



Memorandum of Understanding



'File code' of the Memorandum of Understanding (optional)

1. Objectives of the Memorandum of Understanding

The Memorandum of Understanding¹ (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In this Memorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit.

Are other objectives agreed on? Please tick as appropriate	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes – these are:
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¹For more information and guidance on the establishment of a MoU please refer to the ECVET User's Guide: 'Using ECVET for geographical mobility (2012) - Part II of the ECVET Users' Guide - Revised version – including key points for quality assurance' – available at: http://www.ecvet-projects.eu/Documents/ECVET_Mobility_Web.pdf

2. Organisations signing the Memorandum of Understanding

Organisation 1

Country	Poland
Name of organisation	Zespół Szkół Ponadgimnazjalnych Prabuty
Address	ul. Szkolna 4
Telephone/fax	+48(55) 27 82 256
E-mail	zspp@zspprabuty.pl
Website	http://zspprabuty.pl
Contact person	Marcin Stalmirski Project Coordinator
Telephone/fax	
E-mail	marcin.stalmirski@wp.pl

Organisation 2

Country	Spain
Name of organisation	euroMind Projects
Address	Legal address: Avenida de Linares 2 (pasaje), 23400 Ubeda 2nd office address: Avenida de Hytasa, Edificio Toledo II, Modulo 10, 41006 Seville
Telephone/fax	0034955220932
E-mail	info@euromind.es
Website	www.euromind.es
Contact person	Name: Amelia Wójcik Position: Main Project Coordinator
Telephone/fax	0034627050073
E-mail	amelia@euromind.es

3. The qualification(s) covered by this Memorandum of Understanding

Qualifications

Country	Poland
Title of qualification	1. Technician of commerce 2. Technician of IT 3. Technician of car mechanics
EQF level (if appropriate)	N/A
NQF level (if appropriate)	N/A
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)	In the training programmes
Enclosures in annex - please tick as appropriate	<input type="checkbox"/> Europass Certificate Supplement <input checked="" type="checkbox"/> The learning outcomes associated with the qualification <input type="checkbox"/> Description of the unit(s) of learning outcomes for the mobility <input type="checkbox"/> Other:

4. Assessment, documentation, validation and recognition

By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.

5. Validity of this Memorandum of Understanding

This Memorandum of Understanding is valid until: 31st December 2020.

6. Evaluation and review process

The work of the partnership will be evaluated and reviewed by: 31st December of each project year, either on a early or two years basis, the partnership will be evaluated and reviewed by Project Coordinators of each partner organisation.

7. Signatures

Organisation / country	Organisation / country
Zespół Szkół Ponadgimnazjalnych Prabuty / Poland	euroMind Projects
Name, role	Name, role
Tomasz Brodacki, Director	Carlos Hoyo de la Torre, Director
Place, date	Place, date
Prabuty, 13.01.2018 Dyrektor Zespołu Szkół Ponadgimnazjalnych w Prabutach <i>Tomasz Brodacki</i> <i>mgr Tomasz Brodacki</i>	Seville, 13.01.2018  EUROMIND PROJECTS S.L. CIF. B23687890 Tel. +34 955220932 +34 654807869 info@euromind.es www.euromind.es

8. Additional information

Division of responsibilities and quality assurance:

Common partner responsibilities

- Drawing up of the common learning programme that fulfils the official requirements of the respective training institutions (competent bodies) as well as needs of the trainees with the interpreting and translation assistance of euroMind.

Sending Institution

- Arranging for Health insurance and travel insurance for the time abroad
- Accident insurance at the workplace and during commuting to the workplace for the time abroad
- Recognition of Learning Agreements and the competences acquired by the trainees
- Analysing all the official programme documents
- Choosing the target group
- Establishing project aims & expected outcomes
- Deciding on the number of project participants and the start and end dates of the mobility flows
- Carrying out the calculation of the cost of the implementation of the project and the project budget
- Ensuring that the implementation of the project is carried out appropriately by means of regular monitoring and evaluating sessions
- Preparation of the project final evaluation
- Preparation the of Final Report
- Preparation & delivery of the dissemination strategy

Host Company

- Ensuring that the participants achieve the placement objectives listed in the Learning Agreement provided by the project promoter (Sending Institution)
- Work Placement Tutoring & Monitoring
- Evaluating placements on the basis of Learning Agreements
- Signing of the Learning Agreements
- Signing of Transcripts of Records (Europass Mobility)

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- Providing Practical Info Pack to the participants before their arrival in Spain
- Reception of participants including airport transfer (both ways)
- Providing transport to the work placement
- Providing full board accommodation
- Practical & cultural induction and 15 hours of Spanish language training
- Tutoring & monitoring during socio-cultural and free time activities
- 24/7 availability of the euroMind team in case of emergency

- Providing contact details of all parties involved and ensuring that final arrangements are in place prior to the trainees' departure from their home country.
- Collecting all qualitative/quantitative information necessary to produce a descriptive evaluation of the placements for a Final Report
- Providing Language Certificates
- Participating in Europass Certificates' preparation
- Providing dissemination & transfer of results during the forthcoming period in co-operation
- Active co-operation with the sending and hosting organisations at every stage of project delivery
- Providing translating and Interpreting service for the trainees during their practical training

Quality assurance

The hosting partner during the mobility period will assure the following minimum quality-standards:

1. The hosting organisation provides a safe training environment for the mobile learner in which he/she can develop and learn;
2. The hosting organisation takes into consideration the level of competence development of the mobile learner (the years of training/work experience);
3. The hosting organisation allows enough time, room, means and resources for the training and coaching of the mobile learner;
4. The mobile learner can practise (when necessary under guidance) the daily activities in relation to the education of the apprentice;
5. The hosting organisation appoints a person who will be the representative of the working place, coaching and supervising the mobile learner;
6. The hosting 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 hosting organisation cooperates with the sending organisation with the assistance of the intermediary organisation and makes the appropriate training agreements as described further on in the Learning Agreement;
8. The hosting organisation gives the necessary information on the conditions and equipment concerning the work itself and the work environment and concerning the training to be attended
9. A representative of the hosting organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives with the interpreting and translation service of the intermediary organisation.
10. The mobile learner works under the supervision and responsibility of the hosting organisation, following the specific working hours.
11. The mobile learner attends to and fulfils the tasks that are part of the agreed training plan.

The mobile learner follows the discipline and working / schools hours, and respects the rules in force and legal provisions concerning professional confidentiality.

9. Annexes

1. The learning outcomes associated with the qualification - Training Programme