**Memorandum of Understanding**

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| 1. **Objectives of the Memorandum of Understanding** | |
| The Memorandum of Understanding**[[1]](#footnote-2)** (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In thisMemorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit. | |
| Are other objectives agreed on? Please tick as appropriate | ☒No  ☐Yes – these are: |

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| 1. **Organisations signing the Memorandum of Understanding** | |
| Organisation 1 | |
| Country | Poland |
| Name of organisation | Zespół Szkół Ponadgimnazjalnych |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
|  |
| Telephone/fax |  |
| E-mail |  |
| Organisation 2 | |
| Country | Spain |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
|  |
| Telephone/fax |  |
| E-mail |  |

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| 1. **The qualification(s) covered by this Memorandum of Understanding** | |
| Qualification 1 | |
| Country | POLAND |
| Title of qualification | **Technician of nutrition andcatering services**  T.6. Preparing dishes and drinks |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Preparing dishes and drinks |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  ☐The learning outcomes associated with the qualification  ☒Description of the unit(s) of learning outcomes for the mobility  ☐Other: |
| Qualification 2 | |
| Country | Poland |
| Title of qualification | **Technician of economics**  A.35 Planning and organising business in a company |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Organising office work  Using modern technology in office work |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  ☐The learning outcomes associated with the qualification  ☒Description of the unit(s) of learning outcomes for the mobility  ☐Other: |

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| Qualification 3 | |
| Country | Poland |
| Title of qualification | **Technician electrician**  E.7. Assembly and maintenance of machines and devices.  In progress:  E.8. Assembly and maintenance of electrical installations.  E.24. Exploitation of electrical machines, devices and installations |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Assembly of electrical machines and devices.  Maintenance of electrical installations.  Assembly of electrical installations.  Maintenance of electrical installations.  Exploitation of electrical machines, devices.  Exploitation of electrical installations |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  ☐The learning outcomes associated with the qualification  ☒Description of the unit(s) of learning outcomes for the mobility  ☐Other: |
| Qualification 4 | |
| Country | Poland |
| Title of qualification | **Technician of Gardening(Horticulture)**  R.5.Establishing and cultivating horticultural crops  R.18. Planning and organising gardening activities |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Performing horticulture and ornamental plants production  Performing gardening activities  Exploitation of technical equipment used in gardening |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  ☐The learning outcomes associated with the qualification  ☒Description of the unit(s) of learning outcomes for the mobility  ☐Other: |

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| Qualification 5 | |
| Country | Poland |
| Title of qualification | **Technician of glass production**  A.1. Glassware manufacturing  A.47. Organization of glassware manufacturing processes |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Implementation of the rules of glass/ ceramic in the mass smelting  Selection of tools used for glassware / ceramics hand forming  Applying mechanical technique of glassware / ceramics forming  Applying rules of glass / ceramics thermal processing |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  ☐The learning outcomes associated with the qualification  ☒Description of the unit(s) of learning outcomes for the mobility  ☐Other: |

