



**Współfinansowane przez  
Unię Europejską**

## **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 mechanic students' 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 Engr. 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:	04/03/2025
End date:	31/03/2025

### 4. Learning context

At the sending organisation, the participant is currently enrolled in:	
Title of the qualification / profession:	MEC.09.
School year / grade:	2024/25, grade 4
Level in the European Qualifications Framework:	Level 4

### 5. Learning outcomes

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

<b>Outcome 1: Information to indicate acquired knowledge, skills, competences</b>	
Relevant subject, skill or competence:	Mechanic Technician
Description:	The students acquired skills connected with the applicable requirements of the health and safety procedures, the fire and environment protection as well as work ergonomics. The student knows how to choose the proper assembly techniques, perform the assembly, make the schemes and technical drawings of the components in accordance with the applying norms and standards. The student can choose the proper cutting tools for manual processing as well as choose the measuring tools and instruments. The students reads and interprets the assembly schemes, assesses the technical condition of the damaged product, carries out the disassembly and also replace the damaged parts.

<b>Outcome 2: Work planning and work organization</b>	
Relevant subject, skill or competence:	The organization of the workplace according to the applicable requirements of the work ergonomics, health and safety procedures, the fire and environment protection
Description:	Getting acquainted with the job's specificity: the student describes the organizational set up, the function and the business object of the company, where he/she is implementing the traineeships. Organization of the workplace according to the applicable requirements of the work ergonomics, health and safety procedures, the fire and environment protection. The student gets acquainted with the health and safety procedures, the fire and environment protection rules, recognizes the threats to life and health. The learner can name harmful agents in the workplace and also knows how to organize the working place according to the health and safety procedures, the fire and environment protection rules. The student can give the first aid to those injured during the accidents at work.

<b>Outcome 3: Efficient planning and management of the given tasks</b>	
Relevant subject, skill or competence:	Work planning. Organizing the workplace.
Description:	The learner gets information concerning the IT industry, defines the range of the skills and competences needed to do the job properly and also sets the vocational development objectives. The student 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 student gains the ability to conduct his/her self-assessment of the completed job. The student respects the principles of the courteousness and ethics and applies the public communication rules at workplace. The students learns the stress management techniques, assertiveness principles in the interpersonal communication, social expressions and greetings in the written and oral communication as well as is creative and open to changes.

<b>Outcome 4: Monitoring the qualitative parameters of the manufacturing process.</b>	
Relevant subject, skill or competence:	Unfinished products. Cutting procedures. Machine tools. Cutting and measuring tools for roughing-down and milling processing of the cylindrical surfaces.
Description:	The student gets familiar unfinished products made of metallurgical and foundry materials as well as forgings and the factors which affects the choice of unfinished products. He/she learns about the types of cutting procedures, moulders, cutting and measuring machines used to make external and cylindrical surfaces, threads and transverse and axial holes. The learner gets acquainted with the proper sequence of the cutting procedures, parts of the machines and their classification according to the kind of the cutting procedures. The students learns about the schemes of non-pipelined, pipelined and socket production. The students gets to know how to make schematic drawings of the chosen devices, components, assembly of machines and devices.

<b>Outcome 5: Computer program in the mechanic profession</b>	
Relevant subject, skill or competence:	Computer programmes used in technical drafting.
Description:	The student learns how to fulfil the material requirement card, control on deliveries card and correction of the invoice. The student gets acquainted with documents of the issued goods as well as prepares the price list of the manufacturing cost. The students learn how to operate computer programmes used to create documentation of the assembly and cutting procedures.

<b>Outcome 6: Material management</b>	
Relevant subject, skill or competence:	Material management of the cutting procedures. Material management of the assembly of the machine parts. Waste management of the cutting procedures.
Description:	The student learns how to calculate the costs of the goods manufacturing. The student gets familiar with the record keeping documentation, reporting documentation and the standards used while making the quotation.

<b>Outcome 7: Material processing</b>	
Relevant subject, skill or competence:	Instructions for the material processing: heat treatment and thermo-chemical treatment.
Description:	The student gets familiar with the technological process of the step shaft without the heat treatment in accordance with the documentation. The student gets acquainted with the technological processes of the: carburized step shaft which is hardened, the sleeve as well as of the parts like machine body, levers and flat parts in accordance with the documentation. The students learns about the technological process of the spur gear in the small series and series production.

