**Learning agreement template for Logistics Technician**

****

**The following document was created as one of the results   
of the Go for VET in Erasmus+ project  
(project number 2022-2-PL01-KA210-VET-000101748).**

**For more results and information about the project please visit** [**https://go4vet.zsp1krotoszyn.pl/en/**](https://go4vet.zsp1krotoszyn.pl/en/)



****

**Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or Foundation for the Development of the Education System. Neither the European Union nor Foundation for the Development of the Education System can be held responsible for them.**

**This work is licensed under CC BY-SA 4.0. To view a copy of this license, visit** [**https://creativecommons.org/licenses/by-sa/4.0/**](https://creativecommons.org/licenses/by-sa/4.0/)

**Erasmus+ Learning Agreement**

# Purpose of the Learning Agreement

This Learning Agreement defines the conditions and expected outcomes of a Learning Mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme’s rules and quality standards.

# Information about the Learning Mobility

|  |  |
| --- | --- |
| Field | Vocational education and training |
| Activity type: | Short-term learning mobility of VET learners |
| Mode: | Physical |
| Start date: | DD.MM.YYYY |
| End date: | DD.MM.YYYY |

# Parties to the Learning Agreement

The Learning Agreement is concluded between the participant in the Learning Mobility, the sending organisation and the hosting organisation.

## Participant in the Learning Mobility

|  |  |
| --- | --- |
| Full name: |  |

## Sending organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the sending organisation] |
| Address: | [Full address, including city, postcode and country] |

## Hosting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the hosting organisation] |
| Address: | [Full address, including city, postcode and country] |

## Supporting organisation

|  |  |
| --- | --- |
| Organisation name: | [Full legal name of the supporting organisation] |
| Address: | [Full address, including city, postcode and country] |

# Learning Context

|  |  |
| --- | --- |
| At the sending organisation, the participant is currently enrolled in: | |
| Title of the qualification / profession: | Logistics Technician |
| School year / grade: | 20XX/20XX |
| Level in the European Qualifications Framework: | EQF level 4 |

# Learning Outcomes

The parties have agreed that the following Learning Outcomes should be achieved during the Learning Mobility:

|  |  |
| --- | --- |
| **Outcome 1: Adheres to the principles of occupational health and safety, fire protection, environmental protection and ergonomics** | |
| Relevant subject, skill or competence: | Vocational Health and Safety |
| Description: | Participant:   * Uses terminology related to occupational health and safety, fire protection and environmental protection. * Organises the workplace in accordance with the provisions of occupational health and safety, ergonomics, fire regulations and environmental protection regulations. * Organises work with the provision of the required level of health and life protection against hazards in the work environment. * Describes the principles of fire protection. * Identifies information signs relating to fire protection. * Uses collective individual protection measures while performing professional tasks. * Uses the manual of technical devices during the performance of professional tasks. |

|  |  |
| --- | --- |
| **Outcome 2: Carry out warehouse procedures related to the receipt of goods into the warehouse** | |
| Relevant subject, skill or competence: | Warehouse processes |
| Description: | Participant:   * Uses devices supporting the receipt of goods into the warehouse. * Uses methods to determine the best solution in terms of space and storage space management. * Reads the markings on packaging in order to properly accept and secure goods. * Carries out quantitative and qualitative acceptance of goods. * Selects the warehouse location of the received goods. |

|  |  |
| --- | --- |
| **Outcome 3: Carry out warehouse processes related to storing inventory in the warehouse** | |
| Relevant subject, skill or competence: | Warehouse processes |
| Description: | Participant:   * Optimises the use of space and storage space. * Applies the principles of managing packaging, auxiliary materials and waste in the warehouse. * Selects the method and place of inventory storage. * Indicates the location of inventory in the warehouse. |

|  |  |
| --- | --- |
| **Outcome 4: Performs warehouse processes related to issuing inventory from the warehouse** | |
| Relevant subject, skill or competence: | Warehouse processes |
| Description: | Participant:   * Collects supplies for release in accordance with the order. * Describes the security of cargo units issued for transport. * Selects packaging to match inventory or cargo, means of transport and order conditions. * Secures the load in accordance with applicable rules. * means stocks, cargo or shipping packaging as required * Carries out quantitative and qualitative control of issued stock or cargo. * Prepares documentation regarding the release of inventories in accordance with internal requirements. |

|  |  |
| --- | --- |
| **Outcome 5: Monitors warehouse inventory levels** | |
| Relevant subject, skill or competence: | Warehouse processes |
| Description: | Participant:   * Specifies systems and devices used to monitor inventory storage conditions. * Selects devices to monitor inventory storage conditions. * Monitors the actual stock level in the warehouse. * Adjusts inventory storage conditions based on observations of changes in inventory. |

|  |  |
| --- | --- |
| **Outcome 6: Prepares documentation regarding the receipt and issue of supplies** | |
| Relevant subject, skill or competence: | Documentation at work in logistics |
| Description: | Participant:   * Prepares documentation regarding the receipt of supplies. * Prepares documents regarding the release of inventory from the warehouse. * Records changes in inventory levels in warehouse documentation. * Prepares documentation of differences in the quantity and quality of received and issued stocks. * Corrects errors in warehouse documentation. |

|  |  |
| --- | --- |
| **Outcome 7: Secures and controls the condition of warehouse assets and inventory** | |
| Relevant subject, skill or competence: | Securing assets |
| Description: | Participant:   * Secures the company's assets located in the warehouse, using security systems used in the warehouse. * Describes the procedure for checking the quantity and quality of inventories. * Reports irregularities in the system for securing company assets located in the warehouse. * Describes the inventory procedure. * Participates in the inventory in various roles. * Prepares inventory documentation. |

|  |  |
| --- | --- |
| **Outcome 8: Plans and organises transport processes** | |
| Relevant subject, skill or competence: | Transport processes |
| Description: | Participant:   * Prepares a plan for the implementation of the transport service based on the terms of the order. * Selects technical means for loading, reloading and unloading. * Selects means of transport depending on the number and type of loads, order conditions, and the number of people or live animals transported. * Labels loads and means of transport as required. * Selects a system and accessories for securing the load. * Selects systems for monitoring and recording means of transport and cargo. * Documents the implementation of transport processes. |

|  |  |
| --- | --- |
| **Outcome 9: Provides customer and contractor services** | |
| Relevant subject, skill or competence: | Customer services |
| Description: | Participant:   * Conducts sales conversations in accordance with the principles of interpersonal communication. * Applies rules of etiquette and polite phrases. * Prepares the commercial offer of the warehouse. * Conducts the complaint process. |

|  |  |
| --- | --- |
| **Outcome 10: Uses English in everyday and professional life** | |
| Relevant subject, skill or competence: | Vocational English |
| Description: | Using a basic range of language resources in English to carry out vocational tasks in the following areas:   * Job-related activities. * Tools, machinery, equipment, and materials necessary for performing vocational tasks. * Processes and procedures related to task completion. * Applying a formal or informal speaking style appropriately to the situation. |

|  |  |
| --- | --- |
| **Outcome 11: Developing and improving personal and social competences** | |
| Relevant subject, skill or competence: | Social competences |
| Description: | Participant:   * Makes new contacts with people. * Adapts to different communication styles. * Negotiates, resolves conflicts and reaches agreement in various situations. * Works effectively in a group, sharing responsibilities. * Plans and organises his/her working time in order to achieve the set goals and tasks. * Performs professional tasks under time pressure or stressful conditions. |

|  |  |
| --- | --- |
| **Outcome 12: Cultivates cultural understanding** | |
| Relevant subject, skill or competence: | Cultural understanding |
| Description: | Participant:   * Applies the principles of personal culture. * Recognises cultural differences. * Works in a culturally diverse environment. * Respects cultural norms of the host country. * Considers cultural factors in decision making. * Participates in cultural activities and events. * Promotes cultural sensitivity. |

# Learning Programme and Tasks

To achieve the agreed Learning Outcomes, the participant will complete the following activities and tasks during their mobility activity.

|  |  |
| --- | --- |
| **Activity / task 1: Acquainting with the workplace and the scope of duties, health and safety regulations and fire protection** | |
| Description: | * Presentation of the organisation, discussion of organisational matters, presentation of regulations and principles of health and safety and fire protection. * Determining the equipment of the workplace. * Planning the work for the next week under the guidance of the internship mentor in the organisation, assigning to a specific job position. * Organisation of the workplace. |

|  |  |
| --- | --- |
| **Activity / task 2: Receives inventory into the warehouse** | |
| Description: | * Uses measuring devices when receiving goods into the warehouse. * Reads the markings on packaging in order to properly accept and secure goods. * Carries out quantitative and qualitative acceptance of goods. * Selects the warehouse location of the received goods. * Prepares documentation regarding the receipt of supplies. |

