|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-2) | **Gender [Male/Female/Undefined]** | **Study cycle**[[2]](#endnote-3) | **Field of education**[[3]](#endnote-4) |
|  |  |  |  |  | Short cycle (EQF level 5) |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-5) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-6)**; email; phone** |
| INSTITUTO SUPERIOR DE FP SAN ANTONIO UCAM  |  | E MURCIA56 | Campus de los Jerónimos, 13530107 Guadalupe, Murcia | SPAIN | Raquel Calatayudrcalatayud@ucam.edu+34968278640 |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-7) name; position; e-mail; phone** | **Mentor[[7]](#endnote-8) name; position;****e-mail; phone** |
|  |  |  |  | [ ]  < 250 employees[ ]  > 250 employees |  |  |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the physical mobility: from [month/year] ……………. to [month/year] …………….** |
| **Traineeship title: (EJEMPLO: FCT, OPTATIVAS, EXTRAC...)** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship:** |
| **Traineeship in digital skills[[8]](#endnote-9):** Yes ☐ No ☐ |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):** , por ejemplo: de tipo académico, analítico, comunicativo, de toma de decisiones, relacionados con tecnologías de la información y la comunicación, de tipo innovativo y creativo, estratégico y organizativo, relacionados con idiomas extranjeros, de trabajo en equipo, de iniciativa, adaptabilidad, etc |
| **Monitoring plan (**cómo y cuándo se monitorizará al estudiante durante sus prácticas por parte de la organización/empresa de acogida y la institución de envío): |
| **Evaluation plan (**criterios que se utilizarán para evaluar las prácticas y los resultados de aprendizaje): |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[9]](#endnote-10)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1* [ ]  *A2* [ ]  *B1* [ ]  *B2* [ ]  *C1* [ ]  *C2* [ ]  *Native speaker* [ ]  |

**Learning Agreement**

**Student Mobility for Traineeships**

**A completar a ordenador(not hand wiritten**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[10]](#endnote-11)**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to (Prácticas que forman una parte integrante del plan de estudios (curriculares, obligatorias en la titulación):

|  |  |
| --- | --- |
| Award …….. .…ECTS credits (or equivalent)[[11]](#endnote-12) | Give a grade based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]  |

1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to (Prácticas voluntarias (extracurriculares, no obligatorias en la titulación):

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes [ ]  No [ ]   | If yes, please indicate if this will be based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records: Yes [ ]  No [ ]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]   |

1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to (Prácticas realizadas por recién titulados):

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [ ]  |

**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***

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes [ ]  No [ ]   | If yes, amount (EUR/month): ……….. |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes [ ]  No [ ]  If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): 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 Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]  |
| The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. |

 |
| 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. |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |   |  | *Trainee* |   |  |
| Responsible person[[12]](#endnote-13) at the Sending Institution |   |   |   |   |  |
| Supervisor[[13]](#endnote-14) at the Receiving Organisation |   |   |   |   |  |

 **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

 **Nacionalidad**: País al que la persona pertenece desde un punto de vista administrativo y que emite su tarjeta identificativa y/o su pasaporte.

 **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

 **Ciclo de estudios**: Ciclo corto (Ciclos formativos de grado superior, nivel 5 del MEC) / **grado o titulación equivalente de primer ciclo (nivel 6 del MEC)** / máster o titulación equivalente de segundo ciclo (nivel 7 del MEC) / doctorado o titulación equivalente de tercer ciclo (nivel 8 del MEC).

 **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

 **Sector educativo**: La herramienta de búsqueda ISCED-F 2013, disponible en <http://ec.europa.eu/education/tools/isced-f_en.htm>, permite localizar el código CINE 2013 en el campo de la educación y la formación que sea más próximo a la titulación que la institución de envío otorgará al estudiante.

 **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

 **Código Erasmus**: Identificador único que recibe cada institución de educación superior ubicada en uno de los Países del Programa que ha obtenido la Carta Erasmus de Educación Superior (ECHE).

