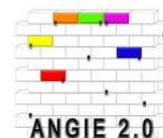


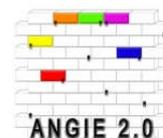
Memorandum of Understanding (MoU) *Made in two copies for each organisation

| | | | | |
|--|------------------------------|--|--|--|
| Title ECVET unit | MoU regarding ECVET Unit @@@ | | | |
| Partners | P1 | *Give the name of the partner involved and a short description of the organisation (name, address, contact person, description of type/size/goal of organisation) | | |
| | P2 | *Give the name of the partner involved and a short description of the organisation | | |
| Goal | | | | |
| General framework of MoU | Document <i>MoU</i> | Related to ECVET <i>*code of ecvet unit</i> | Period of eligibility | Points @@ points for ECVET |
| | EQF level <i>Level 4</i> | Status <i>*concept/definitive</i> | Eligibility <i>*period of eligibility of MoU</i> | Partners involved <i>*please list countries / partners involved</i> |
| | Structure | 0 structured | | 0 non structured |
| General agreement <small>*use info from ECVET unit to complete</small> | Qualification | *give titles of the qualifications involved (in original language and English) | | |
| | Parts of training | | | |
| | Pathway | | | |
| | Time | | | |
| | Location | | | |
| | Contact | | | |
| | Guidance | 0 supervision | | 0 autonomous |
| | | Requirements regarding guidance <small>*Indicate requirements for guidance of the student during the period of the unit</small> | | |
| | Program | <p>The present MoU deals with the ECVET unit @name unit@ which is suitable for VET programs @name education program@ and @@@ for the profession of @describe profession shortly@ and @@@. The description of learning outcomes associated with the training programmes and qualifications, the ECVET points or any other related information are included in the the description of the ECVET unit @name@ and the Learning Agreement.</p> <ul style="list-style-type: none"> - Students will perform an internship of at least 3 weeks at @type of company@ companies or similar Institutions in the role as @describe role@ - Students will follow weekly lessons at the college related to the LO's within this ECVET unit in English - each student will be regularly involved within the processes related to @processes related to LO within unit@ - the student will * complete this list of aspects related to the program that are important to mention within the MoU | | |
| | Responsibilities | Home country | <ul style="list-style-type: none"> - Health insurance and travel insurance for the time abroad - Payment for the mobile learner (travel and subsistence) - Providing working clothes or protection equipment during the training period abroad (student itself) - Arranging travel during the training period abroad - Costs of living - *complete the list of responsibilities for home country | |
| Host country | | <ul style="list-style-type: none"> - Sending information package - Arrangements on employment (government regulations, taxes etc.) related to the legal framework of both countries - Accident insurance at the workplace and during commuting to the workplace for the time abroad - Arrangement of accommodation for the training period abroad - Assessment - *complete the list of responsibilities for host country | | |



