**Memorandum of Understanding**

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| 1. **Objectives of the Memorandum of Understanding**
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| The Memorandum of Understanding**[[1]](#footnote-2)** (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In thisMemorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit. |
| Are other objectives agreed on? Please tick as appropriate | ☒No☐Yes – these are:  |

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| 1. **Organisations signing the Memorandum of Understanding**
 |
| Organisation 1 |
| Country | Poland |
| Name of organisation | Zespół Szkół Ponadgimnazjalnych  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person  |  |
|  |
| Telephone/fax |  |
| E-mail |  |
| Organisation 2 |
| Country | Spain |
| Name of organisation |  |
| Address |  |
| Telephone/fax |  |
| E-mail |  |
| Website |  |
| Contact person |  |
|  |
| Telephone/fax |  |
| E-mail |  |

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| 1. **The qualification(s) covered by this Memorandum of Understanding**
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| Qualification 1 |
| Country | POLAND |
| Title of qualification | **Technician of nutrition andcatering services**T.6. Preparing dishes and drinks |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Preparing dishes and drinks |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement☐The learning outcomes associated with the qualification☒Description of the unit(s) of learning outcomes for the mobility☐Other:  |
| Qualification 2 |
| Country | Poland |
| Title of qualification | **Technician of economics**A.35 Planning and organising business in a company  |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Organising office workUsing modern technology in office work |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement☐The learning outcomes associated with the qualification☒Description of the unit(s) of learning outcomes for the mobility☐Other:  |

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| Qualification 3  |
| Country | Poland |
| Title of qualification | **Technician electrician** E.7. Assembly and maintenance of machines and devices.In progress: E.8. Assembly and maintenance of electrical installations.E.24. Exploitation of electrical machines, devices and installations |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Assembly of electrical machines and devices.Maintenance of electrical installations.Assembly of electrical installations.Maintenance of electrical installations.Exploitation of electrical machines, devices.Exploitation of electrical installations |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement☐The learning outcomes associated with the qualification☒Description of the unit(s) of learning outcomes for the mobility☐Other:  |
| Qualification 4  |
| Country | Poland |
| Title of qualification | **Technician of Gardening(Horticulture)**R.5.Establishing and cultivating horticultural cropsR.18. Planning and organising gardening activities |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Performing horticulture and ornamental plants productionPerforming gardening activities Exploitation of technical equipment used in gardening |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement☐The learning outcomes associated with the qualification☒Description of the unit(s) of learning outcomes for the mobility☐Other:  |

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| Qualification 5  |
| Country | Poland |
| Title of qualification | **Technician of glass production**A.1. Glassware manufacturingA.47. Organization of glassware manufacturing processes |
| EQF level (if appropriate) | 3 |
| NQF level (if appropriate) | 3 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | Implementation of the rules of glass/ ceramic in the mass smelting Selection of tools used for glassware / ceramics hand forming Applying mechanical technique of glassware / ceramics formingApplying rules of glass / ceramics thermal processing  |
| Enclosures in annex - please tick as appropriate | ☐Europass Certificate Supplement☐The learning outcomes associated with the qualification☒Description of the unit(s) of learning outcomes for the mobility☐Other:  |

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| 1. **Assessment, documentation, validation and recognition**
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| By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.Who is responsible for: 1. Identifying the unit(s) of the learning outcomes suitable for the mobility: sending organization and hosting organization;
2. Delivering the education and training programme/learning activities preparing for the unit(s) of learning outcomes addressed by the mobility:

school and host companies. 1. Assessing whether the learner(s) has(have) achieved the expected learning outcomes: receiving organization and hosting company
2. Validating and recognizing learner’s credit on their return to home institution: school
3. Preparation of the Project Final evaluation and Final Report: sending organization and receiving organization.
4. Ensuring that the implementation of the Project is carried appropriately by means of regular monitoring and evaluating sessions: sending organization and receiving organization

**Assessment:** Assessment of student’s achievements will be done by apprenticeship tutor- an employee of the company chosen by employer after consulting with the partner organizations of the host country. The tutor will assess whether the learnerhas or has not achieved the expected learning outcomes by applying 1 or 0 points respectively. The points will be marked in the ASSESSMENT CARD- Skills portfolio and supervised by the representatives of the hosting and receiving company.**Documentation:**Esmovia will provide: certificates proving participation in the project , Student’s Handbook, Host Company’s Handbook and Skill’s Portfolio (description of learning outcomes and their assessment). School will prepare Europass Mobility, the Assessment Card and Log-books (students’ apprenticeship record books).**Validation and recognition:** Sending institution will be responsible for the validation of the learning results and school assessment. Marks will be based on the analysis of theassessment cards of student’s individual achievements completed by apprenticeship tutor ( company employee, in which student had apprenticeship). The Analysis of this cards and students’ apprenticeship record bookswill be conducted by the deputy head in training and education field. If validation is carried out successfully learning results will be approved. Students’ mobility supported by ECVET system will be carried out in scope of compulsory vocational apprenticeship. According to binding in Poland assessment system points given by foreign apprenticeship tutor will be converted by deputy head in education and vocational training field into per cents and also into school marks. This mark is necessary for school classification and student will not be allowed to continue education in higher grade without getting it. After apprenticeships sending institution will also appeal to Europass Domestic Center for Europass Mobility confirmation. Scale of converting percentage scale into school marks:

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| **Percentagescale** | **Mark**  |
| 100 – 96 %  | celujący /excellent |
| 95 – 85 %  |  bardzo dobry /verygood |
| 84 – 71 %  | dobry /good |
| 70 - 50 %  |  dostateczny /satisfactory |
| 49 – 40 %  | dopuszczający /poor |
|  39 - 0 %  | niedostateczny /unsatisfactory |

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| 1. **Validity of this Memorandum of Understanding**
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| This Memorandum of Understanding is valid until: 31-08-2018 |
| 1. **Evaluation and review process**
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| The work of the partnership will be evaluated and reviewed by: do kiedy I Iprzezkogo |

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| 1. **Signatures**
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| **Organisation / country** | **Organisation / country** |
|  |  |
| Name, role | Name, role |
| Ornontowice10.01.2018 | Valencia, 19.01.2018 |
| Place, date | Place, date |
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| 1. **Annexes**
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**Annex1 – Description of Units of Learning Outcomes (Technician of Nutrition and Catering Services)**

**Annex2 – Description of Units of Learning Outcomes (Technician of Economics)**

**Annex3 – Description of Units of Learning Outcomes (Technician Electrician )**

**Annex4 – Description of Units of Learning Outcomes (Technician of Gardening(Horticulture))**

**Annex5 – Description of Units of Learning Outcomes (Technician of Glass Production)**

1. *For more information and guidance on the establishment of a MoU please refer to the ECVET User’s Guide: ‘Using ECVET for geographical mobility (2012) - Part II of the ECVET Users’ Guide - Revised version – including key points for quality assurance’ – available at:* [*http://www.ecvet-projects.eu/Documents/ECVET\_Mobility\_Web.pdf*](http://www.ecvet-projects.eu/Documents/ECVET_Mobility_Web.pdf) [↑](#footnote-ref-2)