



**Współfinansowane przez
Unię Europejską**

Memorandum of Understanding - 2023

Memorandum of Understanding

1. Objectives of the Memorandum of Understanding

The Memorandum of Understanding forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In this Memorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit. The Intermediate Organization therefore acts on behalf of the economy job shadowing teacher behalf.

2. Organisations signing the Memorandum of Understanding

The Sending Organization:

Zespół Szkół im. gen. S. Kaliskiego w Górze

ul. Armii Polskiej 15a,

56-200 Góra, Poland

represented by **school headmistress mgr inż. Ewa Gano**

and

The Intermediary Organization, hereinafter referred to as **The Intermediate organization:**

Aplicaproposta Lda, (Bragamob)

Travessa de S. José nº41, 1ºdto - 4710-438 Braga, Portugal

PIC : 948817238 - Organisation ID : E10053700

represented by **Mr. Tiago Costa**



3. Information about the learning mobility

Field	Vocational education and training
Activity type:	Mobility for learners and staff in vocational education and training
Mode:	Physical
Start date:	13/11/2023
End date:	01/11/2023

1. Learning context

At the sending organisation, the participant is currently working in the following capacity:	
Job title:	Economic subjects teacher,
Main tasks:	Familiarising with activities of a company - job shadowing

2. Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

Outcome 1	
Relevant subject, skill or competence:	Work related competences
Description:	Acquiring and improving professional skills and competences related to their professional areas. The job shadowing participant learns how to define the range of the skills and competences needed to do the job properly and also sets the vocational development objectives. The participant learns how to plan and implement the given tasks within the specific time period and also how to monitor the execution of the given tasks and the ways of modifying of the previously planned tasks. The participant gets to know the work organization and specificity and new working methods.

Outcome 2	
Relevant subject, skill or competence:	Social skills
Description:	Developing social skills, essential to communicate more effectively and efficiently and, as a result, helping to build, maintain and grow relationships with colleagues, employers and new contacts.

Outcome 3	
Relevant subject, skill or competence:	Personal improvement
Description:	Improvement of efficiency in several professional aspects through improving the



	awareness of one's professional potential, self-esteem boosting, gaining new competences as well as opening to new experiences.
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6. Learning programme and tasks

6.3. The aim of the project is to enhance the practical skills in the actual working conditions. The main priorities are both formal and non-formal education which contributes to the vocational and practical skills development by participants of the training.

6.4. Detailed programme of the job shadowing training

Throughout the duration of the placement, each participant:

1. Complies with the Health and Safety and also the Fire regulations at the workplace,
2. Respects the ergonomic rules and organises his/her workplace in accordance with the ergonomic rules, Health and Safety and also the Fire regulations
3. Identifies the threats to human lives or health during work and applies the individual protective measures during works,
4. Gets acquainted and knows how to use the procedures in cases of direct threat to human live or health,
5. Applies the laws applicable to professional secrecy and personal data,
6. Communicates using the complimentary and professional phrases using a foreign language and uses an English language thus enabling the professional tasks performance, while using the correct terminology.

Day 1:

09.00 – 18.00: the company placement

The participant gets familiar with the statutory tasks of the organizational unit, the legal form of the organizational unit and also its internal regulations. The participant gets acquainted with the document circulation mechanisms in the entity.

Observing the work in the human resource unit

The participant gets acquainted with the stages and ways of the employees recruitment, the employee's personal files, determines the personal files needed to sign the employment contract as well as the civil and law agreement. The student learns how to draft the job announcements, employment contracts as well as civil and law agreements.

Summary of the first day of the training, indicating the positive and negative aspects of work

Day 2 and 3:

09.00 – 18.00: the company placement

Office software

The participant uses gets acquainted with the office software used to prepare the bookkeeping and tax records and also for personnel, payroll and insurance services. The trainee observes making drafts of the HR and payroll documentation. The participant learns how to use the software while observing the purchase, sales and tax documentation, drafts the internal and external office documentation processing.

Summary of the next days of the training, indicating the positive and negative aspects of work

Day 4:

09.00 – 18.00: the company placement

Payroll services

The participant gets acquainted with the employees' payment system in the organizational unit, observes the processing of the drafts payroll lists and pay slips. The attendee get familiar with confidentiality rules as well as the circulation of the documents in the company.

Summary of the fourth day of the training, indicating the positive and negative aspects of work

Day 5:



09.00 – 18.00: the company placement

Office documents in the organizational unit

The participant familiarises herself with the various types of official letters and also the correspondence rules concerning documents and labels drafting. The attendee learns how to sort out and archive the documentation, identify and prepare the documents concerning the personal data processing as well as comply with the rules relating to handling confidential data.

Summary of the fifth day of the training, indicating the positive and negative aspects of work

The final evaluation of the job shadowing made by the attendee and her mentor – a questionnaire. Awarding of the certificates.

7. Monitoring, mentoring and support during the activity

7.1. 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:	Cornélia Bordianu
Job title:	manager
Email:	yahatlantico@gmail.com
Phone number(s):	+351 253 603 210
Responsibilities:	Mentor at the workplace

7.2. 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:	Ewa Gano
Job title:	School principal
Email:	ewa.gano@zszgoras.pol.pl
Phone number(s):	0048 65 543 26 60
Responsibilities:	mentor (main content supervisor) and contact for administrative matters and emergency contact

7.3. Responsible persons at the intermediary organisation

The following person(s) at the intermediary organisation is responsible for monitoring the learning progress, providing practical and mentoring support.



Full name:	Tiago Costa
Job title:	manager
Email:	info@bragamobilityopen.com
Phone number(s):	+351 929 442 549
Responsibilities:	mentor (main content supervisor) and contact for administrative matters and emergency contact

7.4. Mentoring and monitoring arrangements

By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done. As a minimum, the also monitored by the specially designated employee of the intermediary organization – BragaMob. At the end of the traineeships all of them should provide a written account, concerning the quality of traineeships.

The Sending Organization in cooperation with the Intermediary Organization, responsible of preparing the survey, which will be carried out in the first half and at the end of the traineeships among: the employers, students, accompanying teachers and the employers of the intermediary organization. Its outcomes will be included in the Final Report statement.

1. The appointed employers of the Hosting Organization as well as the mentors at the workplace and the Intermediary Organization will bear the responsibility for the organisation, accomplishment and the quality of the job shadowing training. The monitoring, which will be based on the carried out surveys (before and after the job shadowing) will assess the accomplishment of the programme and its quality. The participant will assess the course on daily basis, and has the right to modify the programme of the training, so it meets her needs and interests.
2. The Hosting Organization is obliged to prepare the training programme, which meets the needs of the participant and also provide the trainers.
3. The participating in a job shadowing teacher will get acquainted with the entries contained in the Learning Agreement, which will take place no later than one month before the start of the training course.
4. The Hosting Organization, will bear the responsibility of preparing the survey, which will be carried out before and at the end of the traineeships among all the participating parties, they will be asked to participate in short feedbacks regarding the activities they participate in. Its outcomes will be included in the Final Report statement.
5. The participant will be mentored and the training will be monitored on an on-going basis during the whole duration of the training in cooperation with their Hosting Organization mentor (discussion on daily basis).
6. The aim of the monitoring process is to assess the accomplishment of the programme, established by the Promoter, its quality as well as the skills acquired by the participants. The monitoring tools are as follow: work observation, a talk with the participant and the tutor at the work placement, the survey, which will be carried out among participants, tutors, vocational trainers and lecturers at the end of the traineeship.
7. The Intermediary Organisation will submit a report covering the quality of the services provided by the companies and which will confirm the skills acquired by participants at the end of the training.
8. Before the start of the traineeship all the interested parties got familiar and agreed to respect the contractual commitments contained in both, The Memorandum of Understanding and The Learning Agreement.

The teaching methods:

The participants of the job shadowing practices will carry out their tasks in the actual work environment, each of them will be given a tutor who directly controls their work and whose task is training. The vocational training methods are as follow:

1. a demonstration with the explanation
2. a demonstration with coaching
3. practical exercises – enabling the development of the acquired knowledge



The applied methods were discussed with all the interested parties that is; the employers, participants and the Intermediary Organization. Therefore, the Memorandum of Understanding was signed. The correctness of the execution, efficiency and the rate of the implementation of the mentioned above methods will be checked on the regular basis by the Sending Organization, that is ZS in Góra.

8. Evaluation of learning outcomes

After the mobility activity, the participant's learning outcomes will be assessed in the following way:

Evaluation format:

The evaluation format will be a written summary, in the form of a report, issued by the Hosting Organization. In the above mentioned Report the feedback of the participants, trainers and the assigned mentor from the Hosting Organization will be included. The feedback will be based on the carried out surveys among all the parties.

Evaluation criteria:

Efficiency criteria – achievement of the objectives during the job shadowing training, which are assessed in such manner, by the participant.
Qualifying criteria – gained experience, improving of the knowledge of foreign languages and communicative skills
Behavioural criteria – the thoroughness while carrying out the tasks, endurance, willingness to develop yourself, relations with other participants as well as trainers.

Evaluation procedures:

Evaluation will be carried out regularly during the job shadowing through shorter daily feedbacks on the quality of the activity programme, after the activities (a discussion with the assigned mentor from the Hosting Organization and the trainers) and a questionnaire before the start and at the end of mobility.
The final mobility evaluation involves all parties involved: the Hosting Organisation, the trainers and the participants. The monitoring tools are as follow: a talk with the mentors and all the participants on daily basis, the survey, which will be carried out among participants and their mentors at the end of the traineeship. Furthermore, the Hosting Organisation will submit a report covering the quality of the training course and will issue a certificate which confirms the skills acquired by participants.

9. Recognition of learning outcomes

The learning outcomes attained by the participant will be recognised in the following way:

Recognition conditions:

The certificate of attendance and Europass Mobility document need to be accepted by all participating parties.

Recognition procedures:

For the validation and the recognition process the Sending Organization bears the responsibility. The school principle recognizes the mobility objectives and confirm that they meet the needs of the training course participant. During the validation process, the feedback of the course (based on daily assessment and



surveys) will be taken into account.

The validation process will be completed, when the Sending Organization applies to the Europass Agency to issue the Europass Mobility document.

The Sending Organization will put the certificate confirming the acquired skills and the Europass Mobility document in a participant dossier.

Recognition documentation:

Europass Mobility – prepared by ZS in Góra in cooperation with the Hosting Organization. ZS in Góra is responsible for the applying procedure to the Europass Agency,

A certificate recognizing the gained skills – issued at the end of the training course by the Hosting Organization. The document recognizes the gained skills and qualifications and proving that the mobility went according to the schedule. The mentioned above document will be granted to the holder on the last day of the training.

10. Validity of this Memorandum of Understanding

This Memorandum of Understanding is valid until: 01.06.2024

11. Evaluation and review process

The work of the partnership will be evaluated and reviewed by: 01/06/2024 by both organizations

12. Signatures

The Sending and Intermediate Organizations, confirm that they understood and approve the content of this agreement.

For sending organisation	
Full name:	
Position:	
Date and place:	
Signature:	

For intermediate organisation	
Full name:	
Position:	
Date and place:	
Signature:	