

PERSONAL INFORMATION / INFORMACIÓN PERSONAL

Academic Year / *Curso académico:* Learning Núm. / *Acuerdo Núm.:* Type of Trainee / *Tipo de Práctica:* Credits: / *Créditos:*

STUDENT / ESTUDIANTEBirth date / *Fecha de nacimiento*Name and Surname / *Nombre y apellidos:*

DNI:

Institution / *Centro:*

E-mail:

Phone / *Teléfono:***SENDING INSTITUTION / EASD VALENCIA**Official Name / *Razón Social:* Escola d'Art i Superior de Disseny de València | Erasmus Code: E Valenci13 | CIF: Q 4668007 JSchool's Representative / *Representante de la Escuela:*Position / *Cargo:*School's Department / *Departamento de la Escuela:*Address / *Dirección:* Plz. Viriato s/n | P.C.: 46001 | City / *Población:* Valencia**RECEIVING INSTITUTION / INSTITUCIÓN de ACOGIDA (to fill by the employer)**Official Name / *Razón Social*

TAX ID:

Position / *Cargo:*Email / *Correo electrónico:*Contact phone / *Teléfono:*Web site / *Espacio web:*Place of the Trainee (department/area/section) / *Lugar de la práctica (departamento/área/sección):*Address / *Dirección:*

P.C.:

City / *Población:*Region / *Región:***INDEX / ÍNDICE**

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GUIDELINES

1. The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.
2. This Issue can be filled with the computer or by hand. The only thing is that at the end every one of the three parties must have their own signed copie.
3. If you want to divide it, you should keep the tree first pages together. Pages 4th and 5th can be sent separately.

HOW TO USE THIS LEARNING AGREEMENT:

1. **Before the mobility**, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (*sections A to E*). All the information mentioned will have to be encoded in the Mobility Tool.
2. **During the mobility** (*section F*) only to be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme.
3. **After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (*section G*). The sending institution should issue a Transcript of Records if the traineeship is embedded in the.

A. BEFORE MOBILITY / ANTES DE LA MOVILIDAD

1. TRAINEESHIP PROGRAMME AT THE RECEIVING ORGANISATION/ENTERPRISE

Traineeship Title:

Hours:

Turn / Turno:

Start Date:

End Date:

2. DETAILED PROGRAMME / PROYECTO FORMATIVO: PLAN DE TRABAJO

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

Monitoring plan:

Evaluation plan:

The level of language competence in [workplace main language] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 Native Speaking

B. THE SENDING INSTITUTION

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship]

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

Award ECTS credits.

Give a grade based on: Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records.

Record the traineeship in the trainee's Diploma Supplement (or equivalent).

Record the traineeship in the trainee's Europass Mobility Document Yes No

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

Award ECTS credits: Yes No

If yes, please indicate the number of ECTS credits:

Give a grade: Yes No

If yes, please indicate if this will be based on:

Traineeship certificate Final report Interview

Record the traineeship in the trainee's Transcript of Records Yes No

Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.

Record the traineeship in the trainee's Europass Mobility Document Yes No This is recommended if the trainee will be a recent graduate.

C. THE RECEIVING ORGANIZATION/ENTERPRISE

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes No

If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes No

If yes, please specify:

Is the trainee covered by the accident insurance? Yes No

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes No

The accident insurance covers:

1. accidents during travels made for work purposes: Yes No

2. accidents on the way to work and back from work: Yes No

Is the trainee covered by a liability insurance? Yes No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by [maximum 5 weeks after the traineeship].

D. RESPONSIBLE PERSONS

1. Responsible person in the sending institution:

Name and Surname of the tutor / Nombre y apellidos tutor académico:

E-mail:

Phone / Teléfono:

2. Responsible person in the receiving organization/enterprise (to be filled by the employer):

Company Tutor's name / Tutor empresa/institución:

E-mail:

Phone / Teléfono:

E. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed 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.

1. The trainee

Trainee's signature:

Date:

2. The sending institution

Responsible person's signature:

Date:

3. The receiving organisation/enterprise

Responsible person's signature:

Date:

SECTION TO BE COMPLETED DURING THE MOBILITY

F. EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT**1. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

changes in the planned period of the mobility: from [month/year] till [month/year]

Number of working hours per week:

2. DETAILED PROGRAMME / PROYECTO FORMATIVO: PLAN DE TRABAJO

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

Monitoring plan:

Evaluation plan:

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved. Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

3. CHANGES IN THE RESPONSIBLE PERSON(S), IF ANY:**3.1. NEW Responsible person in the sending institution:**

E-mail:

Specialty / Especialidad:

Phone / Teléfono:

3.2. NEW Responsible person in the receiving organization/enterprise:

E-mail:

Function / Cargo:

Phone / Teléfono:

Academic tutor on the EASD Valencia / Signature:

Tutor of the organization/enterprise / Signature

Stamp:

Stamp:

Date:

Date:

SECTION TO BE COMPLETED AFTER THE MOBILITY (to be filled by the employer)

G. TRAINEESHIP CERTIFICATE

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise [street, city, country, phone, e-mail address], website:

1. START AND END OF THE TRAINEESHIP

from [day/month/year]

till [day/month/year]

Number of working hours per week:

2. DETAILED PROGRAMME / PROYECTO FORMATIVO: PLAN DE TRABAJO

Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):

Evaluation of the trainee:

Name and signature of the responsible person at the receiving organisation/enterprise:

Place and date:

E. COMMITMENT OF THE THREE PARTIES / COMPROMISO ENTRE LAS TRES PARTES

PROPOSED MOBILITY PROGRAMME

1. The proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).
2. A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise.
3. The proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period.
As: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.
4. Language competence in the main language of work should be agreed with the receiving organisation/enterprise
5. The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme.
6. In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade
7. The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.
8. The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.
9. The organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility.
10. All parties must sign the section before the mobility; however, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

1. Only if changes have to be introduced into the original Learning Agreement. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.
2. They should be agreed as soon as possible with the sending institution.
3. In case of an extension of the duration of the mobility programme by the trainee, communicate it at least one month before the foreseen end date.
4. All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

1. The Traineeship Certificate will contain all the elements that are requested in section G:
 - The start date of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
 - The end date of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).
2. The sending institution commits to issue a Transcript of Records if the traineeship was embedded in the curriculum
3. The sending institution will provide to the trainee the Transcript of Records normally within five weeks. The trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).
4. In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate.