



Erasmus+ learning agreement – *Job shadowing/Courses and training/ Teaching assignments*
Mobility ID: [Mobility ID assigned in the Erasmus+ reporting and management tool, if available]
Project code: [In standard format: 2023-1-RO01-KA121/122-SCH-0000xxxxx]

!! This page is not part of the template. Please remove it before signing the agreement!!

What is this template?

This is a recommended template for learning agreements under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education.

What is a learning agreement?

A learning agreement serves to define expected outcomes of a learning mobility, the way to achieve them, and the tasks and responsibilities of the participant, the sending organisation and hosting organisation. It is an important document to ensure quality and to build transparency and trust between the three parties involved in a mobility activity.

The learning agreement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

- **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
- **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
- **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project's Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
- **Europass Mobility** is a standardized document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
- **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant's results and satisfaction.

Is it obligatory to have a learning agreement?

Creating a learning agreement with each participant in individual mobility is an obligation defined in the [Erasmus quality standards](#). The only exceptions concern activities where such an agreement is not relevant or possible: preparatory visits, invited experts. For activity type 'Courses and training' the learning agreement shouldn't be used to duplicate existing documentation provided by the course provider for similar purposes.

This template is recommended by the European Commission as it contains the minimum elements required to ensure good quality implementation. However, you may choose to modify the template or to use a different one if you consider that it will help improve the quality of your activities.

How to use this template?

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in **[square brackets and grey shading]**. The grey-shaded text and this initial page should be removed before finalising the document.

When completing the document please keep the information clear and simple enough to be understood by all parties. Because the agreement is likely to be written in a language that is not the main working language of all participants, we recommend using short and direct sentences or bullet points.



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Erasmus+ learning agreement

1. Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning mobility organized 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	School Education
Activity type:	Staff mobility- [Choose one: Job shadowing/Courses and training/ Teaching assignments]
Mode:	[Choose one: Physical OR Blended OR Virtual]
Start date:	[DD/MM/YYYY]
End date:	[DD/MM/YYYY]

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:	[Full address, including country, city and post code]
Email:	
Phone number(s):	

3.2. Sending organisation

Organisation name:	[Full legal name of the sending organisation]
Address:	[Full address, including country, city and post code]

3.3. Hosting organisation

Organisation name:	[Full legal name of the sending organisation]
Address:	[Full address, including country, city and post code]
Activity venue	[To be filled in only if the mobility activity take place in another location then official address of the hosting organization] [Full address, including country, city and post code]



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4. Learning context

For staff in school education

At the sending organisation, the participant is currently working in the following capacity:	
Job title:	[The participant’s current job title]
Main tasks:	[Short description of the participant’s main work tasks at the sending organisation]

5. Learning outcomes

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

[Add or remove outcomes as needed for each participant]

Outcome 1: [Title]	
Relevant subject, skill or competence:	[This may be formal subjects included in the curriculum, or specific skills and competences, including those acquired through informal and non-formal learning (for example ‘inter-cultural competence’)]
Description:	[Provide a short and clear description of the expected learning outcome in form of statements about what the participant should know, understand and/or be able to do following the completion of their mobility]

Outcome 2: [Title]	
Relevant subject, skill or competence:	
Description:	

Outcome 3: [Title]	
Relevant subject, skill or competence:	
Description:	

Outcome 4: [Title]	
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Relevant subject, skill or competence:	
Description:	

Outcome 5: [Title]	
Relevant subject, skill or competence:	
Description:	

6. Learning programme and tasks

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

[Add or remove activities / tasks as needed for each participant. In case of activities in virtual or blended mode, all content should be specified, including the online parts). The table below may be complemented or replaced by a learning programme in an annexed document; in that case appropriate text should be added to reference the document.]

Activity / task 1: [Title]	
Description:	[Provide a short and clear description of the activity that the participant will attend, or of the tasks that they will complete]

Activity / task 2: [Title]	
Description:	

Activity / task 3: [Title]	
Description:	

Activity / task 4: [Title]	
Description:	

Activity / task 5: [Title]	
Description:	



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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 organization are tasked with introducing the participant to their activities and tasks at the hosting organization, 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 organization.

Full name:	
Job title:	
Email:	
Phone number(s):	
Responsibilities:	[Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)]

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the same persons cannot be listed for the sending and hosting organisation). The mentor (main content supervisor) must be able to monitor the participant closely and interact with them on a daily basis.]

7.2. Responsible persons at the sending organization

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:	[Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)]

[In case more than one person will be responsible, please make a copy of the above table for each person. On both the sending and hosting side there must be a mentor (main content supervisor), a contact for administrative matters and an emergency contact (these responsibilities can be taken by the same or different persons, but the



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same persons cannot be listed for the sending and hosting organisation). **Please note that in line with the Erasmus quality standards on good management of mobility activities, it is very strongly recommended that the mentor (main content supervisor) be employed at the sending organisation. Delegating this task (e.g. to a supporting organisation) may be judged to be in breach of quality standards regarding core project tasks.]**

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:	

[If there will not be any accompanying persons involved, please delete the table above and indicate 'Not applicable'. In case there will be more than one accompanying person, please make a copy of the above table for each person.]

7.4 Mentoring and monitoring arrangements

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

- [Activity 1]
- [Activity 2]
- [etc.]

[List what kind of monitoring and mentoring arrangements will be put in place, for example: scheduled dialogues, periodical reviews of the learning outcomes and completed tasks, consultations between the mentors at the hosting and sending organisation, before, during and after mobility etc.]

8. Evaluation of learning outcomes

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

Evaluation format:
[Describe the planned evaluation formats, for example in terms written or oral examination, required practical tasks, continuous assessment or punctual examination, structured report, self-assessment elements, etc.]



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Evaluation criteria:

[Describe the criteria that will be used for the evaluation]

Evaluation procedures:

[Describe the evaluation process and procedures: where is it going to take place (sending or hosting organisation), who will be the evaluators, procedure in case of contested results, how are the results and/or grades going to be transmitted between the hosting and the sending organisation, etc.]

9. Recognition of learning outcomes

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

Recognition conditions:

[Explain the conditions under which the different learning outcomes will be recognised]

Recognition procedures:

[Define who will be responsible for the recognition process and how are the recognised learning outcomes going to be registered in the learner's records]

Recognition documentation:

[List the documents (digital or paper) that must be issued to ensure the recognition of the learning outcomes. Link to each document the organisation responsible to issue it, the recipient of the document and the indicative timeframe for issuing the document.]

10. Reintegration at the sending organisation

[For staff: remove the contents of this section and indicate 'Not applicable', unless specific arrangements will be made (e.g. in case of longer mobility periods).]

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

Reintegration destination:

[Indicate where will the learner continue their education upon return from their mobility period, e.g. in the same or different school / company / training center; class / grade / year; VET specialization, etc. In case reintegration will not take place (e.g. in case recent VET graduates), indicate 'Not applicable' and the relevant reasoning.]



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Reintegration conditions:

[Indicate if the learner will have to complete any actions or exams to catch-up with the curriculum/progamme at the sending organisation. Specify when and how this will happen (e.g. immediately upon return, during the same year, in the following year, in form of an additional course or study hours, etc.). In case reintegration will not take place (e.g. in case recent VET graduates), indicate 'Not applicable' and the relevant reasoning.]

11. Additional provisions

[If needed, introduce here any other provisions specific to the individual mobility. For example, this can be: arrangements with hosting families, an applicable code of conduct or other annexes. If no additional provisions apply, please indicate 'Not applicable'.]

12. Signatures

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

Participant	
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:	