

## Priloga 5

# TO BESEDILO JE VZOREC, KI SE LAHKO DO PODPISA ŠE SPREMINJA.

## TRAINING AGREEMENT and QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

### I. DETAILS ON THE PARTICIPANT

Name of the participant:

Field of vocational education:

Sending institution (name, address):

Contact person (name, function, e-mail, tel):

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

Receiving organisation (name address):

Contact Person (name, function, e-mail, tel):

Planned dates of start and end of the placement period:

**Knowledge, skills and competence to be acquired:**

**Detailed programme of the training period:**

**Tasks of the trainee:**

**Monitoring and Mentoring of the participant:**

**Evaluation and Validation of the training placement:**

### III. COMMITMENT OF THE PARTIES INVOLVED

**By signing this document, the participant, the sending institution and the receiving organisation (and the intermediary organisation if applicable)\* confirm that they will abide by the principles of the Quality Commitment for Leonardo da Vinci training placements attached below.**

*\*please add a box below for the signature of the intermediary organisation – if applicable*

#### THE PARTICIPANT

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, *other form of validation/recognition...*] to the participant

Coordinator's signature

..... Date: .....

#### THE RECEIVING ORGANISATION

We confirm that this proposed training programme is approved.

On completion of the training programme the organisation will issue [...a *Certificate* ...] to the participant

Coordinator's signature

..... Date: .....

# LEONARDO DA VINCI MOBILITY QUALITY COMMITMENT TRAINING PLACEMENTS

## THE SENDING ORGANISATION UNDERTAKES TO:

<b>Define</b>	<b>placement objectives</b> in terms of the skills and competencies to be developed.
<b>Choose</b>	the appropriate <b>target country, host organisation, project duration</b> and <b>placement content</b> to achieve these objectives.
<b>Select</b>	<b>participants</b> on the basis of clearly defined and transparent criteria.
<b>Prepare</b>	participants in collaboration with partner organisations for the <b>practical, professional and cultural life of the host country</b> , in particular through language training tailored to meet their occupational needs.
<b>Establish</b>	a <b>contract</b> including a <b>training agreement</b> whose contents are transparent for all parties involved.
<b>Manage</b>	transport, accommodation, visa/work permit <b>arrangements</b> and social security cover and insurance.
<b>Evaluate</b>	with each participant the <b>personal and professional development</b> achieved through participation in the Leonardo programme.

## THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

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

## THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

<b>Negotiate</b>	a tailor-made <b>training programme</b> for each participant (if possible during preparatory visits).
<b>Agree</b>	<b>monitoring</b> and <b>mentoring</b> arrangements.
<b>Implement</b>	agreed <b>validation</b> procedures to ensure recognition of skills and competencies acquired.
<b>Establish</b>	appropriate <b>communication</b> channels for all parties including participants.
<b>Evaluate</b>	the <b>progress</b> of the project on an on-going basis and take appropriate action if required.

## THE HOST ORGANISATION UNDERTAKES TO:

<b>Foster</b>	understanding of the culture and mentality of the host country.
<b>Assign</b>	to participants <b>tasks and responsibilities</b> to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
<b>Identify</b>	a <b>tutor</b> to monitor the participant's training progress.
<b>Provide</b>	<b>practical support</b> if required.
<b>Check</b>	appropriate <b>insurance</b> cover for each participant.

## THE PARTICIPANT UNDERTAKES TO:

<b>Comply</b>	with all arrangements negotiated for his/her placement and to <b>do his/her best to make the placement a success</b> .
<b>Abide</b>	by the <b>rules and regulations of the host organisation</b> , its normal working hours, code of conduct and rules of confidentiality.
<b>Communicate</b>	with promoter/sending organisation about <b>any problem or changes</b> regarding the placement.
<b>Submit</b>	a <b>report</b> in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .