

LEARNING AGREEMENT

The learning agreement serves to enhance transparency and ensure that the trainee is assigned tasks during the internship abroad that correspond to their level of competence and training objectives.

1. Information about the actors involved:

Trainee:

Name	
Gender (M/F)	
Address	
Date of Birth	
Nationality	Austria
Telephone	
E-mail	
Company	
Supervisor	
Training Specialization	
Level of education (year)	
Name of Parent/Legal Guardian	
Emergency Contact	
Special requirements (allergies, chronic disease etc.)	

Sending Institution (= sending institution in Austria):

Name	HLS Dornbirn
Address	Haselstauderstraße 22, 6850 Dornbirn
Country	Austria
Telephone	+43 (0)5572/21317
Contact Person (Name + Function)	Prof. ⁱⁿ Mag. ^a Dagmar Waibel-Mätzler
E-mail	direktionhls.edu.dornbirn.at

Hosting Institution (= internship institution in the host country):

Name	
Address	
Country	
Telephone	
Contact Person (Name + Function)	
Telephone	
E-mail	
Legal entity form uploaded in EU-database (see memorandum of understanding)	Yes0 No0

2. Period of the internship abroad:

Arrival: _____	Start of internship: _____
Departure: _____	End of internship: _____
	Number of working hours per week: _____

3. Knowledge, skills and competences as well as tasks the trainee is able to fulfill and which are the focus of the internship abroad:

In order to make phases of learning mobility more comprehensible and comparable, competences acquired abroad can be described in terms of learning outcomes. The description of learning outcomes is a methodological approach to structure the qualification independent of learning duration and learning site.

Learning outcomes are statements of what a learner knows, understands and is able to do on completion of a learning process. They are defined in terms of knowledge, skills and competence and are described from the perspective of the learner.

3. Knowledge, skills and competences the trainee has already acquired before the internship:

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3.b . Knoweldge, skills and competences the trainee wants to acquire or to expand during the internship, as well as learning outcomes.

And: activities that are in the focus of interest during the internship

4. Evaluation and documentation:

The hosting institution is responsible for documenting the learning outcome. The hosting institution is obligated to provide the trainee with a confirmation of internship after the internship has been completed.

The confirmation of internship shall contain information about the areas where the trainee acquired technical and language skills, the social skills acquired and the methods of evaluating the learning outcome.

5. Application of Austrian Law:

The company offering the internship training abroad will observe Austrian working and social regulations. In particular, it will respect the Austrian Act on Child and Adolescence Labour (Kinder- und Jugendlichen-Beschäftigungsgesetz) as well as the Decree banning employment of children and adolescents (KJBG-VO).

The company offering internship training abroad will educate the apprentice to its best ability and will convey all identified training content to the apprentice. Employment of an apprentice beyond this contract is prohibited.

6. Data protection:

I agree that my data may be shared with third parties in connection with my internship abroad (e.g. with the partner organization abroad, funding agencies) solely for the purpose of organizing and funding my language course and my internship abroad. I further agree that my data may be stored in national and EU databases for the purpose of verifying and demonstrating the proper and appropriate use of the funding provided. My data will be deleted after the deadlines set by the respective funding agencies and funding programs have expired.

7. Signatures:

Trainee: (including signature of the parent/ legal guardian for minors):

Name of Trainee

Signature

Sending Institution:

Contact Person

Signature

Hosting Institution :

Contact Person

Signature