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| 1. **Assessment, documentation, validation and recognition** |
| By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.  Who is responsible for:   1. Identifying the unit(s) of the learning outcomes suitable for the mobility: sending organization and hosting organization; 2. Delivering the education and training programme/learning activities preparing for the unit(s) of learning outcomes addressed by the mobility:   school and host companies.   1. Assessing whether the learner(s) has(have) achieved the expected learning outcomes: receiving organization and hosting company 2. Validating and recognizing learner’s credit on their return to home institution: school 3. Preparation of the Project Final evaluation and Final Report: sending organization and receiving organization. 4. Ensuring that the implementation of the Project is carried appropriately by means of regular monitoring and evaluating sessions: sending organization and receiving organization   **Assessment:**  Assessment of student’s achievements will be done by apprenticeship tutor- an employee of the company chosen by employer after consulting with the partner organizations of the host country. The tutor will assess whether the learnerhas or has not achieved the expected learning outcomes by applying 1 or 0 points respectively. The points will be marked in the ASSESSMENT CARD- Skills portfolio and supervised by the representatives of the hosting and receiving company.  **Documentation:**  Esmovia will provide: certificates proving participation in the project , Student’s Handbook, Host Company’s Handbook and Skill’s Portfolio (description of learning outcomes and their assessment). School will prepare Europass Mobility, the Assessment Card and Log-books (students’ apprenticeship record books).  **Validation and recognition:**  Sending institution will be responsible for the validation of the learning results and school assessment. Marks will be based on the analysis of theassessment cards of student’s individual achievements completed by apprenticeship tutor ( company employee, in which student had apprenticeship). The Analysis of this cards and students’ apprenticeship record bookswill be conducted by the deputy head in training and education field. If validation is carried out successfully learning results will be approved.  Students’ mobility supported by ECVET system will be carried out in scope of compulsory vocational apprenticeship. According to binding in Poland assessment system points given by foreign apprenticeship tutor will be converted by deputy head in education and vocational training field into per cents and also into school marks. This mark is necessary for school classification and student will not be allowed to continue education in higher grade without getting it. After apprenticeships sending institution will also appeal to Europass Domestic Center for Europass Mobility confirmation.  Scale of converting percentage scale into school marks:   |  |  | | --- | --- | | **Percentagescale** | **Mark** | | 100 – 96 % | celujący /excellent | | 95 – 85 % | bardzo dobry /verygood | | 84 – 71 % | dobry /good | | 70 - 50 % | dostateczny /satisfactory | | 49 – 40 % | dopuszczający /poor | | 39 - 0 % | niedostateczny /unsatisfactory | |
| 1. **Validity of this Memorandum of Understanding** |
| This Memorandum of Understanding is valid until: 31-08-2018 |
| 1. **Evaluation and review process** |
| The work of the partnership will be evaluated and reviewed by: do kiedy I Iprzezkogo |

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| 1. **Signatures** | |
| **Organisation / country** | **Organisation / country** |
|  |  |
| Name, role | Name, role |
| Ornontowice  10.01.2018 | Valencia, 19.01.2018 |
| Place, date | Place, date |
|  |  |

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| 1. **Annexes** |

**Annex1 – Description of Units of Learning Outcomes (Technician of Nutrition and Catering Services)**

**Annex2 – Description of Units of Learning Outcomes (Technician of Economics)**

**Annex3 – Description of Units of Learning Outcomes (Technician Electrician )**

**Annex4 – Description of Units of Learning Outcomes (Technician of Gardening(Horticulture))**

**Annex5 – Description of Units of Learning Outcomes (Technician of Glass Production)**

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**ANNEX 5**

**DESCRIPTION OF UNITS OF LEARNING OUTCOMES**

**Group: TECHNICIAN OF GLASS PRODUCTION**

During 3 –week mobility, as part of Erasmus+ programme, students should acquire skills, knowledge and competence relating to the following unit of learning outcomes:

**Learning outcomes:**

ULO 1. Health and Safety in workplace

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| Learning outcomes | Assessment criteria / guidelines for partners |
| -complieswith the rules concerning thehealth and safety, fire protection, environmental protection and ergonomics; | - the learner has not violated the rules concerning health and safety, fire protection, environmental protection and ergonomics;  - the learner is able to explain the relevant rules when asked;  - the learner explains the relevance of these rules, referring to safety and sustainability. |
| - uses the individual protection equipment provided in a workplace; | - the learner is performing tasks with required protection equipment;  - if the protection equipment is not provided the learner requests it or declines to perform the task;  - the learner lists the required protection equipment when asked. |
| - understands and uses professional dress code and individual hygiene; | - the learner explains the types of dress code relevant for the job;  - the learner explains the relevance of hygiene in workplace;  - the learner complies with rules of dress code and hygiene in the workplace. |

