

## ANNEX I - ERASMUS + LEARNING AGREEMENT FOR VET MOBILITY

### I. DETAILS ON THE PARTICIPANT

Name of the participant: <b>Susanna Leies</b> Field of vocational education: <b>Tourism organizer</b> Sending institution (name, address): <b>Tartu Vocational Education Centre</b> , Kopli 1, 50115 Tartu, Estonia Contact person (name, function, e-mail, tel): <b>Andrei Atškasov</b> , Coordinator of International Affairs, <a href="mailto:andrei.atskasov@khk.ee">andrei.atskasov@khk.ee</a> , +372 7361894
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### II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

<b>Receiving organisation :</b> VALLECID S.L (Canarias.com) <b>Web:</b> <a href="https://www.canarias.com">https://www.canarias.com</a> <b>Address:</b> C.C Américas Plaza Loc 26 - 38660 Costa Adeje (Tenerife) SPAIN <b>Contact person:</b> Juan Vallecillo <b>Position:</b> Manager; <b>Email:</b> <a href="mailto:jv@tenerife.com">jv@tenerife.com</a> <b>Phone:</b> (+34) 922 71 83 51
Planned dates of start and end of the placement period: <b>05/11/2021 – 10/12/2021</b>
<b>Knowledge, skills and competence to be acquired</b> Knowledge of tourism management bases and travel arrangements on Tenerife, customer service. Mental competence includes learning and growth tourism management tasks. On-the-job learning experience from traineeship at Spanish company. <b>The aim of practice:</b> giving a chance for the student to get knew about tourism management in Spain-Tenerife, to get acquainted with the enterprise's activity fields and obtaining skills in tourism field. Using and enforcing theoretical knowledge and skills learned in school. <b>The result of practice</b> Getting acquainted with the training opportunities and enterprise's activities. Ability to use technologies and ways of working described in the guide for the practical training. Getting know about Spain-Tenerife and its culture and history.
<b>Detailed programme of the training period:</b> 05/11/2021 and 10/11/2021 travel days 08/11/2021 – 09/12/2021 -on the job learning working experience at Vallecid S.L. (Canarias.com)
<b>Tasks of the trainee:</b> Participant is responsible for completing the placement programme and achieve the aims of placement. Guess relation to clients on the phone, check on web pages, administration office, visits to clients with another member of the team.
<b>Monitoring and Mentoring of the participant:</b> The participant has a contact person in sending institution and in receiving organization to support achieving mobility aims. The participant has a supervisor at the work placement .Monitoring is arranged in cooperation of sending and receiving organizations. Mentoring of participant is carried out by professional supervisor. Receiving organization provides work safety information and guidance for the participant.
<b>Evaluation and Validation of the training placement:</b> At the end of practical training the student/trainee will receive an evaluation sheet from the enterprise's supervisor which the student will add to his practical training report. This evaluation sheet proves that the student has passed his practical training and also serves as feedback for the school. Student will compose a practical training report based on the information gathered from the enterprise and the guide given by the school. This practical training report reflects the information obtained and work performed by the student. The practical training report defence takes place in school. This report will be evaluated by a school's supervisor prior the defence. The final assessment will be decided by a committee after the defence. Sending institution and receiving organization will issue Europass Mobility certificate to participant. Evaluation form will be filled in by supervisor in work-placement company in the end of training period and sending institution will recognize the mark given by tutor in work-placement company. Participant will make a report of mobility and takes a part in feedback conversation with Project Manager of sending institution.

### III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending institution and the receiving organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus+ training placements attached below.

<p><b>THE PARTICIPANT</b></p> <p>Participant's signature..... Date: .....</p>
<p><b>THE SENDING INSTITUTION</b></p> <p>We confirm that this proposed training programme agreement is approved. On completion of the training programme the institution will a Europass Mobility to the participant.</p> <p>Coordinator's signature..... Date: .....</p>
<p><b>THE RECEIVING ORGANISATION</b></p> <p>We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Europass Mobility to the participant.</p> <p>Coordinator's signature..... Date.....</p>
<p><b>THE INTERMEDIARY ORGANISATION</b></p> <p>We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a <i>Europass Mobility Certificate</i> to the participant</p> <p>Coordinator's signature..... Date: .....</p>

## ANNEX III - 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.
- **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.
- **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 Europass Mobility and evaluation form filled in by receiving organization and/or workplacement company.
- **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.

### Obligations of the Sending and Host Organization together

- **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
- **Implement** agreed **validation** procedures to ensure recognition of skills and competencies acquired.
- **Establish** appropriate **communication** channels for all parties including participants.
- **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.
- **Do** the best for the documentation of the work-linked trainings of all participants and for using the Europass

### 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.
- **Check** the appropriate insurance cover for each participant
- **Select** suitable work-placement companies 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.
- **Cooperate** with the person in charge of monitoring the placement in the work-placement company and if necessary in sending organisation and inform them about any problem or changes regarding the placement as quick as possible.
- **Provide** practical support if required.
- **Provide** participants with logistical support if possible.

- **Provide** organisation of accommodation and ensure that final arrangements are in place prior to participants departure from their home country.
- **Support** organisation of leisure time activities of the participant.
- **Evaluate** the progress of the project on an on-going basis and take appropriate action if required.
- **Participate** together with the work-placement companies in the evaluation of the participants if necessary.

<b>Obligations of the Participant</b>
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- **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 and work-placement company, its normal working hours, code of conduct and rules of confidentiality.
- **Abide** by the rules of accommodation organization
- **Communicate** with the sending organization and host organization about any problems or changes regarding the training placement.
- **Inform** the sending organisation in advance and as quickly as possible if he withdraws from the training placement before it has started or if the duration of the traineeship is reduced by either the participant or the intermediary organisation or host organisation
- **Contact** the project manager of the sending organisation at least twice a week to report about the training placement and tasks accomplished.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.
- **Take part** in dissemination of the activities and results of the project, allow to use one name and pictures in dissemination activities

<p><b>THE PARTICIPANT</b></p> <p>Participant's signature..... Date: .....</p>
<p><b>THE SENDING INSTITUTION</b></p> <p>Coordinator's signature..... Date: .....</p>
<p><b>THE RECEIVING ORGANISATION</b></p> <p>Coordinator's signature..... Date.....</p>
<p><b>THE INTERMEDIARY ORGANISATION</b></p> <p>Coordinator's signature..... Date: .....</p>