

Memorandum of Understanding AutoMOVET

This Memorandum of Understanding forms the framework for cooperation between the AutoMOVET partners. It aims to establish mutual trust between partners and it will ensure that partners mutually accept the agreed criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence obtained during an exchange. It is an agreement which describes the tasks and responsibilities of the sending and receiving school.

Period of eligibility

This MoU is valid until: _____

Partners – Hosting and Sending:

Finland
Spain
Holland
Denmark
UK
Lithuania

Training programs included in this MoU

This MoU covers the educational programs of mainly automotive engineering (auto mechanic) or other branch related areas of education.

For every mobility the individual training program for the student will be agreed upon: The agreement is based on what is possible in a given mobility period following the procedure in this MoU. Mobilities are based on 2-week school modules+ work placement with clearly defined learning outcomes, activities and evaluation procedures. All partners must offer at least two automotive modules in a year. The modules will be available and public on a common website.

www.autumobility-in.eu

General agreement on the relevant parts of the competence development during an international training period

Every mobility is based on the modules promoted in the common website, where students and teachers can find information about

- Subject area and competence areas
- Levels
- Learning outcomes
- Description of form and activities in the module
- Evaluation procedures
- For every mobility the relevant competence development

However, other single mobility arrangements can be made between partners, if all parts agree on time, content and place.

The modules and the activities arranged and offered by each partner are presented and agreed upon at an annual status meeting where all partners in this network are obliged to participate. Points for the meeting are for example:

- Preparation meetings – status meetings
- Regular communication – who and when and how
- Relevant documents – up dates (Europass, CV, etc.)
- Descriptions in the personal application from the
- Descriptions in the Leonardo Training Agreement
- Descriptions in Certificate Supplement
- Expected mobilities
- Modules to be offered in the next agreement period
- Others

Responsibilities

	Host	Sending
Payment for the participant		X
Fully covering insurance during workplace, commuting and spare time		X
Health and travel insurance		X
Arrangement of accommodation for the training period abroad	X	
Working clothes and safety equipment	X	X
Arranging travel to and from home and boarding destination abroad		X
Documents that need to be signed before, during or after the period abroad	X	X
Costs of Mrg		X
Assessment schemes to be filled out and signed	X	X
Accompanying tutorship		X - if
Finding suitable work placements and / or arranging school based training	X	

Quality assurance

The host organisation will:

- Provide professional training places in the professional fields of the apprentices and sign documents e.g. learning agreement, learning outcome and training agreement as hosting partner organization.
- Arrange accommodation for the participants during their stay, if requested
- Provide information on important contact persons and costs of the stay to project coordinator abroad
- Provide guidance and support to the Participants
- Monitor the work placements and ensure communication between all parties
- See to that documents, e.g. Europasses, are signed
- See to that assessment is done as requested by the sending institution and according to the module descriptions

Assessment

The module description offered by the host school contains all relevant and necessary information need for assessment. If other extraordinary areas of assessment is needed, it must be agreed on before the mobility takes place.

The module description contain the following.

- Subject areas
- Levels and competence areas of the automotive education (CMCM Matrix)
- Content and activities of the module
- Evaluation procedures – tests and grading systems
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Validation and recognition

The sending institution will be in charge of the validation process, to confirm that assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific learning outcomes that are required for the specific training program or qualification.

Signatures hosting school

Name

Position

Date



Signature sending institution
Name
Position
Date