ULO 2. Communicating in Spanish and English

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| Learning outcomes. The learner: | Assessment criteria / guidelines for partners |
| - recognizes and uses the basic Spanish vocabulary of the sector; | - the learner is able to use basic terms, such as in workplace;  - the learner explains meaning of basic vocabulary in the sector. |
| - interprets short texts (instructions) in Spanish or in English which are related to typical work activities; | The learner:  - identifies the main idea of the text or its part;  - finds specific (indicated) information in the text; |

ULO 3. Social competences for work in the sector

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| Learning outcomes: The learner | Assessment criteria / guidelines for partners |
| - is able to work in stressful situations; | The learner:  - describes situations of stress and explains how he/she dealt with them;  - explains techniques of dealing with stress (e.g. respiratory, organizational…)  - realizes task in demanding time regime |
| - updates the knowledge and improves professional skills; | The learner:  - has presented acquisition of new or updating of knowledge / skills on his own initiative;  - has presented improvement in realization of professional tasks (e.g. qualitiative, quantitative)  - describes sources or ways of updating and improving knowledge and skills |
| - cooperates in a team; | The learner:  - has worked in team;  - has presented the ability to take on different roles in team; |
| - interacts with colleagues; | - has presented the ability to communicate with other teammates; |
| - understands the Spanish culture principles | The learner:  -respects the working hours at the Spanish company. |

ULO 4. Professional skills

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| Learning outcomes. The learner: | Assessment criteria / guidelines for partners |
| - weighs raw materials to make a ceramic mass; | The learner:  -has weighed raw material to make a ceramic mass |
| - shapes the ceramic mass; | The learner has shaped the ceramic mass |
| - maintains tools for manual forming of ceramic products; | The learner  -has maintained tools for manual forming of ceramic products  -has kept the tools clean  -has put the tools away to their place |
| -decorates ceramic products; | The learner  - has decorated at least one ceramic product |
| - uses the principles of cooling and hardening of ceramics; | The learner:  -has cooled the products correctly  -has hardened the products correctly |
| -selects appropriate methods for finishing ceramic products, | The learner:  -can list the appropriate methods for finishing ceramic products. |
| - uses machines and devices necessary for finishing ceramic products; | The learner:  -has used at least one machine for ceramics production  -has used at least one device for finishing ceramics products |

Evaluation chart of the learning outcomes to be acquired:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learning outcomes:  A student can: | Measurement method | | | |
| Observation | Exercises/ Performance | Conversation | Responsible person |
| complieswith the rules concerning the health and safety, fire protection, environmental protection and ergonomics |  |  |  | Spanish tutor |
| uses the individual protection equipment provided in the workplace |  |  |  | Spanish tutor |
| understands and uses professional dress code and hygiene |  |  |  | Spanish tutor |
| recognizes and uses the basic vocabulary of the sector |  |  |  | Spanish tutor |
| interprets short texts which are related to typical work activities |  |  |  | Spanish tutor |
| is able to work in stressful situations |  |  |  | Spanish tutor |
| updates the knowledge and improves professional skills |  |  |  | Spanish tutor |
| cooperates in a team |  |  |  | Spanish tutor |
| interacts with colleagues |  |  |  | Spanish tutor |
| weighs raw materials to make a ceramic mass |  | ✓ |  | Spanish tutor |
| shapes the ceramic mass |  |  |  | Spanish tutor |
| maintains tools for manual forming of ceramic products |  |  |  | Spanish tutor |
| decorates ceramic products |  |  |  | Spanish tutor |
| uses the principles of cooling and hardening of ceramics |  |  |  | Spanish tutor |
| selects appropriate methods for finishing ceramic products |  |  |  | Spanish tutor |
| uses machines and devices necessary for finishing ceramic products |  |  |  | Spanish tutor |
| understands the Spanish culture principles |  |  |  | Spanish tutor |