<b>Outcome 8: Basic equipment of the assembly working place</b>	
Relevant subject, skill or competence:	Assembly working place.
Description:	The student gets familiar with tools and machines used in the locksmithery and machining purposes. The student learns about the finishing of the surfaces on the example of the car parts, types of the car parts manufacturing as well as of the mechanical appliances for car parts manufacturing. The student learns how to fulfil the assembly cards for the vehicle components.

<b>Outcome 9: Processing and assembly of the machines and devices components.</b>	
Relevant subject, skill or competence:	Stages of the technological process of the machines and devices processing and assembly.
Description:	The student familiarises himself with the documentation of the technological process of the machines and devices processing and assembly, starting material for the processing as well as the methods of heat treatment and thermo-chemical treatment. The students learns about the technologies and machines used for assembly and disassembly of the machines and devices as well as the their stages. The learner gets to know the devices used in the internal transport during the production and used for the goods transportation.

## 6. Learning programme and tasks

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

<b>Activity / task 1: Getting acquainted with the work organization – 1<sup>st</sup> day of work</b>	
Description:	<p>Getting acquainted with; organization of the workplace, the mechanism of the documents circulation in the unit, the internal regulations, the health and safety procedures, the fire and environment protection rules as well as the employees' tasks and the responsibilities.</p> <p><b>Throughout the entire period of the traineeships, the student:</b></p> <p>Observes and obeys Health and Safety rules as well as the fire protection rules, observes the work ergonomic rules and organizes the working place according to the health and safety procedures, the fire and environment protection rules. The learner recognizes harmful agents in the workplace. The student gives the first aid to those injured during the accidents at work, if required.</p> <p>The student applies rules concerning the conservation of the documents as well as complies with the rules related to professional secrecy and also the protection of the personal data.</p>

	The student communicates using the English language phrases and uses the proper mechanic technician terminology, useful during work tasks performance.
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<b>Activity / task 2: Unfinished products. Cutting procedures – 1<sup>st</sup> week</b>	
Description:	The student distinguishes the processing technologies of the machines and devices components, chooses the technologies of the removal machining and gets to know unfinished products and factors which affects the choice of unfinished products. He/she operates the moulders and cutting and measuring tools to make external and cylindrical surfaces learns about the types of cutting procedures, moulders, cutting and measuring machines used to make external and cylindrical surfaces. The learner plans the stages of the technological process of the machine and devices components processing and learns how to prepare the documentation of machines and devices processing. The student operates computer programmes used to create documentation of the manual and machine processing.

<b>Activity / task 3: Material management of the cutting procedures. Material management of the assembly of the machine parts. Waste management of the cutting procedures. – 2<sup>nd</sup> week</b>	
Description:	The student learns the principles of the costs of the material and waste management of the cutting and assembly of the machines and devices procedures as well as prepares the cost calculation of the product manufacturing. The student tries to fulfil record keeping documentation including the manufacturing costs: standards and price lists while making the quotation.

<b>Activity / task 4: Instructions for the material processing: heat treatment and thermo-chemical treatment – 3<sup>rd</sup> week</b>	
Description:	The student gets familiar with the technological process of the step shaft without the heat treatment in accordance with the documentation. The student gets acquainted with the technological processes of the: carburized step shaft which is hardened, the sleeve as well as of the parts like machine body, levers and flat parts in accordance with the documentation and tries to make the shafts, sleeves and flat parts of machines and devices. The student plans the technological process of the machines and devices processing and prepares its documentation.

<b>Activity / task Internet application – 4<sup>th</sup> week</b>	
Description:	The student distinguishes the technologies of assembly and disassembly of the machines and devices components, carries out the assembly and disassembly and plans the stages of the above mentioned processes. The learner fulfils the documentation of the assembly and disassembly of machines and devices using specialist software. The student does the locksmithery works as well as the cutting processing. The student fulfils the assembly cards of the given vehicle components.

