**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 |  |
| School | HLS Dornbirn; https://fw-dornbirn.vobs.at/ |
| Supervisor | Mag. Elsa Widerin-Koch |
| Training Specialization | socialmanagement |
| 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)5572/30 683-20  |
| Contact Person (Name + Function) |  Prof.in Mag.a Dagmar Waibel-Mätzler |
| E-mail | direktion@hls.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 |

1. **Period of the internship abroad:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Arrival date:** |  | **Start of internship:** |  |
| **Departure date:** |  | **End of internship:** |  |
|  |  | **Number of working hours:** |  |

1. **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:** |
|  |
| **3.b** . **Knowledge, 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** |
|  |

1. **Evaluation and documentation:**

The hosting institution is responsible for documenting the learning outcome as well as filling out an internship certificate (confirmation letter) for the internship at the end of the stay.

The internship certificate shall contain information about the progress and achieved social skills acquired during the internship.

1. **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.

# Signatures:

**Trainee:**

Name of trainee Date & signature

**parent/ legal guardian for minors:**

Name of parent/legal guardian for minors: Date & signature

**Sending Institution:**

Contact person Date & signature

**Hosting Institution :**

Contact person Date & signature