 **Contact person at the Sending Institution**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

 **Persona de contacto en la institución de envío**: persona que facilita el enlace para la información administrativa. Dependiendo de la estructura de la institución, podría ser un coordinador dentro de un departamento o personal de la oficina de relaciones internacionales o equivalente.

 **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.

**Persona de contacto en la organización de acogida**: persona que puede facilitar información administrativa en el marco de las prácticas Erasmus+.

 **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

 **Mentor**: la persona que apoya e informa al estudiante en prácticas de aspectos relacionados con la actividad y la experiencia de la empresa (su cultura, sus códigos de conducta, etc.). Normalmente, el mentor debería ser una persona diferente al supervisor.

 **Traineeship in digital skills:** 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.

8 **Prácticas en habilidades y competencias digitales**: cualquier práctica en la que los estudiantes reciben formación teórica y práctica en al menos una de las siguientes actividades: marketing digital (por ejemplo gestión de redes sociales, análisis web), diseño digital gráfico, mecánico o arquitectónico; desarrollo de aplicaciones, software, scripts o páginas web; instalación, mantenimiento y gestión de sistemas y redes TIC; ciberseguridad; análisis, extracción y visualización de datos; robótica y aplicaciones de inteligencia artificial. No se considerarán dentro de esta categoría la atención genérica al cliente, el procesamiento de pedidos, la entrada de datos o tareas de oficina.

 **Level of language competence**: a description of the European Language Levels (CEFR) is available at:

<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

 **Nivel de competencia lingüística**: La información sobre el Marco Común Europeo de Referencia para las Lenguas (MCER) está disponible en: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

 **There are three different provisions for traineeships**:

1. Traineeships embedded in the curriculum (counting towards the degree);

2. Voluntary traineeships (not obligatory for the degree);

3. Traineeships for recent graduates.

 **Existen tres tipos de prácticas**:

1. Prácticas que forman una parte integrante del plan de estudios (curriculares, obligatorias en la titulación)
2. Prácticas voluntarias (extracurriculares, no obligatorias en la titulación)
3. Prácticas realizadas por recién titulados

 **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added.

 **Créditos ECTS o equivalentes**: en aquellos países donde no está implantado el sistema ECTS, la denominación “ECTS” se remplazará en todas las tablas por el sistema equivalente que corresponda. Se incluirá un enlace a la página web donde se explique el funcionamiento de dicho sistema.

 **Responsible person at the Sending Institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

 **Responsable en la institución de envío**: se encargará de firmar el Acuerdo de aprendizaje, de modificarlo si fuera necesario y de reconocer los créditos y los resultados de aprendizaje correspondientes en nombre del órgano académico pertinente, de acuerdo con lo establecido en el Acuerdo de aprendizaje. El nombre y el correo de esta persona solo deberá indicarse en caso de que sea diferente de la persona de contacto mencionada en la primera página del documento.

 **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

 **Supervisor de la organización de acogida**: se encargará de firmar el Acuerdo de aprendizaje, de modificarlo si fuera necesario, de supervisar al estudiante durante sus prácticas y de firmar el Certificado de prácticas. El nombre y el correo de esta persona solo deberá indicarse en caso de que sea diferente de la persona de contacto mencionada en la primera página del documento.

1. [↑](#endnote-ref-2)
2. [↑](#endnote-ref-3)
3. [↑](#endnote-ref-4)
4. [↑](#endnote-ref-5)
5. [↑](#endnote-ref-6)
6. [↑](#endnote-ref-7)
7. [↑](#endnote-ref-8)
8. [↑](#endnote-ref-9)
9. [↑](#endnote-ref-10)
10. [↑](#endnote-ref-11)
11. [↑](#endnote-ref-12)
12. [↑](#endnote-ref-13)
13. [↑](#endnote-ref-14)