

ECVET for work-based learning

Administrative requirements

Before the mobility - Checklist

1. Learning Agreement for work placement

- Arrange the work placement programme with the host organization including your tutor, learning outcomes, knowledge, skills and competences to be acquired according to the starting and finishing period established by your home organization
- Fill and sign the '**Learning Agreement for work placement**' in all its fields or ask to the hosting company's tutor to fill it
- Send the completed **Learning Agreement for work placement** to the host organizations for official signature
- Send the signed **Learning Agreement for work placement** to your institution's supervisor and ask to sign it
- Send the fully signed (your signature, host organization's tutor and your institution's supervisor signatures) **Learning Agreement for work placement** to your institution's International Department at least one month before the mobility

2. Financial agreement (if any grant is provided)

- Fill and send to the grant's provider the module with your bank account details - '**Bank account details**'
- Once you receive from your grant provider the **Financial agreement**, check that the inserted details are correct and sign it
- Send/deliver in-person the signed **Financial agreement** to your grant provider and keep one copy

3. Linguistic assessment

- Do OLS first assessment. It is mandatory for all Erasmus+ mobility activities to do the assessment of the main language of your host institution. You will fill the assessment twice, one before and other your mobility after, in order to monitor your progress in the language of mobility. Your institution will register you to give you access to the platform. It won't have consequences if you

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pass or not pass the test, it is just an evaluation. Once filled the evaluation, the platform will give you access to an online English course to do during your mobility. OLS platform:

<https://erasmusplusols.eu/>