## 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 and also the teachers who take care of the students group, during the traineeships. The teachers, who are also the accompanying persons, teach vocational subjects related to students' the profile of learning. The traineeships 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 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.
2. Each student will be allocated a carer (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, accompanying teachers and the students 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. The assessment procedure, including the marking and school grades (grades applying in the Polish educational system) will be prepared by the Sending Organization and sent to the employers no later then a month before the start of the traineeships.
4. The students, their parents/legal guardians will get acquainted with the assessment and appeal procedures no later than two weeks before the start of the traineeships.
5. The assessment will be conducted by the student's tutor (a designed employer), in accordance with the adopted assessment criteria on the last day of the traineeships. The employer will consult the grade with the student's accompanying teachers who are the experts in a given vocational subject. They will acquaint the project coordinator and the head of the traineeships with the proposal of the assessment. The final evaluation will be approved by the Head teacher.
6. The Sending Organization will prepare and present for a consultation the Assessment Card document to the employers, in which all the learning outcomes and student's tasks as well as the point system of scoring will be described. It which will take place at least a month before the start of the traineeships.
7. The learning outcomes checking and their evaluation will be carried out during the traineeships. The students' accompanying teachers will be obliged to monitor the traineeships on weekly basis while visiting the workplace. Their responsibilities will also include staying in touch with: the employers, the designed employee from the intermediary organization and with the students. All the irregularities need to be reported to the project coordinator, who will intervene.
8. The student will be informed about the final grade no later than 2 days before the final assessment.
9. The student is given the right to appeal against the grade during 2 weeks after the final assessment. The student shall in writing ask the Head teacher to reconsider the final grade. The student will be notified about the decision within 2 weeks starting from the date of the written appeal, as is customary.
10. The reconsideration of the case will be conducted by the Project team of the Sending organisation in cooperation with the employer and the student's tutor form the intermediary organisation.

## 8. Evaluation of learning outcomes

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

<b>Evaluation format:</b>
The final assessment will consist of the descriptive grading and the score-based assessment. The descriptive grading is an opinion issued by the employer. The score-based assessment will based on the gained points. The credits will be given for each accomplished learning outcome (described in detail in the assessment Card document). The above mentioned points will be translated into the final grade, issued in a school grade (excellent – the highest grade, failed – the lowest grade, resulting in a failure of the traineeship). See attachment no 1.
<b>Evaluation criteria:</b>

Efficiency criteria – achievement of the objectives during the traineeship, which are assessed in such manner, that the student is given the points for each performed task. See attachment 2.  
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:**

1. The assessment of the traineeships as well as the description of the student's work and development will be issued by the learner's tutor in comply with the criteria agreed by all parties.
2. The student's grade as well as the feedback will be recorded in the student's traineeships' written record and confirmed with an authorised person's signature (the learner's tutor).
3. The learner's tutor will consult the assessment proposal with the accompanying teachers, who are the experts in certain vocational subjects as well as with the project coordinator and the head of the traineeships department of the sending organization, no longer than 3 days before issuing the assessment grade.
4. The final validation will be carried out by the Head teacher.
5. Both; the supervising and assessing processes of the student's achievements will take place during the entire period of traineeships basing on the previously agreed criteria. The accompanying teachers are obliged to scrutinise the quality of the traineeships by means of the weekly visits paid at the workplaces, regular contacts with the student's tutors, the students' tutor from the intermediary organization and the students.
6. When issuing the assessment grade, the following factor will be taken into account: ♣ following the safety instructions at work, ♣ the labour law, ♣ working discipline, ♣ thoroughness, ♣ willingness to work, ♣ a proper attitude towards work and high personal culture, ♣ organization of a workplace, ♣ independence at work, ♣ mastering of the vocational skills, ♣ an ability to put into practice the theoretical knowledge, ♣ the quality of the work done, ♣ an ability to work in a team.

## **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 and the accompanying teachers. The mentioned above teachers teach vocational subjects which are compatible with the students' educational profile. 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 or the employees who are the students' tutors at a workplace. The individual assessment will be performed done in the form of: traineeship assessment (school grades), the certificate recognising the implementation of the traineeships in the given term and gained qualifications as well as the certificate, which gives the detailed description of the acquired skills. The recognition of the acquired qualification will be preceded by the analysis of the following documentation: the student's traineeships' written record, an interview with a student and an his/her tutor, a point system of scoring in the Assessment Card (filled in by the student's tutor).

#### **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. During the validation process factors such as: the final assessment, the student's traineeships' written record, a point system of scoring in the Assessment Card, the outcomes include in the final report (based on the interview with a student and an his/her tutor, the results of the survey carried out between the students and employers/tutors) will be taken into account. 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 student and an his/her tutor (carried by the accompanying teachers at a workplace), a supervision of the student's performance at a workplace (carried by the student's employers/tutors, a survey carried out between the employers/tutors and the students in the first half and on the last day of the traineeships (prepared by the Sending organization in cooperation with the Intermediary organization).

**Recognition documentation:**

- Europass Mobility – prepared by ZS in Góra in cooperation with the student's 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.
  - an Assessment Card – issued by ZS in Góra, filled in 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: 31.06.2025

**11. Evaluation and review process**

The work of the partnership will be evaluated and reviewed by: 31/06/2025 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:	