

**Overordnet (sidehoved)**

Hvilken type dokument - hvilken type mobility

Unikt ID for den enkelte mobility

Kode for det projektår den enkelte mobility indgår i

## 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	Adult education
Activity type:	Job-shadowing
Mode:	Blended
Start date:	14/05/2024
End date:	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:	Villavej 1, 6000 Kolding, Denmark
Email:	jj@arbejde.dk
Phone number(s):	+45 12345678

#### 3.2. Sending organisation

Organisation name:	Kulturinstitutionen Kolding
Address:	Nytorv 11, 6000 Kolding, Denmark

#### 3.3. Hosting organisation

Organisation name:	Haus der Musik Museum GmbH
Address:	Seilerstätte 30, 1010 Vienna, Austria

### 4. Learning context

At the sending organisation, the participant is currently working in the following capacity:

### Information om learning mobility

Det er altid "Adult education"

Mobility type

Er det kun fysisk, eller er der fx videomøder før/efter? Hvis ja, er det "Blended" ellers in-person/fysisk.

Dato for den **fysiske** mobility, dvs. startdato for den **første aktivitetsdag** og slutdato for den **sidste aktivitetsdag**.

### Information om parterne i denne Learning Agreement

Her påføres informationer om:

- den rejsende (Participant)
- jeres egen organisation (Sending organisation)
- og den organisation vedkommende skal besøge (Hosting organisation)

### 4. Learning context

Her beskrives den rejsendes (Participant) titel og arbejdsområder i jeres egen organisation.

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

Job title:	Cultural consultant, department of culture
Main tasks:	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:

<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

<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.

## 6. Learning programme and tasks

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

<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 [unclear] and prepare for and/or attend the community workshops.

## Læringsmål

Her beskrives kort hvilke læringsmål den rejsende formodes at opnå ved rejsen. Tilføj eller fjern skemaer afhængigt af antal læringsmål for den enkelte mobility. Det er vigtigt at I her bruger projektmålene aktivt i det I skriver.

### Læringsmål skal

- passe med vores overordnede projektmål
- i sidste ende komme voksne borgere i Kolding Kommune tilgode

## Aktiviteter og arbejdsopgaver

Her beskrives de arbejdsopgaver/aktiviteter den rejsende skal deltage i under rejsen. **NB! De skal stemme overens med de mål der er angivet under punkt 5. Læringsmål.**

Activity / task 2: Introduction and planning (in person)	
Description:	14/05 2024 9 am – 11 am Introduction to the workplace and the venue for the workshop.
	14/05 2024 12 pm – 4 pm Meeting with Mr. Posch and staff about the specifics of the workshop. Setting up and planning.

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.

Activity / task 3: 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.

Activity / task 4: 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.

Datoer og ca. tider eller tidsforbrug skal anføres ved hver aktivitet. Ved blended anføres også virtuelle aktiviteter før og efter det fysiske besøg, angiv at de er virtuelle.  
 Tilføj eller fjern skemaer afhængigt af antal aktiviteter.

Alle aktiviteter på rejsen skal beskrives, og skal matche læringsmålene i punkt 5.

## 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.

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Full name:	Simon Posch
Job title:	Managing Director
Email:	sp@hausdermusik.at
Phone number(s):	+43 12345678
Responsibilities:	Mentor AND Contact for administrative matters AND Emergency contact

### 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 AND Contact for administrative matters AND Emergency contact

### 7.3. Accompanying persons

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

Not applicable

### 7.4. Mentoring and monitoring arrangements

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

- 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.

## 7. Monitorering, vejledning og mentoring under rejsen

Parterne forpligter sig til at udpege mindst én person fra hver organisation med ansvar for at rejsen forløber som planlagt, og at målene nås.

(Afsender- og værtsorganisationen skal have en mentor, en administrativ kontaktperson og en emergency contact for hver mobility. De tre opgaver kan godt varetages af én person. Mentoren skal have mulighed for at overvåge/monitorere den rejsende tæt, og interagere med dem på daglig basis.)

Tilføj eller fjern skemaer afhængigt af antal ansvarlige.

### 7.3 Medfølgende personer

Navn, titel eller kvalifikation, email, telefonnummer og ansvarsområder for eventuel medfølgende person. **Dette er kun aktuelt hvis den rejsende har brug for støtteperson/ medhjælper (handicapmedhjælper eller lign.)**  
 Er der ingen medfølgende person, angiv da: Not applicable.

### 7.4 Mentoring og monitoringsaftaler

Beskriv hvilke tiltag der som minimum aftales for rejsens varighed. Ved blandede medtages eventuelle tiltag for denne periode også.

**For eksempel:** planlagte dialogmøder, løbende evaluering af læringsmål og gennemførte opgaver, kommunikation mellem mentorerne for afsender- og værtsorganisationen, med mere.

Her beskrives altså hvordan den udpegede mentor for hver organisation vil støtte op om forløbet.

### - Evaluation 3

In person evaluation of the overall results and learning outcomes of the mobility with Ms. Petersen upon returning to the sending organisation

## 8. Evaluation of learning outcomes

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

### Evaluation format:

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:

Open dialogue  
Written report

### Evaluation procedures:

-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:

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.

## 8. Planlagt evaluering

Her beskrives hvordan opnåelsen af de beskrevne læringsmål vil blive evalueret efter hjemkomst. Følgende skal beskrives:

### Evalueringsformat

Beskriv **hvordan** det evalueres om rejsen har opfyldt læringsmålene (fx mundtligt, skriftligt etc.)

### Evalueringskriterier

**Hvilke kriterier** evalueres der efter?

### Evalueringsprocedure

Beskriv **hvor** og **hvordan** evalueringen vil finde sted, og hvordan man vil forholde sig til eventuelle uenigheder og lignende.

Læs den grå hjælpetekst for mere uddybning.

## 9. Anerkendelse af opnåede mål

Her beskrives hvordan og under hvilke vilkår den rejsende anerkendes for opnåede mål.

### Recognition conditions (Betingelser for anerkendelse):

Under hvilke betingelser kan de opnåede læringsmål anerkendes?

### Recognition procedures (Procedurer for anerkendelse):

Hvem anerkender at læringsmålene er opnået, og hvordan registreres det for den rejsende.

### Recognition documentation (Dokumentation for anerkendelse):

Hvordan dokumenteres det, at læringsmålene er opnået? -Her angives, at Learning Agreement Complement tjener som dokumentation. Ønsker I at få udstedt yderligere dokumentation i form af Europass eller et certifikat, henvend jer da til Kultur og Event, så kan vi sørge for det.

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**Recognition procedures:**

The learning outcomes will be recognized by Ms. Petersen, and will be recorded in Mr. Jensen's work record, as will the Learning Agreement Complement.

**Recognition documentation:**

The Learning Agreement Complement will serve as documentation.

**10. Reintegration at the sending organisation**

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**

Not applicable

**12. Signatures**

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

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

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

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

**Husk** at alle dokumenter skal underskrives med kuglepen på papir. De skal altså printes, underskrives og skannes.

Learning Agreement skal underskrives af den rejsende, og de juridisk ansvarlige for henholdsvis afsender- og modtagerorganisationen, **og skal være underskrevet før afrejse.**