**ERASMUS + LEARNING AGREEMENT FOR VET MOBILITY**

**I. DETAILS ON THE PARTICIPANT**

|  |
| --- |
| Name of the participant: Paraskevi SkoulaxenouField of vocational education: Maintenance Team's Assistant Sending institution (name, address):1ο ΕΣΠΕΡΙΝΟ ΕΠΑΛ ΑΙΓΑΛΕΩ , Petrou Ralli &amp; Thivon 12241 Egaleo (Greece) Contact person (name, function, e-mail, tel):Jennie Kallergi , Project Coordinator , jkallergi@hotmail.com , +302109644279  |

**II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

|  |
| --- |
| **Host Organization/Company (name & address):** Zero Coma Segundos , Carretera de Vilches, 37 23400 Ubeda (Spain)Contact Person (name, function, e-mail, tel): Fernando Vargas Rodríguez , Managing Director , zerocomaseg@hotmail.com , (+34) 95375711**Intermediary Organisation** (name, function, e-mail, tel)**:** EuroMind Projects SLVenue in Seville: Avenida de Hytasa 36, Edificio Toledo 2, Oficina 3, planta,1 41006 Sevilla (Spain) Tel.+34 955 220 932Venue in Úbeda: Avenida de Linares 2 (pasaje), 23400 Úbeda (Spain) Tel.+34 654 807 859Contact Person (name, function, e-mail, tel): Karolina Jawniak / Monica Ruiz , Coordinator , info@euromind.es  |

|  |
| --- |
| Planned dates of start and end of the placement period: 16-01-2017 - 03-02-2017 |

|  |
| --- |
| **Knowledge, skills and competence to be acquired**: General: - Ability to form professional relationships with a range of individuals, groups and communities- Ability to demonstrate professional conduct and attitudes- Improvement of English communication and listening skills- Improvement of Spanish communication and listening skills- Ability to display self-confidence and present oneself in a professional manner- Ability to work on one’s own initiative and in a team- Knowledge of the host company profile- Increase in the trainee’s self-confidence and belief in one’s own abilities - Getting to know Spanish work culture Specific job-related skills: Knowledge:- The trainee is able to distinguish between concepts related to occupational health and safety - The trainee is able to identify the hazards associated with the occurrence of harmful factors in the work environment - The trainee is able to assist in the daily tasks in the garage - The trainee knows the basics of car maintenance - The trainee is able to understand commands by the mechanics - The trainee is able to define the components and assemblies of a motor vehicle - The trainee is able to identify the tools and equipment used - The trainee is able to use specific terms to communicate at work Skills:- The trainee is able to inspect different vehicles - The trainee knows how to replace removable parts - The trainee is able to align and repair wheels - The trainee is able to test and install heating and air conditioning systems - The trainee can provide necessary car care - The trainee can remove and disassemble units to repair them Competences:- The trainee knows how to apply problem solving strategies - The trainee has autonomy to develop tasks of responsibility on his own - The trainee is able to work as a team - The trainee is able to respect the principles of the Spanish culture |
| **Detailed programme of the training period**: The training program is divided into 3 stages in accordance to the length of the trainee’s stay in the host company:  1st Stage -getting to know the company tutor and the team -getting familiar with the company structure, premises, rules, health and safety procedures -getting familiar with the company affairs and projects -getting familiar with the extent of the company’s business activity: local, regional, national or international -providing a brief overview of the tasks and projects the trainee will get involved in -getting familiar with the work stand -getting to know the programs and applications used by the company -getting to know the system of working, timetables and work culture -starting to perform job-related tasks gradually  After the internship: - completing training diaries regularly, in particular, taking notes of the tasks delivered and the progress made -taking part in Spanish language activities with the aim of breaking the language barrier and improving communication as well as expanding the sector-related vocabulary -taking part in dissemination activities, the aim of which is to promote the internship on a local, regional and national level (preparation of Power Point presentations, Facebook fan page, or a short movie depending on preferences) -cultural activities involving getting to know Spanish customs, culture and language  2nd Stage The trainee will gradually be introduced to more demanding and more complex tasks that require more responsibility. The trainee will be developing their professional skills further as well as slowly taking up new tasks -performing job-related tasks assigned to the trainee depending on a daily workload, customers’ needs, new projects and tasks coming in  After the internship: -completing training diaries regularly – taking notes of the tasks delivered and the progress made -taking part in dissemination activities, the aim of which is to promote the internship on a local, regional and national level (preparation of Power Point presentations, Facebook fan page, or a short movie depending on preferences)  3rd Stage The trainee will be given more responsibilities and tasks depending on their development and performance review. During the last week of his or her work placement, the trainee should be able to carry out all the tasks envisaged for him or her in the program. -performing job-related tasks assigned to the trainee depending on a daily workload, customers’ needs, new projects and tasks coming in  After the internship: -completing training diaries regularly – taking notes of the tasks delivered and the progress made -taking part in dissemination activities, the aim of which is to promote the internship on a local, regional and national level (preparation of Power Point presentations, Facebook fan page, or a short movie depending on preferences) -round-up: sharing experiences, presentation of dissemination activities and handing out certificates  |
| **Tasks of the trainee**: Trainee’s training tasks are subject to slight modifications depending on the company’s workload, projects being prepared and those being delivered as well as the trainee’s level of Spanish & English language, their professional preparation and willingness to learn. General tasks - Completing internship diary on a daily basis - Observing the programme rules - Going to work every day - Taking part in dissemination activities - Preparing dissemination materials (for instance presentations, posters, blogs etc.)- Taking part in Spanish classes if the language training was included in the programmeGeneral job-related tasks- Working effectively in a team- Showing friendly attitude to work and team members- Providing high quality customer care- Greeting guests with a smile- Making use of linguistic skills Specific job-related tasks- Facilitating oil changes and changing filters for customers - Assisting with installing and diagnosing air conditioning system - Assisting with replacing and repairing removable components of the vehicle - Examining new vehicles for defects to ensure proper functioning - Preparing work stations for use by mechanics and repairers - Disassembling and removing different units, using hand or power tools such as engines, transmitters or other devices - Cleaning units, using prescribed solvents - Providing appropriate car care  |
| Monitoring and Mentoring of the participant:The trainee will be evaluated and monitored on an on-going basis during the whole duration of their work placement by their company tutor in cooperation with their euroMind mentor. The trainee will be asked to participate in a performance review during which they will be given feedback and guidance on what has been done correctly and what needs further improvement. The performance review will be delivered in the middle and at the end of the work placement.Evaluation and Validation of the training placement: The trainee will be evaluated according to a 6 point scale and the evaluation itself will consist of the following criteriaEvaluation Criteria 1 to 6 rating (1= unsatisfactory, 2= poor, 3= satisfactory, 4= good, 5 = very good, 6 = excellent)1. Adaptation to working environment
2. Attendance and punctuality
3. Commitment and enthusiasm
4. Dress code
5. Knowledge & Professional skills
6. Quality of work
7. Speed of work
8. Contribution to team/company
9. Overall performance

