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| **Memorandum of Understanding (MoU)** | | | | | | |
| Title ECVET unit | MoU regarding ECVET Unit @@@ | | | | | |
| Partners | P1 | \*Give the name of the partner involved and a short description of the organisation (name, address, contact person, description of type/size/goal of organisation) | | | | |
| P2 | \*Give the name of the partner involved and a short description of the organisation | | | | |
| Goal |  | | | | | |
| General framework of MoU | Document  *MoU* | | Related to ECVET  *\*code of ecvet unit* | Period of eligibility | | Points  *@@* points for ecvet |
| EQF level  *Level 4* | | Status  *\*concept/definitive* | Validity  *\*term of validity of MoU* | | Partners involved  *\*please list countries / partners involved* |
| Structure | | 0 structured | | 0 non structured | |
| General agreement | Parts of training | |  | | | |
| Pathway | |  | | | |
| Time | |  | | | |
| Location | |  | | | |
| Contact | |  | | | |
| Guidance | | 0 supervision | | 0 autonomous | |
| Requirements regarding guidance  \*Indicate requirements for guidance of the student during the period of the unit | | | |
| Responsibilities | Home country | |  | | | |
| Host country | |  | | | |
| Quality assurance | The host (VET school and practical company) will assure the following minimum quality-standards during the mobility period:   1. The host organisation provides a safe training environment for the mobile learner in which he/she can develop and learn; 2. The host organisation takes into consideration the level of competence development of the mobile learner (the years of training/work experience); 3. The host organisation allows enough time, room, means and resources for the training and coaching the mobile learner; 4. The mobile learner can practise (when necessary under guidance) the daily company activities in relation to the education of the student; 5. The host organisation appoints a person who will be the representative of the working place, coaching and supervising the mobile learner; 6. The host 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 host organisation cooperates with the sending organisation and makes the appropriate training agreements as described further on in the Learning Agreement; 8. The host organisation gives the necessary information on the conditions and equipment concerning the work itself and the work environment (in case the hosting organisation is a company) and concerning the training to be attended (in case the hosting organisation is a training institute). 9. A representative of the host organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives. 10. The learner works under the supervision and responsibility of the host organisation, following the specific working hours. 11. The learner fulfils the tasks that are part of the agreed training plan. 12. The learner follows the discipline and working / schools hours, and respects the rules in force and legal provisions concerning professional confidentiality. | | | | | |
| Assessment | \*Give a clear description of the way the learning outcomes will be assessed. See ad7 ECVET unit | | | | | |
| Validation | \*Give a clear description of the way the learning outcomes will be validated. See ad8 ECVET unit | | | | | |
| Recognition | \*Give a clear description of the way the learning outcomes will be recognized. See ad9 ECVET unit | | | | | |
| Annexes |  | | | | | |
| Signature | Partner 1  Name: ------------------------------  Position: ------------------------------  Signature: ------------------------------  Date: ------------------------------  Place: ------------------------------  Stamp:  \*Made in two copies for each organisation | | | Partner 2  Name: ------------------------------  Position: ------------------------------  Signature: ------------------------------  Date: ------------------------------  Place: ------------------------------  Stamp: | | |

**Document: Instructions and format MoU**

Date: 20130221

Version: 0.1

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Goal: Describe basis MoU and conditions to be used as a format and tool for the development of the three MoU´s for the three ECVET pilots (management, language and international competences) within the ANGIE 2.0. project.

**Ad1: What is a Memorandum of Understanding?**

A MoU is an agreement between competent institutions which sets the framework for credit transfer. It formalises the ECVET partnership by stating the mutual ac­ceptance of the status and procedures of competent institutions involved. It also establishes partnership’s procedures for cooperation.

By setting up a MoU, competent institutions should acknowledge their partners’ approaches to designing units, assessment, validation, recognition as well as quality assurance. Through this process, they make informed judgements about the conditions under which they can recognise credit achieved in partner systems.

A MoU contains statements through which the parties concerned:

accept each other’s status as competent institutions,

accept each other’s quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purposes of credit transfer,

agree the conditions for the operation of the partnership, such as objectives, du­ration and arrangements for review of the MoU,

agree on the comparability of qualifications concerned for the purposes of credit transfer, using the reference levels established by EQF,

identify other actors and competent institutions that may be involved in the pro­cess concerned and their functions.

MoU define the roles of other competent institutions with regard to functions such as signature of learning agreements, assessment, issuing of learners’ personal transcripts, etc.