

Memorandum of Understanding

of the European Class in Vocational Education
& Training

Period of eligibility:

The Memorandum of Understanding (MoU) establishes the partnership's procedures for cooperation in the framework of the EUCVET partnership. In this MoU, all EUCVET partners accept each other's status as competent bodies and agree on common criteria and procedures for assessment, validation and quality assurance for the purpose of transferring learning outcomes and finally on general conditions such as objectives and duration. The competent bodies mentioned in this MoU agree to prepare a Learning Agreement (LA) for each student participating in the mobility.

This MoU contains the following elements:

1. General objectives of the MoU
 2. Period of eligibility of the MoU
 3. Information about the VET partners
 4. Identification of the qualifications concerned
 5. Information about units of learning outcomes that can be completed
 6. Procedure for assessing learning outcomes
 7. Credit transfer procedure
 8. Quality Assurance
 9. Signatures
- Annex: EUCVET Learning Agreement

1. General objectives of the MoU

The Memorandum of Understanding (MoU) sets out the general framework of cooperation between the partners through which a climate of mutual trust is established. The MoU is also a voluntary partnership agreement in which conditions for an international VET mobility programme can be concluded between the partners from different countries.

2. Period of eligibility of the MoU

This memorandum is valid:

3. Information about the VET partners

3.1 Participating organisation 1

Participating institution:
Address:
City:
Post Code:
Country:
Website:
Person authorised to sign MoU:
Contact Person:
Phone Number:
E-mail:

3.1.1 Short description of participating organisation 1

3.2 Participating organisation 2

Participating institution:
Address:
City:
Post Code:
Country:
Website:
Person authorised to sign MoU:
Contact Person:
Phone Number:
E-mail:

3.2.1 Short description of participating organisation 2

3.3 Participating organisation 3

Participating institution:
Address:
City:
Post Code:
Country:
Website:
Person authorised to sign MoU:
Contact Person:
Phone Number:
E-mail:

3.3.1 Short description of participating organisation 3

If more involved organisations, please insert additional sections!

4. Identification of the qualifications concerned

Name of the qualification				
NQF level (where possible)				
EQF level (where possible)				

5. Information about units of learning outcomes that can be completed

This MoU deals with units of learning outcomes in terms of knowledge, skills and competences and thus shows what a student comprehends, understands and is able to do. The description of the learning outcomes and any other related information are included in the Learning Agreement.

The student's achieved learning outcomes of the mobility will be documented using the Europass Mobility document. The Europass Mobility is a personal document, which is used to record an organised period of time (a mobility experience) that a person spends in another European country for the purpose of learning or training.

The following VET centres are accredited to deliver and assess the units of learning outcomes according to the Quality Criteria agreed on for those qualifications:

Mobility period	VET centre	Unit

6. Procedure for assessing learning outcomes

Assessment of the learning outcomes is agreed upon between the competent bodies identified in the Memorandum of Understanding prior to the mobility. The assessment scheme has to be defined and answer to the following questions:

How will the assessment be performed and what assessment criteria should be used?	
When will the assessment take place?	
Who will conduct the assessment?	
How will the results of the assessment be communicated to the student and the sending organisation?	

The assessment scheme is also described in the Unit of learning outcomes and the Learning Agreement.

The European Class in Vocational Education & Training is a mobility concept using ECVET to increase the quality of transnational mobility. For more information, visit www.eucvet.eu

7. Credit transfer procedure

By signing the MoU, the EUCVET competent institutions empower the receiving institution to deliver the allocated EUCVET unit of learning outcomes and to assess the learning outcomes. The sending VET institution also consents to transfer, validate, recognise and – in cases where credits are implemented in the national VET systems – to give credit to the successfully completed units of learning outcomes.

The achieved learning outcomes will be documented by using the EUROPASS Mobility.

The achieved learning outcomes will not be carried out and assessed again on return. Although the units are assessed abroad they are not replacing a final examination at the end of training.

8. Quality Assurance

The hosting VET centre/institution will assure the following quality standards:

- a. The hosting institution provides a safe training environment for the student participating in the mobility, in which he/she can develop and learn;
- b. The hosting institution takes into consideration the level of competence development of the student participating in the mobility (the years of training/work experience);
- c. The hosting institution allows enough time, room, means and resources for the training and coaching the student participating in the mobility;
- d. The hosting institution assures that the activities of the student aim exclusively at the completion of the units of learning outcomes;
- e. The hosting institution appoints a person who will be the representative of the working place, coaching and supervising the student;
- f. The hosting company cooperates with the hosting VET centre to fulfil the arrangement of work placement described in the LA.

9. Signatures

The competent bodies listed in this MoU confirm by their signature, the accuracy of the content and agree to all principles and procedures expressed herein.

Made in four copies, one for each partner.

Place				
Date				
Signature and stamp				

Appendix

e.g the EUCVET Unit of learning outcomes related to the mobility