**!! This page is not part of the template. Please remove it before signing the agreement!!**

**What is this template?**

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner in DiscoverEU Inclusion action.

**What is a learning agreement?**

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant and the sending organization It is an important document to ensure quality and to build transparency and trust between the parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

* **Grant agreement** between the sending organization and the participant defining the financial support to the participant and the legal framework for the mobility
* **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
* **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project’s Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
* Youthpass is a standardized document designed to capture the learning outcomes achieved during a mobility period. The Youthpass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Youthpass can be complemented or replaced by other documents, including national recognition instruments.
* **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant’s results and satisfaction.

**Is it obligatory to have a learning agreement?**

This template is recommended as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

**How to use this template?**

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties. Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.

**Erasmus+ learning agreement**

# Purpose of the learning agreement

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

# Information about the learning mobility

|  |  |
| --- | --- |
| Field | Youth |
| Activity type: |  DiscoverEU Inclusion |
| Mode: | physical  |
| Start date: | [DD/MM/YYYY] |
| End date: | [DD/MM/YYYY] |

# Parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility and the sending( coordinating) organization.

**3.1** **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] |

# 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 subjects, 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: |  |

# 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: |  |

|  |
| --- |
| **Activity / task 4: [Title]** |
| Description: |  |

|  |
| --- |
| **Activity / task 5: [Title]** |
| Description: |  |

# Monitoring, mentoring and support during the activity

## Responsible persons at the sending organisation

The following person(s) at the sending organization are tasked with introducing the participant to their activities and tasks providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes

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

[In case more than one person will be responsible, please make a copy of the above table for each person. It is recommended to be a project coordinator ,a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons .]

## Accompanying persons

The following person(s) will accompany the participant during their mobility period:

|  |  |
| --- | --- |
| Full name: |  |
| Position or qualification: |  |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: |  |

[If there will not be any accompanying persons involved, please delete the table above and indicate ‘Not applicable’. In case there will be more than one accompanying person, please make a copy of the above table for each person.]

# Evaluation of learning outcomes

The participant’s learning outcomes will be assessed in the following way:

|  |
| --- |
| **Evaluation format:** |
| [Describe the planned evaluation formats, for example continuous assessment report, self-assessment elements, etc.] |

|  |
| --- |
|  |
|  |

|  |
| --- |
| **Evaluation procedures:** |
| [Describe the evaluation process and procedures:  |

# Recognition of learning outcomes

After the mobility activity, the participant’s learning outcomes will be assessed 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] |

|  |
| --- |
| **Recognition documentation:** |
| [List the documents (digital or paper) that must be issued to ensure the recognition of the learning outcomes |

# Additional provisions

[If needed, introduce here any other provisions specific to the individual mobility. For example, this can be: arrangements with local partners, Meetups. If no additional provisions apply, please indicate ‘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** |
| Full name: |  |
| Position: |  |
| Date and place: |  |
| Signature: |  |