



Education and Culture

# Leonardo da Vinci

## MOBILITY PROJECTS PARTNERSHIP QUALITY COMMITMENT PLACEMENTS

### ***THE SENDING ORGANISATION UNDERTAKES TO:***

<b><i>Define</i></b>	<i>placement objectives in terms of the skills and competencies to be developed.</i>
<b><i>Choose</i></b>	<i>the appropriate target country, host organisation, project duration and placement content to achieve these objectives.</i>
<b><i>Select</i></b>	<i>beneficiaries on the basis of clearly defined and transparent criteria.</i>
<b><i>Prepare</i></b>	<i>beneficiaries in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.</i>
<b><i>Establish</i></b>	<i>a contract whose contents are transparent for all parties involved.</i>
<b><i>Manage</i></b>	<i>transport, accommodation, visa/work permit arrangements and social security cover and insurance.</i>
<b><i>Evaluate</i></b>	<i>with each beneficiary the personal and professional development achieved through participation in the Leonardo programme.</i>

### ***THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:***

<b><i>Select</i></b>	<i>suitable host organisations and ensure that they are able to achieve the placement objectives.</i>
<b><i>Provide</i></b>	<i>contact details of all parties involved and ensure that final arrangements are in place prior to beneficiaries' departure from their home country.</i>

### **THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:**

<b>Negotiate</b>	<i>a tailor-made programme for each beneficiary (if possible during preparatory visits).</i>
<b>Agree</b>	<i>monitoring and mentoring arrangements.</i>
<b>Implement</b>	<i>agreed validation procedures to ensure recognition of skills and competencies acquired.</i>
<b>Establish</b>	<i>appropriate communications channels for all parties including beneficiaries.</i>
<b>Evaluate</b>	<i>the progress of the project on an on-going basis and take appropriate action if required.</i>

### **THE HOST ORGANISATION UNDERTAKES TO:**

<b>Foster</b>	<i>understanding of the culture and mentality of the host country.</i>
<b>Assign</b>	<i>to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.</i>
<b>Identify</b>	<i>a tutor to monitor the beneficiary's training progress.</i>
<b>Provide</b>	<i>practical support if required.</i>
<b>Check</b>	<i>appropriate insurance cover for each beneficiary.</i>

### **THE BENEFICIARY UNDERTAKES TO:**

<b>Comply</b>	<i>with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.</i>
<b>Abide</b>	<i>by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.</i>
<b>Communicate</b>	<i>with promoter/sending organisation about any problem or changes regarding the placement.</i>
<b>Submit</b>	<i>a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .</i>