**Learning Agreement**

|  |  |
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| 1. **Information about the participants** | |
| Contact details of the home organisation | |
| Name of organisation | ZespółSzkółPonadgimnazjalnych |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Telephone/fax |  |
| E-mail |  |
| Contact details of the host organisation | |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Tutor/mentor |  |
| Telephone/fax |  |
| E-mail |  |
| Contact details of the learner | |
| Name |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Date of birth |  |
| Please tick | X Male  ☐Female |
| Contact details of parents or legal guardian of the learner, if applicable | |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |
| If an intermediary organisation is involved, please provide contact details | |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
| Telephone/fax |  |
| E-mail |  |

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| 1. **Duration of the learning period abroad** | |
| Start date of the training abroad |  |
| End date of the training abroad |  |
| Length of time abroad |  |

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| 1. **The qualification being taken by the learner - including information on the learner’s progress (knowledge, skills and competence already acquired)** | |
| Title of the qualification being taken by the learner (please also provide the title in the language of the partnership, if appropriate) | **Technician of glass production**  A.1. Glassware manufacturing  A.47. Organization of glassware manufacturing processes |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Information on the learner‘s progress in relation to the learning pathway (Information to indicate acquired knowledge, skills, competence could be included in an annex ) | Student has got the knowledge, skills and competence regarding the learning outcomes they acguired during the technical school education.  Student:   * manufactures glassware * distinguishes between techniques of glassware moulding * knows the methods of glass processing * projects technological processes * calculates the glass batch |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement  X Europass CV  X Europass Mobility  ☐Europass Language Passport  ☐ European Skills Passport  X (Unit[s] of) learning outcomes already acquired by the learner  ☐Other: |

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| 1. **Description of the learning outcomes to be achieved during mobility** | |
| Title of unit(s)/groups of learning outcomes/parts of units to be acquired | 1. Complying with the rules concerning the safety, fire protection, environmental protection and ergonomics. 2. Using the vocational foreign language of the sector. 3. Personal and social competences 4. Implementation of the rules of glass/ ceramic in the mass smelting . 5. Selection of tools used for glassware / ceramics hand forming . 6. Applying mechanical technique of glassware / ceramics forming. 7. Applying rules of glass / ceramics thermal processing. 8. Intercultural competences. |
| Number of ECVET points to be acquired while abroad |  |
| Learning outcomes to be achieved | Annex 5 |
| Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended) | 3-week workplacement in …………………………………… Company |
| Enclosures in annex - please tick as appropriate | X Description of unit(s)/groups of learning outcomes which are the focus of the mobility  ☐Description of the learning activities  ☐Individual’s development plan when abroad  ☐Other: |

|  |  |
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| 1. **Assessment and documentation** | |
| Person(s) responsible for assessing the learner’s performance | Name: |
| Organisation, role: |
| Assessment of learning outcomes | Date of assessment: during and after the mobility |
| Method: student’s observation, exercises, conversation, evaluation survey |
| How and when will the assessment be recorded? | The assessment will be recorded in a student’s individual evaluation card and a student’s work placement diary – during the mobility and after it |
| Please include | ☐Detailed information about the assessment procedure (e.g. methods, criteria, assessment grid)  X Template for documenting the acquired learning outcomes(such as the learner’s transcript of record or Europass Mobility)  ☐Individual’s development plan when abroad  X Other: Assessment card (student’s individual evaluation card) |

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| 1. **Validation and recognition** | |
| Person (s) responsible for validating the learning outcomes achieved abroad | Name: |
| Organisation, role: Zespół Szkół Ponadgimnazjalnych, Deputyhead ( kierownik Szkolenia praktycznego) |
| How will the validation process be carried out? | Study of the evaluation documents: An individual report of learning outcomes with a student’s Individual evaluation card, a student’s work placement diary, survey results. The points from the assessment cards will be transformed into percentages and later into school marks for apprenticeship according to the criteria included in the school statute. |
| Recording of validated achievements | Date: 04/2018 |
| Method: Report |
| Person(s) responsible for recognising the learning outcomes achieved abroad | Name: dyrektorszkoły |
| Organisation, role: Zespół Szkół Ponadgimnazjalnych, Headteacher |
| How will the recognition be conducted? | Applying for the Europass Mobility and ECVET Certificate |

