ ] Phone number [ ]	
A **sending organisation** is in your country. The sending organisation sends participants to another country. The sending organisation: • Helps you prepare for the mobility. • Supports you during the mobility. • Communicates with you during your mobility.	
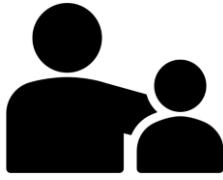
|	
You must provide the information of your **sending** organisation for the agreement to be valid.	
Name and Surname _____ Country _____ City _____ Street name _____ House building _____ Post code _____ Email _____ Phone Number _____	
A **hosting organisation** is in another country. The **hosting organisation** is in the country you are travelling to. The hosting organisation: ● Welcomes you to the country. ● Plans activities for you. ● Offers guidance and support during your mobility.	
You must provide the information of your **hosting** organisation for the agreement to be valid.	
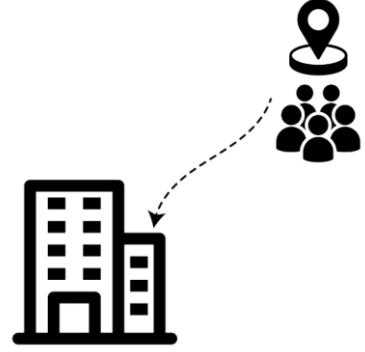
Name and surname _____	
Country _____	
City _____	
Street name _____	
House building _____	
Post code _____	
Email _____	
Phone Number _____	

## Learning Context

You need to provide information about your job.	
Job title [ ]	
In your job, you do the tasks you are given.	
My Tasks:	
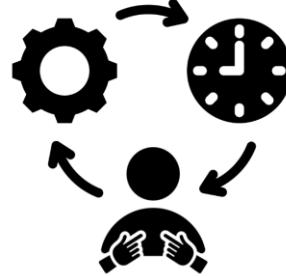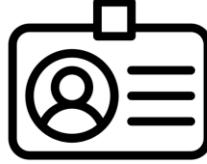
Learning Outcomes

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You will work towards personal goals during your mobility. Before starting you need to set your personal goal.	
My Personal Goal:	
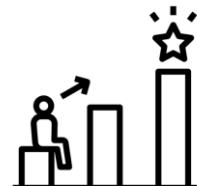
You need to write down what **you** will be **able** to do when you reach your goal.	
After reaching my goal, I will be able to:	
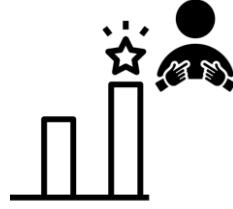
Learning Programme and Tasks

To reach your goals you will do activities and tasks during mobility.	
My tasks:	
You need to describe the task you will complete.	
My task description:	

If you have more tasks, you must name them and describe them.	
My other tasks:	
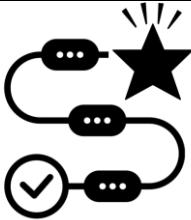
Monitoring, Mentoring and Support during the activity

A person from the **Hosting organisation** will: • Show you your tasks. • Help you when needed. • Check your learning progress. • Support you in reaching your learning goals. This person is called the **Responsible Person**.	
You must provide the information of the **Responsible Person** in the **hosting** organisation.	
Name and Surname Job title Email Phone Number Responsibilities	
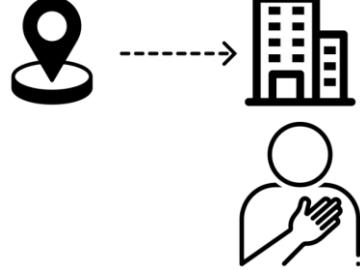
A person from the **Sending organisation** will:

- Monitor your learning progress.
- Help you when needed.

This person is also called the

Responsible Person.
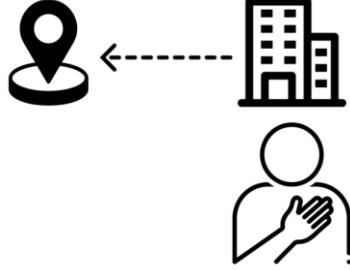
You must provide the information

of the **Responsible Person**

in the **sending** organisation.

Name and Surname

Job title

Email

Phone number

Responsibilities

You will have

an **accompanying person** with you.

The person will stay with you and help you.

You must provide the information

of your **Accompanying person.**

Name and Surname _____ Position or Qualification _____ Email _____ Phone number _____ Responsibilities _____	
During your mobility, your **learning process** will be monitored. **Monitoring** can happen in many ways. For example: • Conversations • Task reviews • Consultations • Interviews with the responsible person	
Monitoring activities: _____	

Evaluation of Learning Outcomes

After your mobility, what you learned will be evaluated. **Evaluation** can happen in many ways. For example: ● Exam ● Practical tasks ● Report ● Self-assessment	
My way of learning evaluation:	
Evaluation **criteria** are needed for evaluation. There can be many evaluation criteria. For example: ● Completing a task ● Communication skills ● Social integration ● Problem-solving ● Independence	
My learning evaluation criteria:	
Evaluation can happen ● in the hosting organisation, or ● in the sending organisation	

Evaluation place:	
Evaluation can happen at different times. For example: ● at the end of the mobility, or ● after the mobility	
Evaluation time:	

Recognition of learning outcomes

After your mobility You will receive a **certificate**. The certificate will confirm the new skills you gained during mobility.	
Name of certificate:	

Signatures

You must confirm that the **information** you provided is **correct.**	
Is the information you wrote is correct? ⊙ Yes ⊙ No	

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