



AdTech

European Harmonized Training for Adhesive Bonding Technology

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Intellectual Output 6 Operational ECVET kit – User Guide



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Welcome to the **user guide for AdTech ECVET Kit!**

This kit has as the objective to support the long life learning process of trainees in mobility, with user friendly tools, but efficient and accurate in terms of comprehensible and quality of content within training mobility processes.

The purpose of this is to associate a certain training course to the European Qualification Framework (EQF) and the Nationals Qualifications Frameworks (NQF), in order to create bridges between organizations and trainees.

If everyone knows the expected learning outcomes inherent to a certain professional training course, in what level of specialized knowledge, skills and competence this training is, it will be easier to establish a Memorandum of Understanding between organizations, in order to provide the best and proper training to a trainee in national or transnational mobility. Learning outcomes are a great tool to map knowledge, skills and competencies of a certain training course: it allows all VET promoters and suppliers to understand and read the real learning outcomes involved in each course for further mutual recognition among different VET promoters. By clearly understanding the Learning Outcomes to achieve within a learning process (formal, informal or non-formal¹), the establishment of a Memorandum of Understanding, and consequently the attribution of points regarding the recognition, validation and certification of the Learning Outcomes achieved will be much easier.

Our ECVET Kit includes three tools:

01 – Memorandum of Understanding

The Memorandum of Understanding (MoU), aims to establish the conditions for a national/international VET mobility programme between partners from different institutions/countries.

It is a voluntary partnership agreement and sets the general framework of cooperation and networking within the partnership, regarding the recognition of Learning Outcomes and credit points (if applicable) within the European Adhesive Bonder / Specialist / Engineer training course.

¹ For further understanding of the concepts formal learning, informal learning, non-formal learning, check out the Cedefop Glossary, 2011 Ed.

Each MoU is a unique document, adapted to the specific conditions within the agreement between organizations, and the specific context of the mobility as well. The MoU can be established within a national or transnational partnership, within two or more partners, therefore, it must be adapted to each specific context. Nevertheless, all MoU must cover the following items:

- General objective of the MoU;
- Period of Eligibility;
- Information about the Partners
- Information about the training program or qualification concerned;
- General agreement on the Units of Learning Outcomes that can be considered under the MoU;
- Responsibilities;
- Quality Assurance;
- Conditions for the establishment of the Learning Agreement; and
- Signatures.

02 – Learning Agreement

If the MoU settles the framework between partners from different institutions/countries, the Learning Agreement brings to the main focus the most important part within the whole process: the Trainee.

The Learning Agreement structures the organization of the mobility period of training, and is signed between the partners and the Trainee.

It contains information about the Trainee and the partners involved in the MoU in the framework of the Mobility.