|  |  |
| --- | --- |
| **Activity / task 3: Stores inventory in warehouse** | |
| Description: | * Selects the storage method according to the natural and technical susceptibility of the stocks. * Selects the optimal storage location for inventory. * indicates the location of inventory in the warehouse. |

|  |  |
| --- | --- |
| **Activity / task 4: Releases supplies from the warehouse** | |
| Description: | * Collects supplies for release in accordance with customer orders. * Matches the packaging to the inventory or cargo, means of transport and terms of the order. * Secures and tags cargo or supplies in accordance with applicable rules. * Carries out quantitative and qualitative control of issued stock or cargo. * Prepares documents regarding the release of inventory from the warehouse. |

|  |  |
| --- | --- |
| **Activity / task 5: Monitors the actual state of warehouse inventory** | |
| Description: | * Selects devices to monitor inventory storage conditions. * Calculates the amount of inventory (e.g. current, maximum, safety). * Adjusts inventory storage conditions based on observations of changes in inventory and readings on monitoring devices. |

|  |  |
| --- | --- |
| **Activity / task 6: Controls the status of warehouse assets and inventory** | |
| Description: | * Participates in the inventory process. * Prepares inventory documentation. * Records changes in inventory levels in warehouse documentation. * Prepares documentation of differences in the quantity and quality of received and issued stocks. * Corrects errors in warehouse documentation. |

|  |  |
| --- | --- |
| **Activity / task 7: Secures the company's assets located in the warehouse** | |
| Description: | * Selects devices and accessories used to protect assets against theft, destruction and natural damage. * Carries out the procedure for controlling the quantity and quality of inventories. * Identifies irregularities in the security system for company assets located in the warehouse. * Reports irregularities in the system for securing company assets located in the warehouse. |

|  |  |
| --- | --- |
| **Activity / task 8: Plans transport processes** | |
| Description: | * Specifies methods for determining the best transportation route. * Calculates driving and operating time of means of transport. * Determines the transport route. * Selects technical means for loading, reloading and unloading. * Selects means of transport depending on the number and type of loads, the conditions of the order, the number of people transported or live animals. |

|  |  |
| --- | --- |
| **Activity / task 9: Organises transport processes** | |
| Description: | * Determines the characteristics of loads that determine their transportability. * Manages transport packaging as required. * Forms loading units in accordance with the order, type of goods and adopted technology. * Labels loads and means of transport as required. * Secures the load in accordance with applicable rules. * Selects systems for monitoring and recording means of transport and cargo. * Prepares documentation necessary to provide the transport service in accordance with the selected technology. |

|  |  |
| --- | --- |
| **Activity / task 10: Prepares the commercial offer of the warehouse** | |
| Description: | * Conducts a sales conversation. * Recognises the needs of customers and contractors in the field of warehouse services. * Selects the commercial offer to suit the customer's needs. * Calculates prices for warehouse services. * Prepares a commercial offer of the warehouse for a client or contractor. |

|  |  |
| --- | --- |
| **Activity / task 11: Supervises the complaint process** | |
| Description: | * Accepts customer complaints. * Prepares a response to the complaint. * Secures the goods accepted for evaluation by the appraiser. |

|  |  |
| --- | --- |
| **Activity / task 12: Communication in English** | |
| Description: | * Participates in a conversation in typical situations related to the performance of professional tasks. * Can understand simple oral utterances clearly articulated in Standard English. * Produces short, simple, coherent and logical oral and written statements independently in English. * Reads and completes documentation using English and professional vocabulary. * Uses tools to improve one's own language skills and raise awareness. * Works in an international team. |

# Monitoring, Mentoring and Support During the Activity

## Responsible persons at the hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, providing practical support, monitoring their learning progress, supporting them to achieve the expected Learning Outcomes, and helping them to integrate into the daily routines and the social context at the hosting organisation.

|  |  |
| --- | --- |
| Full name: |  |
| Job title: | Mentor |
| Email: |  |
| Phone number(s): |  |
| Responsibilities: | **Introducing the participant to work**: The mentor helps familiarise the participant with the organisation's mission, values, and overall work culture. They provide an overview of the work environment, policies, and procedures.  **Presenting colleagues and their responsibilities:** The mentor introduces the participant to various colleagues and team members, explaining their roles, responsibilities, and areas of expertise.  **Direct supervision of the internship programme:** The mentor is responsible for overseeing the proper implementation of the internship programme. They ensure that the programme's objectives align with the participant's learning goals and that the intern receives a well-rounded experience.  **Assigning tasks:** The mentor assigns specific tasks and projects to the intern, taking into account their skills, interests, and learning objectives. They provide clear instructions, set expectations, and provide necessary resources to facilitate the successful completion of assigned tasks. **Supervising task performance:** The mentor closely monitors and guides the intern's progress throughout their assigned tasks. They offer feedback, suggestions, and constructive criticism to help the participant improve their skills and understanding of the work. The mentor also ensures that the intern adheres to quality standards, deadlines, and any relevant protocols or procedures.  **Monitoring and evaluation:** The mentor regularly assesses the intern's performance, progress, and overall growth during the internship period. They provide ongoing feedback, both positive and constructive, to help the participant enhance their skills and professional development.  **Providing mentorship and support:** The mentor serves as a reliable source of guidance, advice, and support for the intern. They create a supportive and nurturing environment where the participant feels comfortable seeking assistance or discussing any challenges they encounter.  **Facilitating learning opportunities:** The mentor identifies and creates opportunities for the intern to gain new skills, knowledge, and experiences. |

## Responsible persons at the sending organisation

The following person(s) at the sending organisation are tasked with following the participants’ progress and providing content or practical support from the side of the sending organisation.

|  |  |
| --- | --- |
| Full name: | [Full name] |
| Job title: | [Job title] |
| Responsibilities: | Primary contact person for the participant at the sending institution. |

## Accompanying persons

The following person(s) will accompany the participant during their mobility period:

|  |  |
| --- | --- |
| Full name: | [Full name] |
| Job title: | Supervisor during the mobility |
| Responsibilities: | **Monitoring the correctness of the internship:** The supervisor is responsible for ensuring that the internships are conducted according to Learning Agreements.  **Support for participants and care during mobility:** The supervisor provides ongoing support and care for the participants during periods of mobility. The supervisor ensures that the participants feel supported and comfortable during their mobility experience.  **Substantive contact with employers:** The supervisor maintains regular and substantive contact with the employers or organisations where the participants are conducting their internships.  **Monitoring and supporting participants in internship records:** The supervisor guides and assists participants in keeping accurate and up-to-date records of their internship experiences. This may involve helping them maintain a training log to document their tasks, achievements, and reflections.  **Contact person during mobility:** The supervisor serves as a primary point of contact for the participants during their mobility experiences. They are available to address any questions, concerns, or challenges that may arise during this period.  **Providing mentorship and guidance:** The supervisor provides mentorship and guidance to the participants. They offer support in navigating the professional environment, resolving conflicts, and addressing any personal or professional challenges that may arise.  **Facilitating learning opportunities:** The supervisor identifies and facilitates learning opportunities for the participants within the internship programme.  **Evaluation and feedback:** The supervisor evaluates the participants' performance throughout the internship and provides feedback to support their continuous improvement. |

## Mentoring and monitoring arrangements

As a minimum, the monitoring and mentoring arrangements will include the following activities:

- Documentation control (training log)

- Visits and talks with employers

- Evaluation meetings of teachers of vocational subjects (tutors) with participants. They will enable participants to share their impressions, problems and conclusions from a given working week.

-Interviews summarising each working week. Discussing current problems, supporting in finding solutions, formulating conclusions and planning work and goals for the next week based on the experience gained in order to achieve better Learning Outcomes.

- Individual conversations with participants about the attitude, difficulties encountered, commitment, independence, adaptation to a new work environment. If necessary, ongoing response and assistance in finding solutions.

- Summary meeting at the end of mobility.

- Online monitoring and evaluation questionnaires completed periodically by participants.

- Provision of support throughout the mobility and travel by teachers delegated from the school.

- At each internship, a mentor will be appointed - the supervisor of the internship programme implementation programme. He/she will supervise and support the participant during the mobility.

