**Training Agreement**

**Part 1: INFORMATION ON THE THREE PARTIES**(Section to be completed **before** the mobility)

**The Trainee**

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth  (dd/mm/yyyy) |  | Nationality |  |
| Sex [M/F/U] |  | Study cycle |  |
| UCL e-mail |  | Field of education,  Code |  |

**The Sending Institution**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | **University College London** | Faculty |  |
| Erasmus code  (if applicable) | **UK LONDON029** | Department |  |
| Address | **Gower Street, London WC1E 6BT** | Country | **UK** |
| Institution contact  person name | **Catriona Hanks** | Institution contact  person e-mail, phone | **Exchange-partnerships@ucl.ac.uk** |
| Department contact  person name |  | Department contact  person e-mail |  |

**The Receiving Organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Department |  |
| Address, website |  | Country, Country code |  |
| Size of enterprise | < 250 employees  > 250 employees | Sector |  |
| Contact person name / position | / | Contact person e-mail / phone | **/** |
| Mentor name / position | / | Mentor e-mail / phone | / |

**Part 2a (Table A): Traineeship Programme at the Receiving Organisation/Enterprise**(Section to be completed by host organisation **before** the mobility)

Planned period of the mobility [day/month/year]: from       until

This Training Agreement lays out the expectations of the Institution and the Organisation with regard to the training period.

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| --- | --- |
| **Traineeship title:** | **Number of hours per week:** |
| **Please provide a detailed job description for the traineeship period, including  number of working hours per week, tasks/deliverables and associated timing to be carried out by the trainee:** | |
| **Traineeship in digital skills\*:** Yes  No  *\* Any traineeship where trainees receive training and practice in at least one or more of the following*  *activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical*  *or architectural design; development of apps, software, scripts, or websites; installation, maintenance*  *and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation;*  *programming and training of robots and artificial intelligence applications.*  *Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.* | |
| **Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** | |

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| --- |
| **Monitoring plan:** |
| **Evaluation plan**: |
|  |
| **Language competence of the student** The level of language competence in  (the target language) that the student already has or agrees to acquire by the start of the study period (for the above-mentioned dates) is:   A1  A2  B1  B2  C1 C2  Native speaker  A description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> |

**Part 2b (Tables B&C) : RESPONSIBILITIES OF THE SENDING INSTITUTION AND THE HOST ORGANISATION**(Section to be completed by **before** the mobility)

**Table B: Sending Institution**

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| **The sending institution**  The institution undertakes to respect all principles of the Erasmus Charter for Higher Education relating to traineeships. Please select one of the two options:  The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to award 30 ECTS credits (per semester or Term).  The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to *record the traineeship in the trainee's Diploma Supplement (or equivalent).* |

**Accident insurance for the trainee**

|  |  |
| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | The accident insurance covers:  - accidents during travels made for work purposes: Yes  No  - accidents on the way to work and back from work: Yes  No |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  No | |

**Table C: Receiving Organisation/Enterprise**

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| **The receiving organisation/enterprise will:**   1. Provide financial support to the trainee for the traineeship: Yes  No   If yes, amount in EUR/month:   1. Provide a contribution in kind to the trainee for the traineeship: Yes  No  If yes, please specify: 2. Provide accident insurance to the trainee (if not provided by the Sending Institution)?  Yes  No 3. If yes, please specify if it also covers:    * accidents during travels made for work purposes: Yes  No    * accidents on the way to work and back from work: Yes  No 4. Provide a liability insurance to the trainee (if not provided by the Sending Institution)  Yes  No 5. Provide appropriate equipment and support to the trainee, including a dedicated supervisor and feedback on the trainee’s work. 6. Provide a health and safety induction, to include emergency evacuation procedures and accident reporting. 7. Undertakes to issue a Traineeship Certificate to the trainee within 5 weeks of the end of the traineeship. |

**Part 3: RESPONSIBLE PERSONS**(Section to be completed **before** the mobility)

|  |  |
| --- | --- |
| **Responsible person in the sending institution:** |  |
| Name: | Function: |
| Phone number: | E-mail: |

|  |  |
| --- | --- |
| **Responsible person in the receiving institution:** |  |
| Name: | Function: |
| Phone number: | E-mail: |

**COMMITMENT OF THE THREE PARTIES**

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement.

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

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| **The student**  Student’s signature       Date: |

|  |
| --- |
| **The sending institution**  Responsible person’s signature       Date: |

|  |
| --- |
| **The receiving institution**  Responsible person’s signature       Date: |