The training placement will be validated through the following set of documents:* Europass Mobility
* The evaluation forms
* Training Certificate
* Language Certificate
 |

**III. COMMITMENT OF THE PARTIES INVOLVED**

*By signing this document, the participant, the sending institution, the receiving organisation and the intermediary organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus+ training placements attached below.*

|  |
| --- |
| **THE PARTICIPANT** (Paraskevi Skoulaxenou)Participant's signature................................................................................ Date:....................................................................... |

|  |
| --- |
| **THE SENDING INSTITUTION**We confirm that this proposed training programme agreement is approved. On completion of the training programme the institution will issue a Europass Mobility to the participant.Coordinator's signature................................................................................ Date:....................................................................... |

|  |
| --- |
| **THE INTERMEDIARY ORGANISATION**We confirm that this proposed training programme is approved.On completion of the training programme the organisation will issue Work Placement Certificate and Language Certificate (if required) to the participant. |
| Coordinator’s signature ............................................................................. | Date: ................................................................... |

|  |
| --- |
| **HOST ORGANISATION / COMPANY** We confirm that this proposed training programme is approved. On completion of the training programme the organisation will assess the achievements of the trainee in partnership with THE INTERMEDIARY ORGANISATION. |
| Signature of the legally authorised person .............................................................................. | Date: ................................................................... |

 **ERASMUS+ VET MOBILITY**

 **QUALITY COMMITMENT**

**Obligations of the Sending Organization**

* ***Choose*** *the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.*
* ***Select*** *the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.*
* ***Define*** *the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.*
* *If you send learners or teachers and other professionals who face* ***barriers to mobility****, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities).*
* ***Prepare*** *participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.*
* ***Manage*** *the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.*
* ***Establish*** *the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.*
* ***Establish*** *assessment procedures together with the host organization to ensure the validation and recognition of the knowledge, skills and competences acquired.*
* ***Establish*** *Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.*
* ***Establish*** *appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host organization.*
* ***Establish*** *a system of monitoring the mobility project during its duration.*
* *When necessary for special learning needs or physical disabilities, use* ***accompanying persons*** *during the stay in the host country, taking care of practical arrangements.*
* ***Arrange and document*** *together with the host organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.*
* ***Evaluate*** *with each participant their personal and professional development following the period abroad.*
* ***Recognise*** *the accrued learning outcomes through ECVET, Europass or other certificates.*
* ***Disseminate*** *the results of the mobility projects as widely as possible.*
* ***Self-evaluate*** *the mobility as a whole to see whether it has obtained its objectives and desired results.*

**Obligations of the Sending and Host Organization**

* ***Negotiate*** *a tailor-made training programme for each participant (if possible during the preparatory visits)*
* ***Define*** *the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.*
* ***Establish*** *the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.*
* ***Establish*** *appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant .*
* ***Agree*** *monitoring and mentoring arrangements*
* ***Evaluate*** *the progress of the mobility on an on-going basis and take appropriate action if required*
* ***Arrange and document*** *the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.*

**Obligations of the Host Organization**

* ***Foster*** *understanding of the culture and mentality of the host country.*
* ***Assign*** *to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.*
* ***Identify*** *a tutor or mentor to monitor the participant's training progress.*
* ***Provide*** *practical support if required including a clear contact point for trainees that face difficulties.*
* ***Check*** *the appropriate insurance cover for each participant*

**Obligations of the Participant**

* ***Establish*** *the Learning Agreement with the sending organization and the host organisation to make the intended learning outcomes transparent for all parties involved.*
* ***Comply*** *with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.*
* ***Abide*** *by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality.*
* ***Communicate*** *with the sending organization and host organization about any problems or changes regarding the training placement.*
* ***Submit*** *a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.*

**Obligations of the Intermediary Organization**

* ***Select*** *suitable host organizations and ensure that they are able to achieve the placement objectives*
* ***Provide*** *contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.*

**Signatures**

Participant (Paraskevi Skoulaxenou)

Date:

Sending Organization:

Date:

Intermediary Organisation:

Date:

Host Organisation / Company:

Date: