**Learning agreement template for Photography and Multimedia Technician**

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**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

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| 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

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| At the sending organisation, the participant is currently enrolled in: | |
| Title of the qualification / profession: | Photography and Multimedia 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:

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| **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. |

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| **Outcome 2: Plans photographic works** | |
| Relevant subject, skill or competence: | Photographic works |
| Description: | Participant:   * Classifies equipment and devices used during image recording. * Indicates the type of planned photographic technique. * Determines the type of photographic materials needed to record the image. * Selects photographic accessories. * Prepares documentation of planned photographic works. |

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| **Outcome 3: Organises the photo shooting set** | |
| Relevant subject, skill or competence: | Photo shooting set |
| Description: | Participant:   * Selects a location for the photo shooting. * Applies the principles of composition and aesthetics on a photographic set. * Determines the photographic frame and photo shooting plans. * Arranges photographic equipment on the set. * Performs activities related to the assembly of photographic accessories and auxiliary equipment. * Arranges lighting equipment on the photo shooting set. * Measures lighting. |

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| **Outcome 4: Performs photographic work and image recording** | |
| Relevant subject, skill or competence: | Image registration |
| Description: | Participant:   * Selects the type of photos planned to be taken. * Determines the type of photographic materials needed to record the image. * Uses digital, analog and special photographic image recording techniques. * Applies the principles of taking photos depending on their type (reportage photos, architectural photos, identification photos, portrait photos, catalogue photos, macro photography). |

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| **Outcome 5: Processes photographic materials and digital images** | |
| Relevant subject, skill or competence: | Image processing |
| Description: | Participant:   * Uses computer programmes and applications supporting the performance of tasks related to image processing and publication as well as colour management in image processing and publication processes. * Selects equipment for digital image processing. * Makes copies of the image using digital techniques. * Performs digital tone and colour correction. * Performs digital image retouching. * Performs activities related to the maintenance of scanning equipment and digital graphic image processing. * Automates digital image processing processes. |

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| **Outcome 6: Prepares digital materials for graphic and multimedia projects** | |
| Relevant subject, skill or competence: | Graphic and multimedia designs |
| Description: | Participant:   * Acquires digital materials to create graphic and multimedia projects. * Selects software to create elements of multimedia projects. * Designs raster graphics elements and vector graphics objects. * Designs animations of raster and vector graphics elements. * Records audio and video materials. * Edits audio-video materials. |

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| **Outcome 7: Creates graphic and multimedia designs** | |
| Relevant subject, skill or competence: | Graphic and multimedia designs |
| Description: | Participant:   * Distinguishes programmes for graphic and multimedia projects. * Develops the layout of a graphic and multimedia project. * Performs graphic and multimedia designs. * Assesses the correctness of the composition of the graphic and multimedia design. * Assesses the compliance of the graphic and multimedia design with the assumptions. * Publishes graphic and multimedia projects. |

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| **Outcome 8: Publishes digital images in digital media and exhibition spaces** | |
| Relevant subject, skill or competence: | Publication and archiving |
| Description: | Participant:   * Publishes digital images on digital media. * Defines the parameters of graphic files for publication * Prepares a digital photo gallery. * Indicates the operating parameters of consumables for printing a digital image. * Defines the method of printing photographs for publication in exhibition spaces. * Prints a digital image. * Performs activities related to the selection of exhibition systems and photo exposure. |

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| **Outcome 9: Performs archiving activities of digital images and photographic materials** | |
| Relevant subject, skill or competence: | Publication and archiving |
| Description: | Participant:   * Recognises file management programmes. * Defines ways to protect photographic images against damage. * Defines methods of archiving photographic materials. * Specifies the conditions for archiving printouts and digital images. * Selects the parameters of the archived digital image. |

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| **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. |

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| **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. |

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| **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.

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| **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. |

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| **Activity / task 2: Plans photographic works** | |
| Description: | * Prepares material and equipment requirements for the implementation of a photographic project. * Prepares a sketch of the shooting set. * Prepares lighting schemes. * Prepares documentation of photographic work. |

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| **Activity / task 3: Organises the photo shooting set** | |
| Description: | * Prepares the photographed scene in accordance with the rules of composition. * Selects photographic accessories. * Undertakes installation of photographic accessories and auxiliary equipment. * Arranges lamps on the shooting set, taking into account their functions and lighting directions. * Modifies the lighting of the photo shooting set. |

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| **Activity / task 4: Takes outdoor, studio and technical photos** | |
| Description: | * Uses equipment for photographic work. * Determines image recording parameters - determines the photographic frame and photo sets. * Records photographic images. * Uses photographic and lighting equipment. * Selects the type of camera for border photography tasks. * Selects the type of lens for photographic tasks. * Performs maintenance of photographic and lighting equipment. |

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| **Activity / task 5: Uses equipment to carry out photographic work** | |
| Description: | * Sets the camera operating mode. * Determines the operating parameters of the lens. * Uses functions that automate the operation of the camera. * Uses photographic and lighting tripods. * Uses continuous and flash lamps. * Uses lighting modifiers. * Uses photographic and lighting filters. * Checks the efficiency of photographic and lighting equipment. * Undertakes activities related to the maintenance of photographic and lighting equipment. |

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| **Activity / task 6: Uses computer programs to support the image processing process** | |
| Description: | * Selects image editing programmes. * Uses graphics programme tools for image processing. * Installs peripheral software. * Sets operating parameters of peripheral devices. |

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| **Activity / task 7: Makes copies of images using digital techniques** | |
| Description: | * Defines image scanning parameters. * Scans transparent and reflective images. * Performs tonal and colour corrections. |

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| **Activity / task 8: Conducts image processing processes** | |
| Description: | * Uses graphic programmes to process images. * Performs digital image retouching. * Performs tonal and colour correction of digital images. |

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| **Activity / task 9: Prepares digital materials for graphic and multimedia projects** | |
| Description: | * Extracts graphic, audio and video files. * Creates vector graphics objects. * Creates and modifies raster graphics elements. * Creates and edits texts. * Converts between graphic formats. * Creates animated raster and vector graphics objects. * Records audio and video materials. * Synchronises audio and video tracks. * Saves audio, video and audio-video material in the appropriate format. |

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| **Activity / task 10: Creates graphic and multimedia designs** | |
| Description: | * Develops graphic elements of graphic and multimedia design. * Prepares graphic materials in vector form. * Prepares graphic materials in raster form. * Performs audio-video projects. |

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| **Activity / task 11: Publishes digital images in digital media and exhibition spaces** | |
| Description: | * Uses programmes to prepare online graphic and multimedia projects. * Defines the parameters of graphic files for publication. * Prepares a digital photo gallery. * Performs activities related to the publication of digital images. |

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| **Activity / task 12: Performs activities related to the selection of exhibition systems and exposure of photographs** | |
| Description: | * Selects the method of printing photographs intended for publication in exhibition spaces. * Prints photographs and selects the method of printing photographs intended for publication in exhibition spaces. |

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| **Activity / task 13: Archives digital and photographic images** | |
| Description: | * Uses file management programmes. * Selects the parameters of the archived digital image. * Catalogues digital materials. * Uses storage media for archiving activities. * Determines the operational parameters of photographic lenses. * Makes back-up copies. |

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| **Activity / task 14: 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.

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| --- | --- |
| 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.

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| 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:

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| 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:

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| **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). |

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| **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. |

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| **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:

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| **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. |

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| **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. |

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| **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:

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

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| **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.

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

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

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

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

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