

**Vyšší odborná škola, Střední průmyslová škola a
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Dresden, 24 June 2022

**LETTER OF INTENT
within the frame of Erasmus+ KA1**

Herewith I confirm that the WBS TRAINING AG will co-operate actively as host organization with **Vyšší odborná škola, Střední průmyslová škola a Jazyková škola s právem státní jazykové zkoušky** in Kutná Hora, Czech Republic in the development of the Mobility Project with number **2021-1-CZ01-KA121-VET-000007394** within the frame of the Erasmus+ programme 2021–2027 Key Activity 1. The mobility will take place at the WBS in **Dresden, Germany**.

Project topic	No. of participants	Period
Robotics	14 students + 1 accompanying persons	25.09. – 08.10.2022

The sending organization assures that the participants will fulfill the following conditions:

- For practical training courses: English skills of at least A2 according to CEFR are mandatory.
- For internships in companies: German skills of at least B1 according to CEFR are mandatory
- The participants meet the professional requirements according to the agreed topic.

WBS TRAINING AG as host organization will carry out the following tasks:

- provide local transport tickets and accommodation, on request subsistence
- provide trainers or supervisors with adequate know-how in the specific subject
- be responsible for administration and implementation of the stay,
- monitor the participants during their placements in collaboration with the sending organization,
- undertake an intermediary and final evaluation,
- provide a WBS project certificate as well as the Europass certificate to every participant
- provide a Final Report about the stage
- collaborate with the sending organization during the periods of preparation, placement, evaluation

The sending organization is officially registered under the OID E10071368.

WBS TRAINING AG is officially registered under the OID E10075875.

WBS TRAINING AG declares to contribute to the correct development of the project using all the necessary resources in terms of materials and tutors and to respect the Erasmus+ VET Mobility Quality Commitment. We agree to do our utmost to promote European collaboration as well as dissemination during the forthcoming period of mutual co-operation.

The quality management system of WBS TRAINING AG is EN/ISO 9001 certified.

Yours faithfully,



WBS TRAINING AG Dresden
Head of International Education Projects



Vyšší odborná škola, Střední průmyslová škola a Jazyková škola s právem státní jazykové zkoušky
Headmaster



ERASMUS + VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization

- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (e. g those with special learning needs or those with physical disabilities).
- **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.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the host organization to ensure the validation and recognition of the knowledge, skills and competences acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the host organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognise** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.



WBS TRAINING

Obligations of the Sending and Host Organization

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits).
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
- **Agree** monitoring and mentoring arrangements.
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required.
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Host Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant.

Obligations of the Participant

- **Establish** the Learning Agreement with the sending organization and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending organization and host organization about any problems or changes regarding the training placement.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

Obligations of the Intermediary Organization

- **Select** suitable host organizations 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.