



**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 economics teachers' 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:	08/12/2023

4. Learning context - not applicable

At the sending organisation, the participant is currently enrolled in	
Title of the qualification / profession:	
School year / grade:	
Level in the European Qualifications Framework:	

1. 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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Outcome 4	
Relevant subject, skill or competence:	Language skills
Description:	Improvement of English language level, which is the working language of the job shadowing training language Such language competences will improve self-confidence during cross-cultural collaboration.

Outcome 5	
Relevant subject, skill or competence:	Inter-cultural competence
Description:	Improving the ability to communicate effectively across different cultures and to work with people from different cultural backgrounds.

6. Learning programme and tasks

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.

6.1. 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.



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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 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. 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 monitoring and mentoring arrangements will include the following activities:

1. The persons who bear responsibility for the implementation, organization, duration of the traineeships and their evaluation (mentoring and monitoring) are the project coordinator and of the head of practical training department. Job shadowing will be 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 at the end of the traineeships among: the employers, job shadowing teachers and the employers of the intermediary organization. Its outcomes will be included in the Final Report statement.

2. Each teacher will be allocated a tutor (a designated employee/an employer in the workplace), whose responsibility will be to provide high-quality traineeships. Before the start of the traineeships all of the parties that is the receiving organizations, the intermediary organization, job shadowing teachers will get acquainted with the entries contained in the Learning Agreement and in the Learning Agreement Complement, which will take place no later than one month before the start of the traineeships.



3. Documentation of the assessment will be done in the form of a certificate which certifies acquired qualifications
4. The learning outcomes checking and their evaluation will be carried out during the traineeships.

8. Evaluation of learning outcomes

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

Evaluation format:

Foreseen use of outcomes, evaluation:

The assessment will be carried out by teacher's tutor, cooperating with him/her during the job shadowing. Documentation of the assessment will be done in the form of a certificate which certifies acquired qualifications. The assessment of the learning outcomes will be done by analysis and assessing the work (methods of evaluation: an interview with the participant and his/her tutor, participant's observation and an evaluation survey conducted among all involved parties: employers and participants at the end of the traineeship. The Sending Institution is responsible for validation and recognition of the results achieved during foreign internships. It confirms that assessed effects of mobility, obtained during the traineeship correspond to the effects required for a specific occupation in the country of the Sending Institution. The final step in validation process will be issuing the report which summarises the implementation of the mentioned above skills and the rate of the execution of the previously described goals. The Sending organisation will apply for the Europass Mobility document to National Europass Centre. The created forms will be made available to the public domain on the school website as well as in the brochures and during the trainings organised by the participants. The certificates will certify the teacher's vocational development and will enhance their chances of the future employment. The new collaborative relationships with the new entities, will bring the fruitful development in the coming years like allowing the next projects to be put into effect and establish a network of cooperating vocational school and companies.

Evaluation criteria:

Efficiency criteria – achievement of the objectives during job shadowing, which are assessed in such manner
Qualifying criteria – experience, knowledge of foreign languages, efficacy while operating the devices, communicative skills

Behavioural criteria – the thoroughness while carrying out the tasks, endurance, honesty, willingness to develop yourself, following the working discipline, the attitude to the co-workers and customers

Personal criteria – e.g. creativity, resistance to stress, responsibility for the work done, the ability to work under time pressure, which are of key importance while doing the tasks at a workplace.

Evaluation procedures:

Monitoring arrangements:

The monitoring will be carried out by the Project Promoter and the Intermediary Organisation. The project coordinator alone with the tutor as well as the appointed employees of the Intermediary Organisation will bear the responsibility for the organisation, accomplishment and the quality of the



monitoring process. 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, at the end of the traineeship. Furthermore, 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. 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 will observe work in the actual work environment, each of them will be given a tutor whose task is training. The vocational training methods are as follow:

1. a demonstration with the explanation
2. a demonstration with coaching

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 Institution.

9. Recognition of learning outcomes

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

Recognition conditions:

The persons who are responsible for the implementation, organization and also for the proper functioning of the traineeships, their monitoring are the project coordinator, head of the traineeships department. The traineeships will be also monitored by the designed employees of the intermediary organization BragaMob, who will report on the quality of the traineeships as well as describe the acquired, skills.

The final evaluation will be done by the employer, at a workplace. The final assessment will be performed by issuing a certificate recognising the implementation of the job shadowing in the given term and gained qualifications. The recognition of the acquired qualification will be preceded by the analysis of the following documentation: an interview with the teacher and an his/her tutor and a survey teachers (prepared by the Sending organization in cooperation with the Intermediary organization).

Recognition procedures:

The Sending organization bears the responsibility for the validation and recognition of the acquired learning outcomes during the traineeships. The final validation must be approved by Head teacher. The sending organization, confirms the fact, that assessed learning outcomes are compatible with the specific occupation and vocational requirements in Poland. The validation process will result in applying for the Europass document at a National Europass Agency by the sending institution. The following ways of validation will take place: an interview with a teacher and an his/her tutor, a supervision of the student's performance at a workplace (carried by the teacher's employers/tutors, a survey carried out between the employers/tutors and the teachers (prepared by the Sending organization in cooperation with the Intermediary organization).

Recognition documentation:



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- Europass Mobility – prepared by ZS in Góra in cooperation with the teachers' tutors. ZS in Góra is responsible for the applying procedure to the Europass Agency,
- a certificate with a detailed description of the acquired skills – prepared by ZS in Góra in cooperation with the student's tutors and the Intermediary organization
- a certificate recognizing the gained skills – issued at the end of the traineeships, recognizing that the mobility went according to the schedule, issued by ZS in Góra and signed by the student's tutors.
- All of the documents will be issued at the end of the traineeship and granted to the holders on the last day of the traineeships.

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:	