

## ECVET for work-based learning

### Administrative requirements

#### During mobility - Checklist

##### 1. Learning Agreement for work placement – Exceptional changes (if any)

- In case of changes with your submitted Learning Agreement (e.g. change of dates, work placement extension, change of duties/learning outcomes etc.), complete the **'Learning Agreement for work placement – Exceptional changes'** module
- Sign and ask to your host organization's tutor to sign the **Learning Agreement for work placement – Exceptional changes**
- Send the signed **Learning Agreement for work placement – Exceptional changes** 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 – Exceptional changes** to your institution's International Department

##### 2. Attendance register

- Print the **Attendance register**
- Complete and sign every day during your work placement period the **Attendance register** indicating the daily schedule, tasks and mansions
- Ask your host organization's tutor to sign and complete every day the **Attendance register – Tutor evaluation** part

##### 3. Mid-term evaluation

- Download and complete the **Midterm self-evaluation**
- Send it to your institution's International Department when you have completed half of your mobility period

##### 4. Work placement certificate

- Before the conclusion of the mobility ask your host organization's tutor to complete and sign the **Work placement certificate**

##### 5. Europass Mobility

- Before the conclusion of the mobility complete and sign the **Europass Mobility**
- Ask your host organization's tutor to complete and sign also the **Europass Mobility**

Before, during and after the mobility - Checklist

- Send the **Europass Mobility** to your institute's supervisor and ask also to complete and sign it
- Send the the fully signed (your signature, host organization's tutor and your institution's supervisor signatures) **Europass Mobility** to your institute's International Department