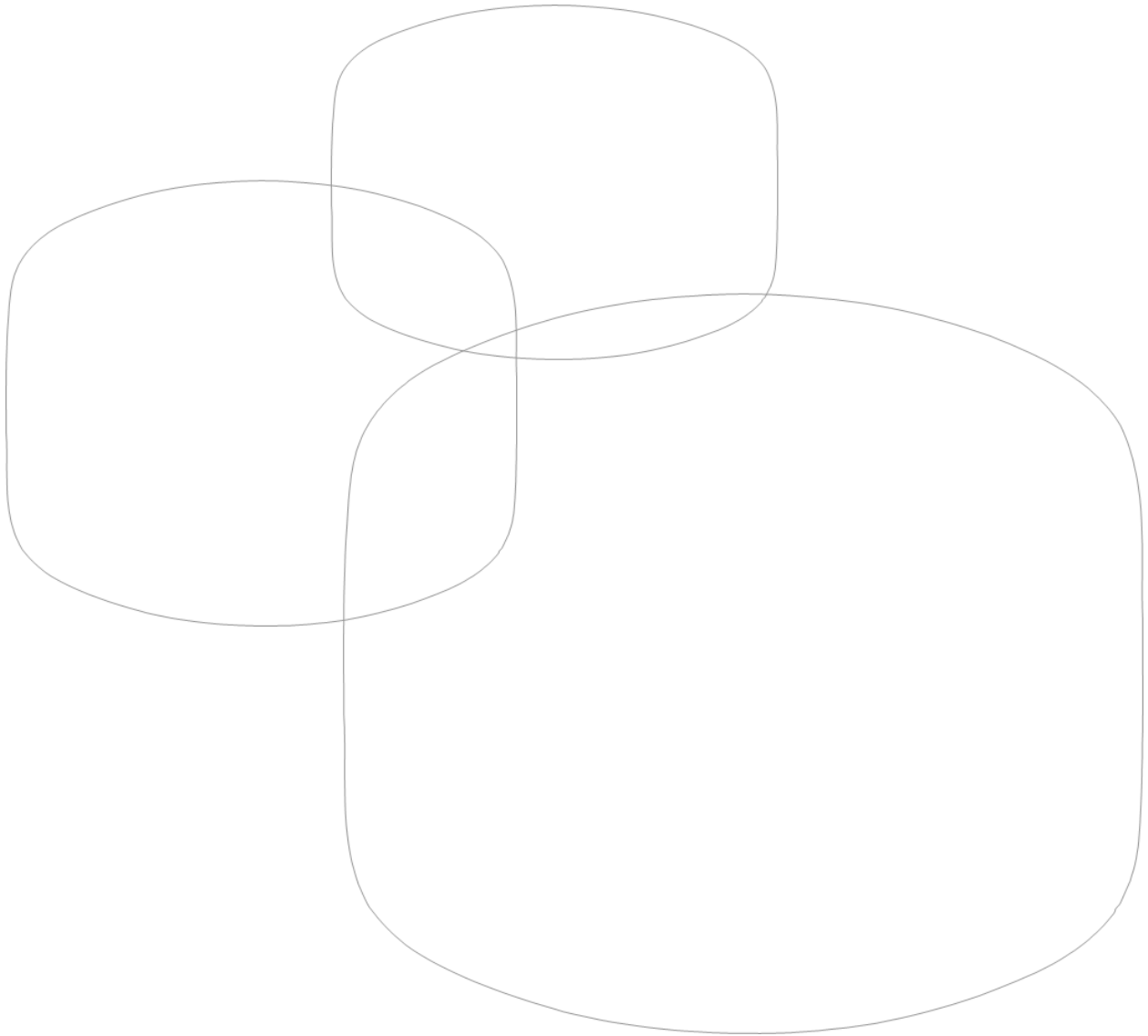
It can also contain as an appendix, the description of the Units of Learning Outcomes established for the mobility period, the Personal Transcript, in which the assessed Learning Outcomes are registered, and also the rules and regulations of the host Organization.

Both partners and the trainee must have a copy of the Learning Agreement.

03 – Personal Transcript

In AdTech ECVET Kit, the Personal Transcript is an appendix of the Learning Agreement.

It is the document in which the Host Organization states the trainee's assessed learning outcomes. Its purpose is to provide evidence that learning outcomes have been successfully achieved by detailing the trainee's assessed learning outcomes or units awarded within the established mobility and the assessment and verification processes undertaken.



MEMORANDUM OF UNDERSTANDING

(AdTech: European Harmonized Training for Personnel working with Adhesive Bonding Technology)

1 - General Objective

This Memorandum of Understanding (MoU), aims to establish the conditions for an international VET mobility programme between partners from different institutions.

It is a voluntary partnership agreement and sets the general framework of cooperation and networking within the partnership, regarding the recognition of Learning Outcomes within the **European Adhesive Bonder / Specialist / Engineer** Training Programme.

2 - Period of Eligibility

The period of eligibility of the agreement set down in the MoU is from **Month/Year** to **Month/Year**

3 - Information about the Partners

Partner A

Name of the Organization	
Type of Organization	
Address	
City	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

Partner B

Name of the Organization	
Type of Organization	
Address	
City	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

4 - Information about the training program concerned

Training program (in Partner A)		Training program (in Partner B)	
Title of the qualification (in original language)		Title of the qualification (in original language)	
Title of the qualification (in English)		Title of the qualification (in English)	
NQF level		NQF level	
EQF level		EQF level	
Learning hours/Workload		Learning hours/Workload	
ECVET Points		ECVET Points	

Note: Details should be listed in the Learning Agreement

5 – Responsibilities

The sending organization is responsible for:

- Signing the learning agreement
- Recognizing the Learning Outcomes after the mobility

The hosting organization is responsible for:

- Signing the learning agreement
- Sending an information package
- Assuring an accompanying Tutorship

Note: Provide further information when necessary, e.g., health insurance, travel insurance, arrangements on employment, etc...

6 – Quality Assurance

1. The hosting organization provides a safe training environment for the mobile trainee in which he/she can develop and learn;
2. The hosting organization takes into consideration the level of competence and development of the mobile trainee (the years of training/work experience);
3. The hosting organization allows enough time, room, means and resources for the training and coaching of the mobile trainee;
4. The hosting organization provides a detailed programme/plan including an introduction programme, evaluation interviews with the trainee on the progress of the placement (if applicable), and the final assessment of the trainee;
5. The hosting organization cooperates with the sending organization and makes the appropriate training agreements as described in the Learning Agreement;
6. The hosting organization gives the necessary information on the conditions and equipment concerning the work itself and the work environment (in case the hosting organization is a company) or concerning the training/ classes to be attended.

7. A representative of the hosting organization (tutor or coach), in straight alignment with the sending organization, monitors and evaluates the achievement of the learning outcomes.

8. The trainee shall attend the needed training sessions/school classes in relation to the programme referred in the present MoU, and fulfill other tasks that are part of the agreed training plan.

9. The trainee follows the discipline and teaching hours, and respects the rules in force and legal provisions concerning professional confidentiality.

10. If applicable, the trainee can practice (when necessary and under guidance) in the daily company activities (in case the hosting organization is a company).

7 - Conditions for the establishment of the Learning Agreement

This MoU is subject to a valid Learning Agreement, signed between the above Partners and the trainee concerned, prior to the mobility and includes the following points:

- a) Identification of the training programme concerned in the MoU;
- b) Validation and recognition from the sending organization of the learning outcomes acquired at the hosting organization.

8 - Signatures

By using this agreement, we accept each other's status as competent organizations, as well as each other's quality assurance, assessment, validation, recognition criteria and procedures as appropriate for the purpose of allocating credits at the end of the training/learning period abroad.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding the day and year written above and here below.

SIGNED for and on behalf of Partner A

SIGNED for and on behalf of Partner B

Signature

Signature

LEARNING AGREEMENT

(Nr.)

The Purpose of the present Learning Agreement is to structure the organization of the mobility period of training within the **European Adhesive Bonder / Specialist / Engineer**

1 – Trainee Information

Family Name			
First and Middle Names			
Date of Birth	dd /mm /year	Country and City of birth	
Nationality			
Address			
		Postal Code	
Tel.:	e-mail:		

2 – Partner A

Name of the Organization	
Type of Organization	
Address	
City	
Post Code	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

3 - Partner B

Name of the Organization	
Type of Organization	
Address	
City	
Post Code	
Country	
Contact Person	
Job Title	
Phone Number	
E-mail	
Homepage	
Short Description Of Partner	

4 - Framework of the Mobility

Training Course	European Adhesive Bonder/ Specialist / Engineer	
Teaching hours (h)	Workload (h)	ECVET Points

4.1 - List of Appendices

Appendix A - Learning Outcomes

Appendix B - Assessment Procedures

Appendix C - Personal Transcript

Appendix D - Administrative and Legal Rules and Regulations (the hosting VET Provider shall include its administrative and Legal Rules and Regulations, e.g. trainee regulation; training course guide, etc.)

5- Dates of the Mobility Period

The present Learning Agreement is valid from **Month/Year** to **Month/Year**

6 - Signatures

Trainee: _____

Date: _____ Signature: _____

The Home VET Provider _____, confirms that the Learning Agreement has been accepted.

Name: _____ Job Title: _____

Date: _____ Signature: _____

The Host VET Provider _____, confirms that the Learning Agreement has been accepted.

Name: _____ Job Title: _____

Date: _____ Signature: _____

PERSONAL TRANSCRIPT

The purpose of the present Personal transcript is to detail the trainee's assessed learning outcomes and the units awarded within the **European Adhesive Bonding** training courses.

1 - Trainee Information

Family Name			
First and Middle Names			
Date of Birth	dd /mm /year	Country and City of birth	
Nationality			
Address			
		Postal Code	
Tel.:	e-mail:		

2 - Training Course Information

Name of the Training Course in the Home VET Provider (insert organization name)	Name of the Training Course in the Host VET Provider (insert organization name)
	Assessment Result

Date & Place: _____

Signature of the Person Responsible in the Host VET Provider:
