

Learning Agreement

student's work based learning period or studies abroad

1. PARTIES - The agreement has been made between the following parties:

STUDENT

Name	Date of birth	Sex	Mobile phone +	E-mail
Home address	Post code	City/Town	Country FINLAND	
Relative/representative to the student under 18:	Contact person (name, email, phone) in the case of emergency:			
Vocational Qualification in Tampere Vocational College Tredu and the name of study campus in Tredu				
Accommodation during learning period abroad, address				

SENDING PARTNER

Name Tampereen seudun ammattiopisto Tredu, Tampere Vocational College Tredu			
Name of the mobility project (when available)			
Street address PL 217	Post code 33101	City Tampere	Country Finland
Sending teacher responsible for the learning period Timo Vikman	Phone +358408012787	Study campus in Tredu Rollikkahalli	E-mail timppa.vikman@tamper.fi

HOSTING PARTNER - EMPLOYER

Name			
Street address	Post code	City	Country

Contact person	Phone	Mobile phone	E-mail
Supervisor at the work place (if not contact person)	Phone +	Mobile phone +	E-mail
Learning period	Working hours weekly / daily		
Starting Ending			
Number of employees in the company	Country	Business branch/area	

HOSTING PARTNER - SCHOOL OR OTHER ORGANIZATION

Name Académie de Strasbourg			
Street address 6, rue de la Toussaint	Post code 67975	City Strasbourg - Cedex 9	Country FRANCE
Contact person Marie-Christine MILLER	Phone / Fax + 33 (0)3 88 23 37 86	Mobile phone + 33 (0)6 19 72 91 57	E-mail m-christine.miller@ac- strasbourg.fr
Learning period	Working hours weekly / daily		
Starting 3.5.2014 Ending 30.5.2014	8		
Number of employees in the organization	Country FRANCE	Business branch/area	

2. ARRANGEMENTS FOR THE PERIOD

Practical arrangements concerning learning period abroad	
Meals <input type="checkbox"/> Employer provides meals, _____ meals per day	<input checked="" type="checkbox"/> Student pays for meals him/herself
Local transportation <input checked="" type="checkbox"/> Student pays <input type="checkbox"/> Other arrangements:	
Work clothing	

<input type="checkbox"/>	Employer provides work clothing, if needed	<input checked="" type="checkbox"/>	Student has his/her own work clothing
Specify needed clothing, shoes, protective wear or work equipment:			
Health or other required administrative documents if needed:			
Insurance			
<input type="checkbox"/>	Student falls within the sphere of an employer's liability insurance (damage caused to others) during their placement. Our students perform their work under the supervision and guidance of the employer's representative.		
<input checked="" type="checkbox"/>	Student falls within the sphere of the educational establishment's accident insurance during the placement related to their studies: Turva 551-2005218-X		
Name of the insurance company Turva			
Insurance number 553-0172611-V (travel insurance, not including luggage)			
<input type="checkbox"/>	Student has The European Health Insurance Card (valid in Europe)		

3. OCCUPATIONAL SAFETY

The following should be specially taken into consideration concerning the occupational safety

4. OBJECTIVES OF THE WORK BASED LEARNING PERIOD/STUDIES

Learning period abroad	From: 3.5.2014 30.5.2014	To:	Credits 4 (ov)
Parts of the curriculum, learning unit			
Web application development			
Learning outcomes:			
Knowledge:			

Skills:	
Competence:	
Tasks	
Central duties agreed with the hosting contact person/work place	
Assessment	
<input type="checkbox"/> According to Memorandum of Understanding	<input type="checkbox"/> According to separately agreed criteria (attached by the teacher)
Other	
<input checked="" type="checkbox"/> Europass Mobility is used	<input type="checkbox"/> Europass Mobility is not used

5. DUTIES AND RESPONSIBILITIES OF THE PARTIES

The student is aware of the contract between the educational establishment(s) and/or the employer and he/she shall observe the principles as detailed in that contract and as agreed in this plan.

The student writes a report/learning diary or other document about his/her experiences and duties every week. **The supervisor at the workplace, the student and/or the**

hosting partner will participate in the evaluation of the learning period. **The sending teacher** will give the student support through email/phone/Skype or other agreed means. **The sending teacher** has a responsibility to register the learning outcomes into the student's curricula in Finland.

The student participates in the evaluation discussions and writes a report of his/her learning period. In the evaluation special attention is paid to the student's:

- working methods, carefulness and reliability
- working according the instructions and problem solving skills
- following the schedules and working hours
- accomplishment of the agreed learning task
- communication and team work skills, feedback

The **work place supervisor** is responsible for the student's work guidance and evaluation concerning learning period in the company.

The **work place supervisor** provides constructive feedback to the student. In addition, he/she confirms with his/her own signature the performance of working days, hours, and duties as detailed in the student's learning diary or other weekly schedules.

The supervisor at the workplace

- discuss the matters related work safety
- discuss the rules and regulations on the workplace
- gives feedback to the student and helps her/him with the learning tasks if needed
- follows the student's work and learning tasks
- contacts the sending teacher when needed
- gives the certificate (or Europass mobility document) to the student in the end of the learning period
- participates on the student's evaluation
- arranges e-mail/Skype/Internet access for the student if possible and needed

The sending teacher takes part in the guidance of the student before, during and after the learning period abroad. The sending teacher gives student detailed instructions for reporting.

The sending teacher

- gives the student learning tasks for the learning period abroad
- supports the supervisor at the workplace
- contacts the hosting partner when needed
- registers the learning outcomes into the student's curricula in Finland

The duty of the hosting partner is to provide studies or contact workplace and help with the work-based arrangements when needed. The hosting partner provides guidance and assistance to student and work place supervisor to support the success of the learning period. The hosting partner is in contact with the work place supervisor at least at the beginning and at the end of the placement.

Evaluation:

The work place supervisor, student, and the hosting partner shall participate in the evaluation abroad.

7. SIGNATURES OF THE PARTIES

This agreement has been made in three copies, one for each party (student, sending organization, hosting organization). Other signatures when needed.

The student	The work place supervisor	The hosting partner
Place and date	Place and date	Place and date
The employer	The sending teacher	The parent or other representative (when the student is under 18)
Place and date	Place and date	Place and date