



METVET

JOINT HIGHER VET

COURSE IN THE METAL SECTOR

WP6 – D. 6.3 – Learning Agreements



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1 MEMORANDUM OF UNDERSTANDING OBJECTIVES

The Learning Agreement (LA) forms the framework for cooperation between authorised institutions (e.g. home and hosting training providers or other competent body), and a specific learner. It specifies the particular conditions for the learning pathway that, as in the case of METVET, can take place in three different forms: mobility, training course or traineeship. Moreover, it provides the information about the learner, duration of the learning pathway and learning outcomes to be achieved or competences to be developed together with associated credit points.

It also clarifies the responsibilities of the stakeholders involved. Particularly, it ensures that, if the expected learning outcomes and competences are achieved by the learner and positively assessed according to agreed criteria in the hosting organization, the home organization will validate and recognise them as part of the requirements for a qualification.

The LA also provides the information about the competences already acquired by the learner, to facilitate assignment of tasks and responsibilities, in order to develop suitable practice and achieve the educational objectives agreed on by the home as well as hosting organizations.

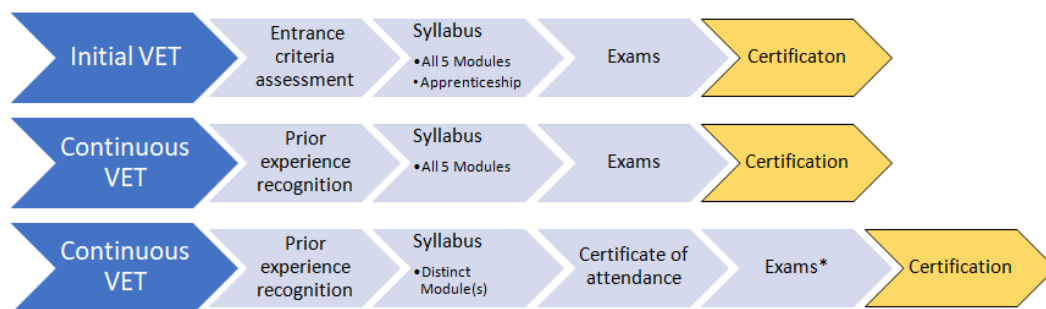
The hosting organization will determine the competences to be built upon and will find suitable areas as well as work tasks. Therefore, it will receive complete information to support the definition of an individual program which neither under- nor over-challenge the learner during her/his mobility/course/traineeship period.

The METVET project aims to tackle the existing skills gap in training for Aluminium & Metal Constructions technicians, by creating a demand driven training in order to meet the growing demand for new skills in today's construction industry, including:

- a professional (qualification) profile & a core curriculum (EQF 5);
- a corresponding VET program, including innovative teaching methods;
- a qualification standard (according to ISO/IEC17024) for evaluation & certification.

and to facilitate permeability between vocational training and industry.

In order to improve the quality of initial and continuous VET programs related to Aluminium & Metal Constructions sector, the METVET consortium has developed an innovative vocational training course structured in the form of “METVET Curriculum and syllabus” aiming to i) upgrade experienced workers with at least 5 years’ experience from EQF level 4 to EQF level 5; ii) provide an EQF level 5 qualification to youths who want to find a job in this sector. Accordingly, the scenarios for the exploitation of project results are illustrated in the below-given picture:



First scenario – Initial VET: Young trainees will first prove their eligibility for participation in the METVET course. Then they will follow the 5-Module Syllabus. After successful completion of the course, they will take the exams and, if they pass their exams, they will get a certification.

Second scenario – Continuous VET: The second scenario targets employed/unemployed technicians with minimum EQF level 3 and at least 5 years of relevant experience with two different options:

- i. recognition of achieved knowledge as well as skills and then attendance of a course based on the 5-Module Syllabus. After successful completion of the course, they will take the exams and, if they pass their exams, they will get a certification.
- ii. recognition of achieved knowledge as well as skills and then attendance of selected modules in a specific time-frame, according to both the offer of the VET provider and the individual needs. After successful completion of the course, they will take the exams and, if they pass their exams, they will get a certification.

NOTE ON EXAMINATIONS In order to get the EQF level 5 certification, trainers will have to take the exam foreseen at the end of the 5-module Syllabus.

2 Information about the participants

Contact details of the home/sending organization – competent institution (please fill in with the data related to the organization that requests the learning mobility/course/traineeship)	
Country	
Name of organization	
Address	
Telephone/fax	
E-mail	
Website	
Contact person	Name:
	Position:
Telephone/fax	
E-mail	
Contact details of the hosting organization – competent institution (please fill in with the data related to the organization that hosts the learning mobility/course/traineeship)	
Country	
Name of organization	
Address	
Telephone/fax	
E-mail	
Website	
Contact person	
Telephone/fax	
E-mail	

Contact details of the learner

(please fill in with the data related to the learner participating in the learning mobility/course/traineeship)

Name	
Address	
Telephone/fax	
E-mail	
Date of birth	(dd/mm/yyyy)
Please tick	<input type="checkbox"/> Male
	<input type="checkbox"/> Female

Contact details of parents or legal guardian of the learner, if applicable

Name	
Address	
Telephone	
E-mail	

If an intermediary organization is involved, please provide contact details

Country	
Name of organization	
Address	
Telephone/fax	
E-mail	
Website	
Contact person	
Telephone/fax	
E-mail	

3 DURATION OF THE LEARNING PATHWAY

The start and end dates and the total time of the training period should be decided upon in the LA, taking into consideration the learning plan of the learner in the home organization and the learning plan of the hosting organization.

