Erasmus+ learning agreement – [Activity type]
Mobility ID: [Mobility ID assigned in the Erasmus+ reporting and management tool, if available]
Project code: [In standard format: YYYY-R-NA00-KA000-FFF-000000000]

Erasmus+ learning agreement

1.   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.

2.   Information about the learning mobility

Field	Vocational education and training
Activity type:	Short-term learning mobility of VET learners
Mode:	Physical
Start date:	
End date:	

Commented [BP1]: Odabrati jednu od opcija koja odgovara načinu provedbe mobilnosti: physical, virtual, blended.

3.   Parties to the learning agreement

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

3.1. Participant in the learning mobility

Full name:	
Address:	
Email:	
Phone number(s):	

Commented [BP2]: Ispravnu i važeću e-mail adresu sudionika također unijeti u Beneficiary Module. Na tu adresu će nakon provedbe mobilnosti sudioniku stići poruka s pozivom za popunjavanje izvješća o provedenoj mobilnosti.

Participant's legal guardian full name:	
Address:	
Email:	
Phone number(s):	

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3.2. Sending organisation

Organisation name:	
Address:	

3.3. Hosting organisation

Organisation name:	
Address:	

Commented [BP3]: Organizacija u kojoj se provodi stručna praksa/program. Potrebno je razlikovati uloge Hosting organisation i Supporting organisation.

4. Learning context

At the sending organisation, the participant is currently enrolled in:	
Title of the qualification / profession:	Computer technician
School year / grade:	3rd grade
Level in the European Qualifications Framework:	4

Commented [BP4]: U kontekstu srednjoškolskog obrazovanja u Republici Hrvatskoj, razine 4.1 i 4.2 prema Hrvatskom kvalifikacijskom okviru odgovaraju razini 4 EQF-a. EQF ne razlikuje podrazine, kao što je slučaj kod pojedinih nacionalnih kvalifikacijskih okvira.

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5.   Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

Outcome 1: Preparing the technical documentation	
Relevant subject, skill or competence:	Qualification: Computer technician Subject: Professional practice
Description:	The student will be able: • to apply the norms of technical drawing and documentation, • to draw simple diagrams of electrical and electronic circuits, • to sketch and draw the body in a spatial view, • to create technical documentation.

Outcome 2: Developing the web site according to the modern standards	
Relevant subject, skill or competence:	Qualification: Computer technician Subjects: Web design, Professional practice
Description:	The student will be able: • to organize a web site and create a front page, • to enter textual, graphic and multimedia content on pages for editing, • to apply styles to pages (visual editing) and create document structures, • to insert multimedia content on web pages, • to create and edit complex tables, • to create forms and embed them in the web page.

Outcome 3: Applying the video editing according to the defined task	
Relevant subject, skill or competence:	Qualification: Computer technician Subjects: Multimedia, Professional practice
Description:	The student will be able: • to apply conversions between various video formats, • to properly record a raw video material with a camera, • to process video using dedicated software, • to edit the video according to project needs, • to perform the basic video processing, • to apply effects during video processing, • to add videos to multimedia applications.

Commented [BP5]: PREPORUKE ZA DEFINIRANJE ISHODA UČENJA:

Ishodi učenja za mobilnost moraju proizlaziti iz redovnog kurikuluma za kvalifikaciju za koju se učenik školuje, ali je moguće definirati i neke dodatne (fakultativne) ishode povezane s kvalifikacijom.

Odabrati one ishode učenja koji su usmjereni na razvoj praktičnih vještina potrebnih za uspješno uključivanje na današnje tržište rada.

Radi postizanja dodane vrijednosti mobilnosti poželjno je odabrati ishode učenja kojima se postiže kvalitetniji doprinos razvoju vještina učenika tijekom mobilnosti u partnerskoj organizaciji nego u matičnoj ustanovi (npr. zbog boljih materijalnih i organizacijskih uvjeta u određenom području, zbog obavljanja prakse izravno u radnom procesu i sl.).

Commented [BP6]: Vrlo je važno ishode učenja za mobilnost definirati prema vlastitim potrebama ustanove, odnosno konkretnog učenika, umjesto prihvaćanja prijedloga ishoda učenja i programa mobilnosti od strane partnerske organizacije.

Commented [BP7]: Ishode učenja za mobilnost moguće je definirati i na razini skupova ishoda učenja, koji obuhvaćaju više pojedinačnih ishoda učenja prema srodnom području ili planiranim aktivnostima stručne prakse.

Commented [BP8]: Svaki ishod učenja potrebna je povezati sa strukovnom kvalifikacijom i nastavnim predmetom/modulom.

