

Erasmus+ learning agreement – Job-Shadowing  
Mobility ID: 39065-MOB-0001  
Project code: 2023-1-DK01-KA121-ADU-000139065

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**!! 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, vocational education and training, and adult 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 standardised 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, and participation in VET skills competitions. For activity type 'Courses and training' the learning agreement is optional and should never be used to duplicate existing documentation provided by the course provider for similar purposes.

However, it is not obligatory to use this specific template for your learning agreements. 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 (especially if learners are involved). 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 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	[Choose one: School education OR Vocational education and training OR Adult education] Adult education
Activity type:	[Use the classification from the Erasmus+ Programme Guide] Job-shadowing
Mode:	[Choose one: Physical OR Blended OR Virtual] Blended
Start date:	[DD/MM/YYYY] 14/05/2024
End date:	[DD/MM/YYYY] 16/05/2024

### 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:	Jens Jensen
Address:	[Full address, including country, city and post code] Villavej 1, 6000 Kolding, Denmark
Email:	jj@arbejde.dk
Phone number(s):	+45 12345678

#### 3.2. Sending organisation

Organisation name:	[Full legal name of the sending organisation] Kulturinstitutionen Kolding
Address:	[Full address, including country, city and post code] Nytorv 11, 6000 Kolding, Denmark

#### 3.3. Hosting organisation

Organisation name:	[Full legal name of the sending organisation]
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	Haus der Musik Museum GmbH
Address:	[Full address, including country, city and post code] Seilerstätte 30, 1010 Vienna, Austria

#### 4. Learning context

[Please select the applicable version of the table]

[Version 4: for staff in school education, VET and adult education]

At the sending organisation, the participant is currently working in the following capacity:	
Job title:	[The participant's current job title] Cultural consultant, department of culture
Main tasks:	[Short description of the participant's main work tasks at the sending organisation] Planning and executing cultural events, outreach programmes, exhibits and international networking.

#### 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]

<b>Outcome 1: [Title]</b>	
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]

<b>Outcome 1: Community</b>	
Relevant subject, skill or competence:	Community-driven co-creation
Description:	Gain skills in facilitating broad public-private cooperation through co-creation processes with established local community groups

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<b>Outcome 2: Urban Life</b>	
Relevant subject, skill or competence:	Improve urban life community spaces through public engagement
Description:	Engage residents and actors in the cultural space in the development of the city through inter-disciplinary cooperation with the community and local actors in the cultural space.

<b>Outcome 3: Sustainability</b>	
Relevant subject, skill or competence:	Utilizing co-creation and community driven projects to heighten awareness for sustainable practises
Description:	Making sustainability a core part of any community project, thus heightening the general awareness of the UN Sustainable Development Goals and sustainable practises as an integrated part of the experience.

<b>Outcome 5: [Title]</b>	
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.]

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

<b>Activity / task 1: Preparatory work (virtual)</b>	
Description:	10/05 2024 2 hours 12/05 2024 2 hours Online and virtual meetings with Managing Director Simon Posch to prepare for and plan the community workshops.

<b>Activity / task 2: Introduction and planning (in person)</b>	
Description:	14/05 2024 9 am – 11 am Introduction to the workplace and the venue for the workshop.

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	14/05 2024 12 pm – 4 pm Meeting with mr. Posch and staff about the specifics of the workshop. Setting up and planning.
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### Activity / task 3: Community workshop (in person)

Description:	15/05 2024 10 am – 5 pm Assist in facilitating community workshops on the use of music in public spaces as a source of community building, development of urban life and utilisation of sustainable practices. The workshops will be attended by staff of Haus der Musik, local residents and established community groups who are actors in the cultural space.
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### Activity / task 4: Evaluation and summary (in person)

Description:	16/05 2024 10 am – 1 pm Evaluating the outcomes of the community workshop with members of staff.  16/05 2024 2 pm – 5 pm Summary and experience exchange regarding the execution of the workshops and the mobility as a whole. Planning for further evaluation and future collaborations.
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### Activity / task 5: Evaluation and conclusions (virtual)