Typology of the learning pathway - please tick as appropriate	<input type="checkbox"/>	Mobility
	<input type="checkbox"/>	Course
	<input type="checkbox"/>	Traineeship
Start date of the learning period	<input type="text" value="(dd/mm/yyyy)"/>	
Start date of the learning period	<input type="text" value="(dd/mm/yyyy)"/>	
Length of learning time	<input type="text" value="(number of days/weeks/months of learning mobility)"/> <input type="text" value="(number of hours for learning course /traineeship)"/>	

4 THE QUALIFICATION BEING TAKEN BY THE LEARNER – INCLUDING INFORMATION ON THE LEARNERS’ PROGRESS (KNOWLEDGE, SKILLS AND COMPETENCE ALREADY ACQUIRED)

In order to specify the level of competence development of the learner, information on the learners’ progress in relation to the learning mobility/course/traineeship should be provided and included in annex to the LA. To provide further information additional documents, such as a EUROPASS CV, the European Language Passport or any other internationally recognised certificates could be added to the annexes of the LA. The home training provider should help the person in training to collect all relevant documents and certificates.

Qualification	
Title of qualification	Aluminium & Metal Constructions technician
EQF level (if appropriate)	5
NQF level (if appropriate)	
Information on the learners' progress in relation to the for the learning pathway: mobility/course/traineeship (information to indicate acquired knowledge, skills, competence could be included in an annex).	Refer to enclosure in annex.
Enclosures in annex – please tick as appropriate	<input type="checkbox"/> Europass Certificate Supplement ¹
	<input type="checkbox"/> Europass CV ²
	<input type="checkbox"/> Europass Mobility ³
	<input type="checkbox"/> Europass Language Passport ⁴
	<input type="checkbox"/> European Skills Passport ⁵
	<input type="checkbox"/> (Unit[s] of) learning outcomes already acquired by
	<input type="checkbox"/> Other: (please specify)

5 DESCRIPTION OF THE LEARNING OUTCOMES TO BE ACHIEVED DURING MOBILITY/COURSE/TRAINESHIP

Please indicate the learning outcomes that are to be achieved during the mobility/course/traineeship. A personal development plan for the person in training could be added to the annex of the LA or developed during the first part of the mobility/course/traineeship. The personal development plan should include a description of the tasks the learner will perform/practice in order to reach the agreed-upon learning outcomes.

¹ Annex if relevant

² Annex if relevant

³ Annex if relevant

⁴ Annex if relevant

⁵ Annex if relevant

Title of unit(s)/groups of learning outcomes/parts of units to be acquired	
Number of ECVET points to be acquired during the learning	Please specify (if appropriate)
Learning outcomes to be achieved (Information could be included in an annex)	
Description of the activities during mobility/course/traineeship (e.g. information on location(s), courses to be attended, tasks to be completed and/or)	
Enclosures in annex – please tick as appropriate	Europass Certificate Supplement ⁶
	Competence Profile Certificate(s) ⁷
	Competence Matrix ⁸
	The learning outcomes associated with the qualification
	Description of unit(s) of learning outcomes which are for the mobility/course/traineeship
	Description of the learning activities
	Individual's development plan during mobility/course/traineeship
	Other: (please specify)

⁶ Annex if relevant

⁷ Annex if relevant

⁸ Annex if relevant

6 ASSESSMENT AND DOCUMENTATION

Assessment and documentation will be developed in accordance with the learning outcomes that are to be achieved during the mobility/course/traineeship. Additionally, they will have to be coherent with the METVET Qualification Standard (in Annex to the LA).

Person(s) responsible for assessing the learner's performance	Name:	
	Organization, role:	
Assessment of learning outcomes	Date of assessment: (dd/mm/yyyy)	
	Method: (please specify)	
How and when will the assessment be recorded?	Refer to enclosure in the annex.	
Please include		Detailed information about the assessment procedure (e.g. methods, criteria, assessment grid)
		Template for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility)
		Individual's development plan during mobility/course/traineeship
		Other: (please specify)

7 VALIDATION AND RECOGNITION

Validation and recognition will be developed in accordance with the learning outcomes that are to be achieved during the mobility/course/traineeship. Additionally, they will have to be coherent with the METVET Qualification Standard (in annex to the LA).

Person(s) responsible for validating the learning outcomes achieved during mobility/course/traineeship	Name: (please insert)
	Organization, role: (please specify)
How will the validation process be carried out?	(please specify)
Recording of validated achievements	Date: (dd/mm/yyyy)
	Method: (please specify)
Person(s) responsible for recognizing the learning outcomes achieved during mobility/course/traineeship	Name: (please insert)
	Organization, role: (please specify)
How will the recognition be carried out?	(please specify)

8 SIGNATURES

With the signing of the LA the signatories (authorised representatives of the competent organisations, training providers and the learner) confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

Home organization/country	Host organization/country	Learner
Name, role	Name, role	Name
Place, date	Place, date	Place, date
Signature and stamp	Signature and stamp	Signature

If applicable: Intermediary organization	If applicable: Parent or legal guardian
Name, role	Name, role
Place, date	Place, date
Signature and stamp	Signature

9 ADDITIONAL INFORMATION

10 ANNEXES

Required und agreed documents (such as the EUROPASS CV and Individual Profile⁹) and information (learning outcomes and competences) should be included in the annex.

- 10.1. Learning modules, outcomes and competences
- 10.2. Units of learning outcomes
- 10.3. Methodology for assessing/evaluating learning outcomes

⁹ Annex if relevant

METVET PARTNERS

Joint Venture Networking