# Evaluation of Learning Outcomes

After the mobility activity, the participant’s Learning Outcomes will be assessed in the following way:

|  |
| --- |
| **Evaluation format: Digital evaluation and justification in the form of the employer's opinion (and a mark) in the training log.** |
| The employer will determine the main assessment of Learning Outcomes on a numerical scale from 1 to 6, as well as the he/she will give a written evaluation This evaluation has to be included in the training log of a participant. The evaluation must include a signature of the authorised person and stamp (if the company uses a stamp). |

|  |
| --- |
| **Evaluation criteria:** |
| Accuracy of the performance of assigned tasks, quality of work, diligence, attention to detail, commitment to work, behaviour during the internship, attitude to work, work ethics, degree of interest of the participant in the tasks performed, matter-of-factness and aesthetics of keeping a training log. The discipline during the internship will also be assessed (proper attitude and personal culture, correct appearance, proper dress, behaviour at work and outside work during the entire mobility). Transfer of the training log into school within one week from the end of mobility. |

|  |
| --- |
| **Evaluation procedures:** |
| The assessment of Learning Outcomes will be determined by the employer during the mobility and recorded in the participant's training log prepared by the sending institution. The proposed assessment, together with the justification and the opinion about the participant, must be recorded in the training log and confirmed by the company.  Upon his/her return, the participant submits the training log to the Deputy Director (within a week from the date of return), in order to verify and establish the final grade. |

# Recognition of Learning Outcomes

The Learning Outcomes attained by the participant will be recognised in the following way:

|  |
| --- |
| **Recognition conditions:** |
| The participant, in consultation with the vocational teachers accompanying the mobility and the mentor at the workplace, records the tasks performed on an ongoing basis in the training log. During the work performed as part of the internship, the employer systematically monitors the Learning Outcomes of the participant. On the last day of the internship, the participant presents the training log for an evaluation and opinion of his/her work. The proposed assessment, together with the justification and the opinion about the participant, must be recorded in the training log and confirmed by the company. After the participants return, the participant submits the training log to the Deputy Director at the school for verification and final approval. A positive assessment of the vocational internship is the basis for promoting the participant to a higher grade. |

|  |
| --- |
| **Recognition procedures:** |
| The participant fills in the training log and the employer supervises the participant's progress.  The Learning Outcomes are recognised by the employer by entering the assessment proposal in the form of a number along with the justification in the training log.  After completing the internship, the participant presents the training log to the Deputy Director at the school, for verification and recognition of Learning Outcomes.  Accompanying persons are responsible for collecting and verifying acquired competences by each of the participants. After receiving a positive evaluation from the employer and approval of the mobility, the Europass Mobility documents are prepared, which comprehensively describe the acquired competences during the entire mobility. Accompanying persons are involved in the preparation process. After obtaining the approval of these documents by the employers, the content is verified and approved by the Director of the school. |

|  |
| --- |
| **Recognition documentation:** |
| The training log issued by the school in paper form is the basis for recognition of Learning Outcomes and assessment. The training log is the school's documentation of the programme of the internship and its completion.  The final grade from the completion of the internship is entered into the grade sheet at the school - which is the documentation of the teaching process and is the basis for promoting the participant to a higher grade and recognising the completion of the Learning Outcomes achieved during the internship.  The participant receives a certificate confirming the completion of the internship under the Erasmus+ programme signed by the host and supporting organisation.  The participant receives the Europass Mobility Document detailing the competences acquired during the mobility. |

# Reintegration at the Sending Organisation

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

|  |
| --- |
| **Reintegration destination:** |
| The participant will continue to study in the same class after returning. |

|  |
| --- |
| **Reintegration conditions:** |
| After returning, the participant will pursue a further education programme at the technical school. Reintegration will not be necessary due to the lack of programme differences. |

# Additional Provisions

During mobility, the following also apply:

• Regulations for recruitment and participation in the project

# Signatures

The signatories confirm that they have understood and approve the content of this agreement.

|  |  |
| --- | --- |
| **Participant** | |
| Full name: |  |
| Date and place: |  |
| Signature: |  |

|  |  |
| --- | --- |
| **Participant’s legal guardian (only for underaged participants)** | |
| Full name: |  |
| Date and place: |  |
| Signature: |  |

|  |  |
| --- | --- |
| **For sending organisation** | |
| Full name: |  |
| Position: |  |
| Date and place: |  |
| Signature and stamp: |  |

|  |  |
| --- | --- |
| **For hosting organisation** | |
| Full name: |  |
| Position: |  |
| Date and place: |  |
| Signature (and stamp if applicable): |  |

|  |  |
| --- | --- |
| **For supporting organisation** | |
| Full name: |  |
| Position: |  |
| Date and place: |  |
| Signature and stamp: |  |