Description:	20/05 2024 10 am – 1 pm Virtual meeting with Mr. Posch concluding on the evaluations and outcomes of the workshops, and future plans.
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### Activity / task 6: [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 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:	Simon Posch
Job title:	Managing Director

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Email:	sp@hausdermusik.at
Phone number(s):	+43 12345678
Responsibilities:	[Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] Mentor AND Contact for administrative matters AND Emergency contact

[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 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:	Petra Petersen
Job title:	kulturchef
Email:	pp@arbejde.dk
Phone number(s):	+45 45678912
Responsibilities:	[Mentor (main content supervisor) AND/OR Contact for administrative matters AND/OR Emergency contact AND/OR Other (please describe)] Mentor AND Contact for administrative matters AND Emergency contact

[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). 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:

Not Applicable

Full name:	
Position or qualification:	

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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]
  - Preparatory meeting  
Virtual meeting before departure with Mr Posch and Ms. Petersen
  - Preparatory meeting 2  
Virtual meeting before departure with Mr. Posch
  - Monitoring and mentoring during the workshop  
Mr. Posch will periodically participate in facilitating the workshop and will be available for guidance throughout
  - Monitoring and mentoring during the workshop  
Ms. Petersen will be available for guidance throughout
  - Evaluation  
In person evaluation of the workshop results
  - Evaluation 2  
Virtual evaluation with Mr. Posch of the results of the workshop upon returning to sending organisation.
  - Evaluation 3  
In person evaluation of the overall results and learning outcomes of the mobility with Ms. Petersen upon returning to the sending organisation
- [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, etc.]

#### 8. Evaluation of learning outcomes

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

<b>Evaluation format:</b>
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[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.]  
 Dialogue-based in person and virtual evaluation meetings with Mr. Posch.  
 Dialogue-based in person evaluation meetings with Ms. Petersen.  
 Written internal evaluation report  
 Dialogue-based evaluation of how the learning outcomes has been implemented in the daily work of the participant throughout the following months.

**Evaluation criteria:**

[Describe the criteria that will be used for the evaluation]  
 Open dialogue  
 Written report

**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.]  
 -Dialogue-based in person and virtual evaluation meetings with Mr. Posch at the hosting organisation and the sending organisation. The format is open dialogue. In case of contested results, it will be noted in each participants notes of the meeting.  
 -Dialogue-based in person and evaluation meetings with Ms. Petersen at the sending organisation. The format is open dialogue. In case of contested results, it will be noted in each participants notes of the meeting.  
 -Written evaluation report for internal use at the sending organisation. Ms. Petersen will review the report, and ensure that the expected learning outcomes has been achieved. In case of contested results, Ms. Petersen will solve the issue through open dialogue with the participant.  
 - Dialogue-based evaluation of how the learning outcomes has been implemented in the daily work of the participant throughout the following months. Ms. Petersen and the participant will continually assess the results of the mobility in the daily work of Mr. Jensen.  
 -All results will be communicated directly in person or virtually and/or through email.

**9. Recognition of learning outcomes**

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

**Recognition conditions:**

[Explain the conditions under which the different learning outcomes will be recognised]  
 The learning outcomes will be recognized if the learning goals are achieved. Ms. Petersen will determine through open dialogue with Mr. Jensen if the learning goals have been achieved.

**Recognition procedures:**



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[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]  
 The learning outcomes will be recognized by Ms. Petersen, and will be recorded in Mr. Jensen’s work record, and will be supported by the signed Learning Agreement Complement.

**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.]  
 The Learning Agreement Complement will serve as documentation.

## 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:

Not applicable

## 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’.]

Not applicable

## 12. Signatures

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

[Please remove the ‘Participant’s legal guardian’ table if not applicable]

Participant	
Full name:	Jens Jensen
Date and place:	
Signature:	

**For sending organisation**

**For hosting organisation**

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Full name:	Petra Petersen	Full name:	Simon Posch
Position:		Position:	
Date and place:		Date and place:	
Signature:		Signature:	