**Annex III.5**

**Slovene Scholarship Fund SI04, EEA and NFM**

**TRAINING AGREEMENT and QUALITY COMMITMENT**

**I. DETAILS ON THE PARTICIPANT**

|  |
| --- |
| Name of the participant:  Field of study:  Sending institution (name, address):  Contact person (name, function, e-mail, phone): |

**II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD**

|  |
| --- |
| Receiving organisation (name address):  Contact Person (name, function, e-mail, phone): |

|  |
| --- |
| Planned dates of start and end of the placement period: |

|  |
| --- |
| **Knowledge, skills and competences to be acquired**: |
| **Detailed programme of the training period**: |
| **Tasks of the trainee**: |
| **Monitoring and mentoring of the participant**: |
| **Evaluation and Validation of the training placement**: |

**III. COMMITMENT OF THE PARTIES INVOLVED**

**By signing this document, the participant, the sending institution and the receiving organisation** (*and the intermediary organisation if applicable)****\** confirm that they will abide by the principles of the Quality Commitment attached below.**

\**please add a box below for the signature of the intermediary organisation – if applicable*

|  |
| --- |
| **THE PARTICIPANT**  Participant’s signature  ........................................................................... Date: …………………………………………………………….. |

|  |  |
| --- | --- |
| **THE SENDING INSTITUTION**  We confirm that this proposed training programme agreement is approved.  On completion of the training programme the institution will issue ………..[…a Europass Mobility, *other form of validation/recognition…*] to the participant | |
| Coordinator’s signature  ............................................................................ | Date: ................................................................... |

|  |  |
| --- | --- |
| **THE RECEIVING ORGANISATION**  We confirm that this proposed training programme is approved.  On completion of the training programme the organisation will issue […*a Certificate* …] to the participant | |
| Coordinator’s signature  .............................................................................. | Date: ................................................................... |

**Slovene Scholarship Fund SI04, EEA and NFM**

**Quality Commitment Training Placements**

**The sending organisation undertakes to:**

|  |  |
| --- | --- |
| ***Define*** | **placement objectives** in terms of the skills and competencies to be developed. |
| ***Choose*** | the appropriate **target country**, **host organisation**, **project duration** and **placement content** to achieve these objectives. |
| ***Select*** | **participants** on the basis of clearly defined and transparent criteria. |
| ***Prepare*** | participants 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. |
| ***Establish*** | a **contract** including **a training agreement** whose contents are transparent for all parties involved. |
| ***Manage*** | transport, accommodation, visa/work permit **arrangements** and social security cover and insurance. |
| ***Evaluate*** | with each participant the **personal and professional development** achieved through participation in the programme Slovene Scholarship Fund SI04. |

**The intermediary organisation (where appropriate) undertakes to:**

|  |  |
| --- | --- |
| ***Select*** | **suitable host organisations** and ensure that they are able to achieve the placement objectives. |
| ***Provide*** | contact details of all parties involved and ensure that final arrangements are in place prior to participants’ departure from their home country. |

**The sending and host organisations jointly undertake to:**

|  |  |
| --- | --- |
| ***Negotiate*** | a tailor-made **training programme** for each participant. |
| ***Agree*** | **monitoring** and **mentoring** arrangements. |
| ***Implement*** | agreed **validation** procedures to ensure recognition of skills and competencies acquired. |
| ***Establish*** | appropriate **communication** channels for all parties including participants. |
| ***Evaluate*** | the **progress** of the project on an on-going basis and take appropriate action if required. |

**The host organisation undertakes to:**

|  |  |
| --- | --- |
| ***Foster*** | understanding of the culture and mentality of the host country. |
| ***Assign*** | to participants **tasks and responsibilities** to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available. |
| ***Identify*** | a **tutor** to monitor the participant’s training progress. |
| ***Provide*** | **practical support** if required. |
| ***Check*** | appropriate **insurance** cover for each participant. |

**The participant undertakes to:**

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