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Outcome 4: Applying principles of automation and robotics in embedded systems	
Relevant subject, skill or competence:	Qualification: Computer technician Subjects: Microcontrollers, Professional practice
Description:	The student will be able: • to apply the command set of the selected microcontroller, • to solve combinational, sequential and time-counting functions using a microcontroller in the selected programming language, • to create and program the system controlled by a microcontroller, • to create simple program sections for accepting input values, performing simple control tasks, performing output operations, and measuring time and generating time signals, • to use an interrupt mechanism to receive asynchronous external signals.

Outcome 5: Developing a 3D model for the purpose of 3D printing	
Relevant subject, skill or competence:	Qualification: Computer technician Subject: Professional practice
Description:	The student will be able: • to define all parameters for developing the adequate 3D model, • to create the 3D model using the dedicated software, • to edit the developed 3D model for the purpose of a specific 3D printing process, • to convert the 3D model file into a standard or specific file format for 3D printing, • to prepare and adjust the parameters for 3D printing process, • to print the 3D model on the 3D printer.

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6.   Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity.

Activity / task 1: General	
Description:	- Completing professional practice diary on a daily basis - Observing the programme rules - Going to professional practice every day - Taking part in dissemination activities - Preparing dissemination materials

Activity / task 2: General job-related tasks	
Description:	- Working effectively in a team - Showing friendly attitude to work and team members - Performing with high quality all the tasks assigned - Making use of linguistic skills

Activity / task 3: Specific job-related tasks	
Description:	- According to the learning programme in Annex 1

Erasmus+ learning agreement – [Activity type]
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7.   Monitoring, mentoring and support during the activity

7.1. 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:	Contact for administrative matters, Emergency contact

Full name:	
Job title:	
Email:	
Phone number(s):	
Responsibilities:	Mentor (main content supervisor)

Commented [BP9]: Osoba iz partnerske HOSTING organizacije koje je zadužena za evaluaciju uspjeha učenika tijekom mobilnosti i ocjenjivanje prema dogovorenim kriterijima.

7.2. 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:	Contact for administrative matters; Emergency contact

Full name:	
Job title:	
Email:	
Phone number(s):	
Responsibilities:	Mentor (main content supervisor)

Commented [BP10]: Osoba iz matične ustanove koja će, uz projektnog koordinatora i/ili koordinatora mobilnosti, sudjelovati u procesu potvrđivanja i priznavanja ishoda učenja usvojenih tijekom mobilnosti.

Vrlo je važno da se radi o strukovnom nastavniku iz struke koja je predmet mobilnosti.

Erasmus+ learning agreement – [Activity type]
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7.3. Accompanying persons

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

Full name:	
Position or qualification:	
Email:	
Phone number(s):	
Responsibilities:	Supporting the students in their everyday tasks and activities, to be available to students in case of any problems, ensuring regular attendance at practice, regular filling of a work diary, being in regular contact with mentors, daily communication with partner coordinators.

7.4. Mentoring and monitoring arrangements

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

- Observation,
- Conversation and consultation between mentors in the host and sending organisation,
- Periodical reviews of the learning outcomes and tasks.

The purpose of this work placement is to enable student to develop skills in preparing of technical documentation, web design, multimedia, embedded systems, 3D modelling and 3D printing.

Student will participate in practical training in practicums and workshops of partner organisation. He/she will have the opportunity to participate in the whole working processes that characterize the job of computer technician and work tasks in web design, multimedia, embedded systems, 3D modelling and 3D printing fields of work.

The participant will be followed during his period within the training placement by a host organisation's mentor. The mentor of the professional practice will ensure a systematic supervision and support to the whole learning experience and the assessment of achievements.

At the beginning of the training participant will get to know the health and safety regulations in the practicums and workshops.

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8. Evaluation of learning outcomes

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

Evaluation format:
Learning outcomes will be assessed by the hosting organisation mentor, who will carry out continuous assessment of student's practical tasks according to criteria listed below.

Evaluation criteria:
Assessment criteria are descriptive and lead to corresponding numerical grade as follows: • grade **"excellent" (5)**: Student knows, understands, connects and applies acquired knowledge and skills independently and accurately, showing initiative at work and expands content. • grade **"very good" (4)**: Student knows, understands, connects and applies acquired knowledge and skills accurately, with verbal support of mentor. • grade **"good" (3)**: Student can deal mostly with the content with the help of mentor. Student knows the essential facts, understands and connects but with the help of mentor in the implementation, but has no personal opinion on the issue. • grade **"satisfying" (2)**: Student recognizes the content with the mentor's help, not connecting content with the implementation, present insecurity, tries but learned knowledge shows exclusively with the help of mentor. • grade **"insufficient" (1)**: Student does not recognize content, cannot define basic terms, does not understand, and does not connect, no application of acquired knowledge and skills.

