



Annex III.2

TRAINING AGREEMENT and QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

I. DETAILS ON THE PARTICIPANT

Name of the participant: [REDACTED]

Field of vocational education: Carpenter

Sending institution (name, address): EUC Sjælland, Jagtvej 2, 4700 Næstved

Contact person (name, function, e-mail, tel): [REDACTED] international coordinator, [REDACTED]

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Receiving organisation (name address): Sia Ievas Koks, Snepeles pagasts, Kuldigas novads, 3328 Latvia

Contact Person (name, function, e-mail, tel) [REDACTED]

Planned dates of start and end of the placement period: 09.02.2015 – 27.02.2015

Knowledge, skills and competence to be acquired:

Knowledge: within wooden materials, historical and traditional work methods and within Mieter and Lock Joints.

Skills: Work accurate in respect of local traditions, with different wood types and tools and able to choose the right working methods for different carpenter tasks.

Competence: Meet the host-company with an open mind set, obtain quality and responsibility towards the described Learning Unit.

Detailed programme of the training period:

Will be planned in cooperation between host-company, student and Schools in accordance to the detailed Learning Units.

Tasks of the trainee:

Repair and rebuilding jobs.

Training and information within internationalization and global trade opportunities and Entrepreneurship.

Monitoring and Mentoring of the participant:

The manager will provide the participant with mentoring during the training period. He will be the contact person in any needs as well as secure and monitor the work of the participant.


Evaluation and Validation of the training placement:

The international coordinator from EUC Sjælland will together with project manager from the Kuldiga Technology and Tourism School after the training period make a verbal and written evaluation from both the company and the participant.

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: 06.07.2015

THE SENDING INSTITUTION We confirm that this proposed training programme agreement is approved. On completion of the training programme the institution will issue a Europass Mobility to the participant. Coordinator's signature  Date: 6/1-15
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THE RECEIVING ORGANISATION We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a list of accomplished competences and tasks fulfilled during the training period to the participant Coordinator's signature Date:
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LEONARDO DA VINCI MOBILITY QUALITY COMMITMENT TRAINING PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

Define	placement objectives 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	suitable host organisations and ensure that they are able to achieve the placement objectives.
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	a tailor-made training programme for each participant (if possible during preparatory visits).
Agree	monitoring and mentoring arrangements.
Implement	agreed validation procedures to ensure recognition of skills and competencies acquired.
Establish	appropriate communication channels for all parties including participants.
Evaluate	the progress of the project on an on-going basis and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

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

THE PARTICIPANT UNDERTAKES TO:

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