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| 1. **Signatures** | | |
| **Home organisation/country** | **Host organisation/country** | **Learner** |
| ZespółSzkółPonadgimnazjalnych,  Poland  …………………….  Headteacher | ……………………., Valencia,  Spain  …………………………….,  office worker | Imięnazwiskoucznia |
| Name, role | Name, role | Name |
| Ornontowice, .......................... | Valencia, …………………. | Ornontowice, .......................... |
| Place, date | Place, date | Place, date |
|  |  |  |

|  |  |
| --- | --- |
| **If applicable: Intermediary organisation** | **If applicable: Parent or legal guardian** |
|  |  |
| Name, role | Name, role |
| Valencia, …………………. |  |
| Place, date | Place, date |
|  |  |

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| 1. **Additional information** |

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| 1. **Annexes** |

Annex5 - Description\_of\_Units\_ofLearning\_Outcomes (Technician of\_Glass\_Production)

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| 1. **Additional information** |

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| 1. **Annexes** |

Annex5 - Description\_of\_Units\_ofLearning\_Outcomes (Technician of\_Glass\_Production)

**Assessment Card**

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| **Trainee’s Name:** |  |
| **Profession:** | **TECHNICIAN OF GLASS PRODUCTION** |
| **Host Organisation:** |  |
| **Tutor:** |  |
| **Training Duration:** | **3 weeks** |

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| --- | --- |
| **Date** | 09-03-2018 |

ULO 1. Health and Safety in workplace

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| --- | --- | --- |
| **Learning outcomes** | **Capable** | **Not Capable** |
| - complies with the rules concerning the health and safety, fire protection, environmental protection and ergonomics | 1 | 0 |
| - understands and uses professional dress code and individual hygiene; | 1 | 0 |

ULO 2. Communicating in a Spanish / foreign language

|  |  |  |
| --- | --- | --- |
| **Learning outcomes** | **Capable** | **Not Capable** |
| - recognizes and uses the basic Spanish vocabulary of the sector; | 1 | 0 |
| - interprets short texts (instructions) in Spanish or in English which are related to typical work activities; | 1 | 0 |

ULO 3. Social competences for work in the sector

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| --- | --- | --- |
| Learning outcomes: The learner | **Capable** | **Not Capable** |
| - is able to work in stressful situations; | 1 | 0 |
| - updates the knowledge and improves professional skills; | 1 | 0 |
| - cooperates in a team; | 1 | 0 |
| - interacts with colleagues; | 1 | 0 |
| - understands the Spanish culture principles | 1 | 0 |

ULO 4. Planning and organising bussines in a company

|  |  |  |
| --- | --- | --- |
| **Learning outcomes. The learner:** | **Capable** | **Not Capable** |
| - weighs raw materials to make a ceramic mass; | 1 | 0 |
| - shapes the ceramic mass; | 1 | 0 |
| - maintains tools for manual forming of ceramic products; | 1 | 0 |
| -decorates ceramic products; | 1 | 0 |
| - uses the principles of cooling and hardening of ceramics; | 1 | 0 |
| -selects appropriate methods for finishing ceramic products, | 1 | 0 |
| - uses machines and devices necessary for finishing ceramic products; | 1 | 0 |

Signatures:

……………………………………………………………… ………………………………………………………..

Host Intermediary organization

VALENCIA, SPAIN 9.03.2018

1. *For more information and guidance on the establishment of a MoU please refer to the ECVET User’s Guide: ‘Using ECVET for geographical mobility (2012) - Part II of the ECVET Users’ Guide - Revised version – including key points for quality assurance’ – available at:* [*http://www.ecvet-projects.eu/Documents/ECVET\_Mobility\_Web.pdf*](http://www.ecvet-projects.eu/Documents/ECVET_Mobility_Web.pdf) [↑](#footnote-ref-2)