

TRAINING AGREEMENT and QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

I. DETAILS ON THE PARTICIPANT

Name of the participant:

Field of vocational education:

Sending institution (name, address): University of Catania – via Santa Maria del Rosario 9, 95131 Catania

Contact person (name, function, e-mail, tel): Dott.ssa Vincenza Tutino, IRO Coordinator,

uri@unict.it; 095 7307476

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Receiving organisation (name address):

Contact Person (name, function, e-mail, tel):

Planned dates of start and end of the placement period:

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and Mentoring of the participant:

- Evaluation and Validation of the training placement:

III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending institution and the receiving organisation (and the intermediary organisation if applicable)* confirm that they will abide by the principles of the Quality Commitment for Leonardo da Vinci training placements attached below.

**please add a box below for the signature of the intermediary organisation – if applicable*

THE PARTICIPANT

Participant's signature

..... Date:

THE SENDING INSTITUTION

We confirm that this proposed training programme agreement is approved.

On completion of the training programme the institution will issue the Europass Mobility and the declaration of Competencies to the participant

Coordinator's signature

..... Date:

THE RECEIVING ORGANISATION

We confirm that this proposed training programme is approved.

On completion of the training programme the organisation will issue [...a Certificate ...] to the participant

Coordinator's signature

..... Date:

LEONARDO DA VINCI MOBILITY QUALITY COMMITMENT TRAINING PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

- | | |
|------------------|--|
| Define | <i>placement objectives</i> in terms of the skills and competencies to be developed. |
| Choose | the appropriate target country, host organisation, project duration and placement content to achieve these objectives. |
| Select | participants on the basis of clearly defined and transparent criteria. |
| 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. |
| Establish | a contract including a training agreement whose contents are transparent for all parties involved. |
| Manage | transport, accommodation, visa/work permit arrangements and social security cover and insurance. |
| Evaluate | with each participant the personal and professional development achieved through participation in the Leonardo programme. |

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

- | | |
|---------------|---|
| Select | <i>suitable host organisations</i> and ensure that they are able to achieve the placement objectives. |
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Provide

contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

Negotiate	<i>a tailor-made training programme for each participant (if possible during preparatory visits).</i>
Agree	<i>monitoring and mentoring arrangements.</i>
Implement	<i>agreed validation procedures to ensure recognition of skills and competencies acquired.</i>
Establish	<i>appropriate communication channels for all parties including participants.</i>
Evaluate	<i>the progress of the project on an on-going basis and take appropriate action if required.</i>

THE HOST ORGANISATION UNDERTAKES TO:

Foster	<i>understanding of the culture and mentality of the host country.</i>
Assign	<i>to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.</i>
Identify	<i>a tutor to monitor the participant's training progress.</i>
Provide	<i>practical support if required.</i>
Check	<i>appropriate insurance cover for each participant.</i>

THE PARTICIPANT UNDERTAKES TO:

Comply	<i>with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.</i>
Abide	<i>by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.</i>
Communicate	<i>with promoter/sending organisation about any problem or changes regarding the placement.</i>
Submit	<i>a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement.</i>