Evaluation procedures:
The sending organisation will provide a hosting organisation with an assessment sheet for student (the form in the Learning Agreement Complement annex). During assessment of student's progress at the end of the training period, the hosting organisation mentor will fill assessment sheet with a numerical grade and short description for learning outcomes. This transparency assures information about what was assessed, where, when and by whom. The sending organisation coordinator see at once, what and where the apprentice has already learned and how well he or she performed.

Commented [BP11]: Uzimajući u obzir kako neke zemlje imaju drugačiji način vrednovanja i ocjenjivanja, s partnerskom organizacijom potrebno je definirati razine usvojenosti ishoda učenja te opisno navesti koja razina znanja i vještina se očekuje za koju ocjenu.

Commented [BP12]: Potrebno je predvidjeti odgovarajuće načine za evidenciju praćenja razine usvojenosti ishoda učenja od strane mentora iz partnerske organizacije, a prema prethodno utvrđenim kriterijima.

Commented [BP13]: Preporučuje se da mentor iz partnerske organizacije, osim numeričke ocjene, navede i kratko opisno vrednovanje učenkovih postignuća.

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9. Recognition of learning outcomes

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

Recognition conditions:
After the validation of learning outcomes, student will receive official documents confirming the knowledge, skills and competences he/she acquired abroad as part of the learning process (compulsory training) or as additional training. The host organisation will provide the student with Training certificate and Learning Agreement Complement, while sending organisation will provide Europass Mobility certificate.

Recognition procedures:
After the training placement and upon student's return from mobility, the student will take part in the evaluation interview with the sending organisation project coordinator and vocational teachers. The student will evaluate the content, process and results of the training placement. Project coordinator and vocational teachers from the sending organisation will confirm results of the training placement based on evaluation interview, review of student's diary of the training placement and assessment sheet. Teachers of vocational subjects will recognize results of evaluation and recognize at what level learning outcomes are achieved. Achieved learning outcomes will be recorded into the school's and student's official documentation.

Commented [BP14]: Npr. e-Dnevnik, mapa praktične nastave i sl.

Recognition documentation:
• Training certificate - issued by hosting organisation at the end of training period, recipient: participant, • Assessment form – issued by the hosting organisation at the end of training period, recipient: participant, • Learning Agreement Complement – issued by sending and hosting organisations upon return from the mobility, recipient: participant, • Europass Mobility certificate – issued by sending and hosting organisations upon return from the mobility, recipient: participant.

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10. Reintegration at the sending organisation

Not applicable, due to short period of mobility.

11. Additional provisions

The sending organisation is responsible for contracting necessary insurances for a participant, which include:

- health and travel insurance,
- insurance in case of accident,
- personal liability insurance.

12. Signatures

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

Participant	
Full name:	
Date and place:	
Signature:	

Participant's legal guardian	
Full name:	
Date and place:	
Signature:	

For sending organisation	
Full name:	
Position:	
Date and place:	
Signature:	

For hosting organisation	
Full name:	
Position:	
Date and place:	
Signature:	

Erasmus+ learning agreement – [Activity type]
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Annex 1 – Learning programme

Day 1:
Travel day, arrival
  – Introductory meeting
  – Town orientation tour

Day 2:
Professional practice
  – Safety at work training
  – Training programme and host school introduction

Day 3:
Professional practice – Preparing the technical documentation for the electrical and/or electronic circuits

Day 4:
Professional practice – Preparing the technical documentation for the electrical and/or electronic circuits

Day 5:
Professional practice – Development of the website according to the task, organisation of a web page structure

Day 6:
Professional practice – Development of the website according to the task, using multimedia content and complex elements of the web page

Day 7:
Cultural programme

Day 8:
Cultural programme

Day 9:
Professional practice – Video editing according to the defined task, preparation of the raw video material for further editing

Day 10:
Professional practice – Video editing according to the defined task, video processing and applying the effects

Day 11:
Professional practice – Programming the microcontroller for the automation and robotic embedded system

Day 12:
Professional practice – Development of a 3D model in dedicated software

Day 13:
Professional practice – Preparation of the 3D model, adjusting parameters for the 3D printing, printing the 3D model on the 3D printer

Day 14:
Departure