



Erasmus+

VITALIS

Betreuungsgesellschaft für Modellprojekte mbH
Coordination of programs in the European Community for SME's

VITALIS GmbH, Gut Wehlitz, 04435 Schkeuditz

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VITALIS GmbH Gut Wehlitz 04435 Schkeuditz

**Technikum Zespołu Szkół
Ponadgimnazjalnych in Prabuty**

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82-550 Prabuty**

Poland

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Page(s) 6

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COOPERATION AGREEMENT

Name of the Organization:	VITALIS GmbH
Contact Person:	Ralf Giesecke, President
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Pic Code: 949130354

This is to confirm that the partner institution above has discussed and agreed to act as receiving partner in the ERASMUS+ programme, KEY ACTION 1: VET learners mobility, call for proposals 2016 by the: **Technikum Zespołu Szkół Ponadgimnazjalnych in Prabuty, Poland - PIC Code: 933503848.**

The project called: „**Od Technika do Europejczyka. Nowe doświadczenia - większe możliwości**“ will be conducted within a period of 14 days from 19.03.2017 to 01.04.2017.

The number of the participants will be 37 students and two accompanying teachers.

Vitalis declares to accept the Partnership Quality Commitment as an integrated part of the contract.



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Vitalis was founded in 1997 to receive European participants for vocational training and exchange of experiences in the framework of Lifelong Learning Programme and Erasmus+ within the region of Leipzig. During the last 17 years our historical manor Gut Wehlitz became an international meeting point, focused on the needs of the local small and medium enterprises to find suitable coworkers for the future. Since then, the company receives yearly more than 1000 participants, which are taking part in different kinds of mobility projects, including various professions. With our 35 academically and professionally skilled employees, we are able to offer an appropriate counseling and vocational guidance and tutoring.

Beneficiaries fulfill the safety rules and criteria of the German law system only when they are delegated to the companies by a host organisation like Vitalis. Vitalis is as a full member of the chamber and a coordinator for the other member companies concerning receiving beneficiaries in the frame of the European programmes.

As preliminary stage units for this project **Vitalis** suggests the following company where Vitalis placed beneficiaries already during the last years:

Technician - Car mechanics:

- VW-Service-Betrieb - Die Auto GmbH in Schkeuditz
- Autodesign Heiber in Leipzig
- Ekogas GmbH in Leipzig

Technician - Informatics:

- Vitalis Betreuungsgesellschaft für Modellprojekte mbH in Schkeuditz - training

Technician - Trade:

- Netto Marken Discount in Schkeuditz and in Leipzig
- Getränkevertrieb Noack in Schkeuditz

Vitalis has the right to change the companies or institutions if problems either with the companies or students appear. Vitalis is obliged to find a suitable solution in cooperation with the sending partner in an appropriate period of time.

VITALIS GmbH will carry out the following tasks which form an integral part of the project:

- reception of the participants at their point of arrival
- to cooperate with the Promoter on the process of planning and implementing the project
- organisation of practical training for students
- issuing of certificates
- supervision and mentoring service for the participants
- arrangement of accommodation and meals: breakfast and warm dinner
- arrangement of local transport
- organisation of socio-cultural activities
- arrangement of cultural excursions: 1 day trip to Berlin and 1 day visit to Dresden, guided tour Leipzig
- all services are in consistency with the quality commitment
- visit to the BMW plant and VW plant for all professions
- implement agreed validation procedures to ensure recognition of skills according to the ECVET system and Europass - mobility certification

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IBAN: DE 14 490 700 240 28 512 44 01 BIC (SWIFT): DEUT DE DB 490

Municipal Court Leipzig: HRB 8373 President: Ralf Giesecke



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The responsibilities of the sending partner are to:

- inform the receiving partner about travel arrangements made
- make sure the participants are covered by a health insurance
- give the participants details about the Host Organization, country/area and what to expect also about presumable working conditions and cultural differences
- prepare participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
- select participants on the basis of clearly defined and transparent criteria
- ensure that all costs for the participants in the receiving country will be covered by the ERASMUS + i grant and if necessary by other co-financial resources
- publish the most interesting results of the experience

We also certify that we take care of the dissemination of the project results.

Yours faithfully,

Ralf Giesecke
President
VITALIS GmbH



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of model projects Ltd.
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ERASMUS + VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization

- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (eg those with special learning needs or those with physical disabilities).
- **Prepare** participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the host organization to ensure the validation and recognition of the knowledge, skills and competences acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the host organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognise** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.

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Obligations of the Sending and Host Organization

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits)
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant .
- **Agree** monitoring and mentoring arrangements
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Host Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant

Obligations of the Participant

- **Establish** the Learning Agreement with the sending organization and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending organization and host organization about any problems or changes regarding the training placement.

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- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

Obligations of the Intermediary Organization

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



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