



LEONARDO DA VINCI MOBILITY

QUALITY COMMITMENT TRAINING PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

<i>Define</i>	placement objectives in terms of the skills and competencies to be developed.
<i>Choose</i>	the appropriate target country, host organisation, project duration and placement content to achieve these objectives.
<i>Select</i>	participants on the basis of clearly defined and transparent criteria.
<i>Prepare</i>	participants in collaboration with partner organisations for the practical, professional and cultural life of the host country , in particular through language training tailored to meet their occupational needs.
<i>Establish</i>	a contract including a training agreement whose contents are transparent for all parties involved.
<i>Manage</i>	transport, accommodation, visa/work permit arrangements and social security cover and insurance.
<i>Evaluate</i>	with each participant the personal and professional development achieved through participation in the Leonardo programme.

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

<i>Select</i>	suitable host organisations and ensure that they are able to achieve the placement objectives.
<i>Provide</i>	contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

<i>Negotiate</i>	a tailor-made training programme for each participant (if possible during preparatory visits).
<i>Agree</i>	monitoring and mentoring arrangements.
<i>Implement</i>	agreed validation procedures to ensure recognition of skills and competencies acquired.
<i>Establish</i>	appropriate communication channels for all parties including participants.
<i>Evaluate</i>	the progress of the project on an on-going basis and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

<i>Foster</i>	understanding of the culture and mentality of the host country.
<i>Assign</i>	to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment



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and support is available.

Identify a **tutor** to monitor the participant's training progress.

Provide **practical support** if required.

Check appropriate **insurance** cover for each participant.

THE PARTICIPANT UNDERTAKES TO:

Comply with all arrangements negotiated for his/her placement and to **do his/her best to make the placement a success.**

Abide by the **rules and regulations of the host organisation**, its normal working hours, code of conduct and rules of confidentiality.

Communicate with promoter/sending organisation about **any problem or changes** regarding the placement.

Submit a **report** in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .