

# PROCESS DESCRIPTION

## M5 – Defining the learning agreement

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FINAL VERSION

March 2016

PROCESS M5	
Title of the process:	Defining the learning agreement
Involved principles of the charta of quality in mobility.	Learning plan

### A) General definitions

General reason / purpose for the process:	Definition of customised plan for mobility action based on learning results to be achieved, during a mobility action
General responsibility of process:	Sending and / or intermediary organisation

### B) Definition of Supplier, Input, Process and Customer (part of S.I.P.O.C)

Definition of „S I P O C“	Who will receive a benefit from this process? (Customer)	Learner, Hosting Organisation, Sending and / or intermediary organisation, legal guardians, relevant (external party) for validating and recognising the learning outcomes / competencies
	Who will provide information for the process? (Supplier?)	Learner, Hosting Organisation, Sending and / or intermediary organisation, legal guardians
	What will be the result of this process? (Outcome)	Learning agreement, undersigned by all parties
	Because of what, the process will start? (Input)	Implemented development plan for individual mobility, agreed on during personalisation process

### C) Definition of targets and goals of the process

		GOAL	HOW TO MEASURE
Criteria of quality (targets & goals)	Goal	Using a harmonised form / draft to develop and record a learning agreement	Having and using such a form / draft
	Goal	Using comprehensible expressions for all parties involved	Feedback of all parties involved
	Goal	Being strictly learning outcome oriented	Following the draft of learning outcome descriptions - verification
	Goal	Combining learning effort with ECVET credits / level of EQF	ECVET – calculation basis EQF – descriptors – self evaluation

## D) Definition of process steps

	Supplier xy...	...is doing what	...for the customer xy	obligatory information and documentation
chronologically definition of actions	Sending or intermediary organisation...	Collecting and summarizing all necessary data of processes before...	...for learner, hosting organisation, intermediary organisation, legal guardians	Information:
				Defined expectations, checklist of personalisation, development plan, language assessment monitoring results of development plan, verification of competencies
				Documentation:
	Sending or intermediary organisation...	...drafting the learning agreement	...for learner, hosting organisation, intermediary organisation, legal guardians	Information:
				Harmonised form of learning agreement
				Documentation:
	Sending or intermediary organisation...	...sends draft version of agreement and asks for feedback	...from for learner, hosting organisation, intermediary organisation, legal guardians	Information:
				Documentation:
				Draft of learning agreement
	Sending or intermediary organisation...	...implements feedback and develops a final version of learning agreement...	...for learner, hosting organisation, intermediary organisation, legal guardians	Information:
				Documentation:
				Final version of learning agreement
	Sending or intermediary organisation...	Sends out the final version to be undersigned by all parties...	...for learner, hosting organisation, intermediary organisation, legal guardians	Information:
				Documentation:
				Undersigned learning agreement

## E) Information and considerable documents

	DOCUMENT	SHORT DESCRIPTION	AVAILABLE
Information and considerable documents	Standardised form of learning agreement	Draft of learning agreement proposed by national agencies for mobility	www.remoproject.eu database www.ecvet-toolkit.eu
	checklist of personalisation development plan	Guideline for considering all necessary steps in the relevant personalisation processes	www.remoproject.eu database
	Methods for verification of competencies	Standardised methods and documents to verify knowledge, skills and competencies	www.remoproject.eu database

## F) Visualization of the process