| | | | |
|---|---|---|---|
| <p>Collaboration agreement</p> | <p>Within this agreement it is agreed between the institutions as follows:</p> <ul style="list-style-type: none"> - to realize cooperation between the educational functions - to recognize special cooperation between staff members and students in both institutions - to encourage cooperation between the staff members of institutions and to offer support for their exchanges - to explore other areas where both institutions will benefit from cooperation - both institutions accept student's work activities and studies in the other institute or on the job learning within local companies - both institutions offer studies to each other's students free of tuition or other charge - both institutions will further develop the established ECVET units - both institutions agree to inform their students and staff members of the many opportunities at institutions and student's future. - *complete the list of aspects of the collaboration agreement that are important | | |
| <p>Quality assurance</p> | <p>The host (VET school and practical company) will assure the following minimum quality-standards during the mobility period:</p> <ol style="list-style-type: none"> 1. The host organisation provides a safe training environment for the mobile learner in which he/she can develop and learn; 2. The host organisation takes into consideration the level of competence development of the mobile learner (the years of training/work experience); 3. The host organisation allows enough time, room, means and resources for the training and coaching the mobile learner; 4. The mobile learner can practise (when necessary under guidance) the daily company activities in relation to the education of the student; 5. The host organisation appoints a person who will be the representative of the working place, coaching and supervising the mobile learner; 6. The host organisation provides a detailed programme/plan including an introduction programme, evaluation interviews with the mobile learner on the progress of the placement and the final assessment of the mobile learner; 7. The host organisation cooperates with the sending organisation and makes the appropriate training agreements as described further on in the Learning Agreement; 8. The host organisation gives the necessary information on the conditions and equipment concerning the work itself and the work environment (in case the hosting organisation is a company) and concerning the training to be attended (in case the hosting organisation is a training institute). 9. A representative of the host organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives. 10. The learner works under the supervision and responsibility of the host organisation, following the specific working hours. 11. The learner fulfils the tasks that are part of the agreed training plan. 12. The learner follows the discipline and working / schools hours, and respects the rules in force and legal provisions concerning professional confidentiality. 13. *complete the list of quality assurance aspects that are important | | |
| <p>Assessment</p> | <p>*Give a clear description of the way the learning outcomes will be assessed. See ad9 ECVET unit</p> | | |
| <p>Validation</p> | <p>*Give a clear description of the way the learning outcomes will be validated. See ad10 ECVET unit</p> | | |
| <p>Recognition</p> | <p>*Give a clear description of the way the learning outcomes will be recognized. See ad10 ECVET unit</p> | | |
| <p>Annexes</p> | | | |
| <p>Signature</p> | <p>The signatories confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Partner 1</p> <p>Name: -----</p> <p>Position: -----</p> <p>Signature: -----</p> <p>Date: -----</p> <p>Place: -----</p> <p>Stamp: -----</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Partner 2</p> <p>Name: -----</p> <p>Position: -----</p> <p>Signature: -----</p> <p>Date: -----</p> <p>Place: -----</p> <p>Stamp: -----</p> </td> </tr> </table> | <p>Partner 1</p> <p>Name: -----</p> <p>Position: -----</p> <p>Signature: -----</p> <p>Date: -----</p> <p>Place: -----</p> <p>Stamp: -----</p> | <p>Partner 2</p> <p>Name: -----</p> <p>Position: -----</p> <p>Signature: -----</p> <p>Date: -----</p> <p>Place: -----</p> <p>Stamp: -----</p> |
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Document: Memorandum of Understanding
Project: ANGIE 2.0
Date: 20130305 v0.2



Document: Instructions and format MoU

Date: 20130305
Version: 0.2
Author: G.Leereveld
Goal: Describe basic MoU and conditions to be used as a format and tool for the development of the three MoU's for the three ECVET pilots (management, language and international competences) within the ANGIE 2.0. project.

Ad1: What is a Memorandum of Understanding?

A MoU is an agreement between competent institutions which sets the framework for credit transfer. It formalises the ECVET partnership by stating the mutual acceptance of the status and procedures of competent institutions involved. It also establishes partnership's procedures for cooperation.

By setting up a MoU, competent institutions should acknowledge their partners' approaches to designing units, assessment, validation, recognition as well as quality assurance. Through this process, they make informed judgements about the conditions under which they can recognise credit achieved in partner systems.

A MoU contains statements through which the parties concerned:

- accept each other's status as competent institutions,
- accept each other's quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purposes of credit transfer,
- agree the conditions for the operation of the partnership, such as objectives, duration and arrangements for review of the MoU,
- agree on the comparability of qualifications concerned for the purposes of credit transfer, using the reference levels established by EQF,
- identify other actors and competent institutions that may be involved in the process concerned and their functions.

MoU define the roles of other competent institutions with regard to functions such as signature of learning agreements, assessment, issuing of learners' personal transcripts, etc.

NOTE: Read the small print within the format for extra information on how to complete the Memorandum of Understanding.