

INFORMATION FOR EMPLOYERS ON *ERASMUS PLACEMENT AND LEARNING AGREEMENT FOR TRAINEESHIPS*

The European Commission demands certain standardised forms and procedures for students doing their placement within the Erasmus programme. The most important is the Learning Agreement for Traineeships which has to be concluded by all three partners – student, employer and the University of Bonn before the start of the mobility.


Below you find information on the requirement for Erasmus placements and on how to fill in the Learning Agreement for Traineeships:

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The student or you need to fill in the **complete name, address and contact details of your institution.**

Table A: Traineeship Programme

This section should be completed in cooperation with the student and their supervisor / ERASMUS departmental coordinator at the University of Bonn.

- official beginning and end of the placement.
 **Please note that the minimum requirement for the Erasmus+ programme is 60 days.**
- **Detailed programme:** deliverables to be carried out by the trainee, with their associated timing.
- **Description:** what knowledge, intellectual and practical skills and competences (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.
- The **monitoring plan** should describe how and when the trainee will be monitored during the traineeship by the receiving institution/employer, the University of Bonn, and, if applicable, a third party.
- The **evaluation plan** should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

Language requirements

A recommended level of language competence in the main language of work should be agreed with the student to ensure a proper integration of the trainee in your organisation/enterprise. In case the trainee does not already have this level when signing the Learning Agreement, they commit to reach it until the beginning of their traineeship.

More information on the Common European Framework of Reference for Languages:

http://en.wikipedia.org/wiki/Common_European_Framework_of_Reference_for_Languages#Common_reference_levels

Table B has to be filled in by the University of Bonn.

Table C has to be filled in by the receiving institution / employer.

Insurances

The trainee must have **health insurance, accident insurance** (at least for damages done to the trainee at the workplace) and **liability insurance** cover at work (for damages caused by the trainee at the workplace).

i **Students do not have these kinds of insurances from the University of Bonn and are informed accordingly that they have to take care of these themselves if the receiving institution/employer does not provide such insurances for them either.**

Table D: Traineeship Certificate

Upon completion of the traineeship, the receiving organisation/employer commits to provide a **Traineeship Certificate** within a period of a maximum **5 weeks after completion** of the traineeship.

The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out the traineeship. It can be the first day of work, or a welcoming event organised by the receiving organisation/enterprise or language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out the traineeship (and not the actual date of departure).

i **The Traineeship Certificate that the receiving organisation/employer must issue may have a different format but all the information requested in the template has to be provided.**

TEMPLATE FOR

Traineeship Certificate

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise [*street, city, country, phone, e-mail address*], **website:**

Start date and end date of the traineeship (incl. virtual component, if applicable)

from [day/month/year] to [day/month/year]

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee:

Date:

Name and signature of the responsible person at the receiving institution/enterprise:

Name: _____

Signature: _____