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## MEMORANDUM OF UNDERSTANDING



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## MEMORANDUM OF UNDERSTANDING

### *AEROVET Project*

The Memorandum of Understanding (MoU) is a voluntary partnership agreement in which conditions for an international VET mobility programme are concluded between partners from different countries. The MoU sets the framework for recognition of Learning Outcomes (LO) and establishes the partnership's procedures for cooperation. To reduce bureaucracy this draft agreement is modular; this means that each partner who is interested in using the AEROVET-matrices for mobility activities can just use the parts they really need.

Partners using this agreement accept each other's status as competent bodies and accept each other's quality assurance, assessment, validation and recognition criteria and procedures as satisfactory for the purpose of transferring credits at the end of a training period abroad. They agree on the general conditions such as objectives and duration and recognise other actors and further institutions that may be involved.

The present MoU contains the following elements:

- a. General objectives of the MoU
- b. Period of eligibility of the MoU
- c. Information about the partners
- d. Information about the training programme(s) or qualification(s) concerned
- e. General agreement on the relevant part(s) of the training programme(s) or qualification(s) that can be considered for the learners' competence development during international training periods
- f. Agreement on Responsibilities
- g. Quality assurance
- h. Assessment
- i. Validation and recognition of results
- j. Signatures

#### **a) Objectives of the MoU**

This MoU sets out the general framework of cooperation and networking between the Partners, with the objectives of designing specific arrangements for the recognition of Learning Outcomes (LO) of learners for each specific mobility period (including specification of training content: Mobility Units (MU), placements abroad, mobility projects) and preparing a Learning Agreement (involving two or more partners and the mobile learners).

#### **b) Period of eligibility of the MoU**

The period of eligibility of the agreements set down in the MoU is from September 2010 to December 2015.

**c) Information about the partners**

Please describe briefly your institution and your role in the respective national qualification system.

1. ..

2. ..

3. ..

**d) Information about the training programme(s) or qualification(s) concerned**

The present MoU deals with profiles in the aeronautic sector. The description of learning outcomes associated with the training programme(s) or qualification(s), the credits or any other related information should be included in the Learning Agreement.

**e) General agreement on the relevant part(s) of the training programme(s) or qualification(s) that can be considered for the learners' competence development during international training periods**

Apprentices will perform an internship of 4 to 12 weeks at the hosting institution. During the internship period each apprentice will be regularly involved within the training processes, covering, from the specific organization operating within the working environment, a role consistent with his/her initial competences.

The following learning outcomes can, in principle, be considered for the competence development abroad:

1	<i>Production of metallic components for aircraft or ground support equipment</i>
2	<i>Production of components of plastics or composite materials for aircraft or ground support equipment</i>
3	<i>Operating and monitoring of automated systems in the aircraft production</i>
4	<i>Joining and dissolving of structural components and aircraft airframes</i>
5	<i>Assembly and disassembly of equipment and systems in/at the aircraft airframe</i>
6	<i>Functional checks and tuning at the aircraft</i>
7	<i>Maintenance and inspection of the aircraft</i>
8	<i>Analysis and recondition of malfunctions at system components</i>
9	<i>Analysis and reconditioning of damage on structure components</i>
10	<i>Reconditioning of accessory equipment</i>
11	<i>Independent quality inspections</i>
12	<i>Production of bunched circuits for aircraft systems</i>
13	<i>Production or modification of electric devices</i>
14	<i>Passing bunched circuits in aircraft systems</i>
15	<i>Assembly and disassembly of subsystems and devices at aircraft systems</i>
16	<i>Modification of aircraft systems</i>
17	<i>Functional checks and system audit of supply units and control systems</i>
18	<i>Functional checks and system audit of information and communication systems</i>
19	<i>Analysis and repair of malfunctions at bunched circuits in aircraft systems</i>
20	<i>Analysis and repair of malfunctions at supply units and control systems</i>
21	<i>Analysis and repair of malfunctions at information and communication systems</i>
22	<i>Maintenance and inspection of aircraft systems</i>

*Details are listed in the Learning Agreement.*

## f) Responsibilities

<i>Responsibility for</i>	<i>Sending country</i>	<i>Hosting country</i>
Signature of learning agreements	√	√
Sending information package		√
Health insurance and travel insurance for the time abroad	√	
Arrangements on employment (government regulations, taxes etc.) related to the legal framework of both countries		√
Payment for the mobile learner (travel and subsistence)	The respective National Agency	
Accident insurance at the workplace and during commuting to the workplace for the time abroad		√
Arrangement of accommodation for the training period abroad		√
Providing working clothes or protection equipment during the training period abroad	√	√
Arranging travel during the training period abroad	√	
Costs of living	The respective National Agency	
Assessment of LO		√
Accompanying Tutorship	√	
Recognition of LO	√	

## g) Quality assurance

The hosting provider-company during the mobility period will assure the following minimum quality-standards:

1. The hosting organisation provides a safe training environment for the mobile learner in which he/she can develop and learn;
2. The hosting organisation takes into consideration the level of competence development of the mobile learner (the years of training/work experience);
3. The hosting organisation allows enough time, room, means and resources for the training and coaching of the mobile learner;
4. The mobile learner can practise (when necessary under guidance) the daily activities in relation to the education of the apprentice;
5. The hosting organisation appoints a person who will be the representative of the working place, coaching and supervising the mobile learner;

6. The hosting organisation provides a detailed programme/plan including an introduction programme, evaluation interviews with the mobile learner on the progress of the placement and the final assessment of the mobile learner;
7. The hosting organisation cooperates with the sending organisation and makes the appropriate training agreements as described further on in the Learning Agreement;
8. The hosting organisation gives the necessary information on the conditions and equipment concerning the work itself and the work environment (in case the hosting organisation is a company) and concerning the training to be attended (in case the hosting organisation is a training institute).
9. A representative of the hosting organisation, on behalf of the sending organisation, monitors and evaluates the achievement of the learning objectives.
10. The mobile learner works under the supervision and responsibility of the hosting organisation, following the specific working hours.
11. The mobile learner attends to and fulfils the tasks that are part of the agreed training plan.
12. The mobile learner follows the discipline and working / schools hours, and respects the rules in force and legal provisions concerning professional confidentiality.

#### **h) Assessment**

The assessment will be done as follows:

Expert workers, trainers or teachers are asked to evaluate the performance of the apprentices in terms of the quality of their participation in the work or training process. The expert confirms in the matrices (cf. the Learning Agreement) whether an apprentice has only observed/supported the respective mobility unit; has worked under (close) instruction; has worked under surveillance; or has worked independently. This mode of assessment guarantees the instrument's competence orientation: confirming that an apprentice has worked independently means that he or she has reached a certain level of expertise in all sub aspects of the respective mobility unit. No expert would rate a candidate as "independent" when, for example, he or she is drilling very well but does not know what to do before or afterwards – and vice versa. For each mobility unit several rows are provided to make clear that each mobility unit is not necessarily learnt at one place only – the apprentice will perform some of the mobility units at least twice during his or her apprenticeship. This transparency assures information about what was assessed, where, when and by whom. Coordinators of the home institution see

at once, what and where the apprentice has already learned and how well he or she performed. These mobility units are not necessarily single parts which in sum form a whole. So the last row on the sheets of complex units is sometimes “Performing the mobility units of this unit in context”.

***Disclaimer: National traditions in assessing in educational systems are not tackled.***

### **i) Validation and recognition**

The sending institution will be in charge for validation and recognition of LO, to confirm that assessed learning outcomes achieved or competences developed by the person in training during the stay abroad correspond to specific LO that are required for the specific training programme or qualification;

### **j) Signatures**

The signatories confirm the accuracy of all statements made on this form and agree to all principles and articles expressed therein.

Date and place: \_\_\_\_\_

- Name and title of the representative of

\_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp:

- Name and title of the representative of

\_\_\_\_\_

Position in organisation: \_\_\_\_\_

Signature: \_\_\_\_\_

Stamp: