

Service Level Agreement
KA1 Erasmus+ VET Learner Mobility
Vocational Education and Training Project

This agreement is between **Eplefpa Auch Beaulieu Lavacant (France)** and **Střední odborná škola Znojmo, Dvořákova, příspěvková organizace (Czech Republic)**.

This project is funded by Erasmus+ Programme Key Action 1.

Duration Of The Service Level Agreement.

The partnership will be in place from 1st January 2025 - 31th December 2025

2025 Flow will be led from 31th March to 11th April 2025

Eplefpa Auch Beaulieu Lavacant roles and responsibilities

Eplefpa Auch Beaulieu Lavacant will be responsible for the management of the project - financial and administration and therefore

Will recruit and select participants

Will provide a complete profile of students selected, in order to match the better work placement possible in Znojmo's area

Will prepare the participants – language and cultural training prior to departure

Will provide accompanying persons to ensure the participants are supported during the two-week visit and to assess the work carried out by the participants within their Czech work placement

Will provide travel/health insurance for participants and accompanying persons

Will be responsible for arranging and booking all flights to and from Czech Republic.

Will apply to the National Europass Center – Europass Mobility Document for certification and will incorporate ECVET also

Will prepare individual learning agreements according to placement provided by SOS Znojmo

Will ensure the participants/accompanying persons are given subsistence to purchase services that are not provided or rebilled by Znojmo School, whilst in the workplace, weekends, cultural and social activities.

Will ensure that a full and comprehensive training programme is adhered to, when the participants are in the work placement

Will be responsible for monitoring, disseminating and evaluating the project and produce a final evaluation report

**Střední odborná škola Znojmo, Dvořákova, příspěvková organizace
is responsible for :**

Defining with Eplefpa Auch Beaulieu Lavacant the programme of the stay (professional and cultural) both for participants and accompanying persons

Sourcing quality individual work placement for the participants in VET mobilities, relevant to their vocational sector (**Services to people, agriculture, food processing and lab**) or future orientation indicated in their complete profiles. The placements will be required Tuesday – Friday week 1 and Monday – Thursday week2. The work placements must meet with health and safety, safe guarding and risk assessment policies implemented by Eplefpa Auch Beaulieu Lavacant

Providing individual placement details, such as firm, complete name, address, plus complete name, function, phone, and email of the direction + the mentor, the latest 3 weeks prior to the start of the mobility, in order to fulfil learning agreements and claim for europasses.

Completing all relevant paperwork provided by Eplefpa Auch Beaulieu Lavacant in conjunction with health and safety, risk assessment etc

Ensuring safeguarding procedures are in place, liaising with Eplefpa Auch Beaulieu Lavacant and the work placements to ensure that appropriate tasks are available within the work placements, to facilitate assessment by the accompanying persons

Arranging transport to pick the group up on arrival at Vienna Airport and to take the group to Vienna Airport on the day of departure.

Arranging accommodation and meals for the participants and accompanying persons for the duration of the stay. While a single room is required for the accompanying Person, the participants will be able to share rooms or mixed dorms

Arranging cultural and social activities during the week and for the middle weekend – including transport when required, if a preferable public transport is not available

Assisting participants and accompanying persons in buying tickets to travel within Czech Republic and Austria if required

Guiding students for the use of public transport if required to and from the work place

Arranging transport for the accompanying persons to visit the participants in their work placements as required when public transport can't be used

Providing language and translation support to both the participants and accompanying persons when needed

Providing support to the accompanying persons to ensure any problems or issues can be dealt with promptly and efficiently

Ensuring that the work placement issues a report or statement for each participant

Issuing the participants with an official Certificate for participation on the project including individual work placement and cultural group activities

Evaluating the results of the project with Eplefpa Auch Beaulieu Lavacant

Disseminating the results of the project on a regional scale

Ensuring all bank details are sent to Eplefpa Auch Beaulieu Lavacant to release the transfer of funds. To ensure the transfer of funds, Střední odborná škola Znojmo, Dvořákova, příspěvková organizace will need to supply Eplefpa Auch Beaulieu Lavacant with their bank details including IBAN number and Swift Code. A request for this funding must be received from Střední odborná škola Znojmo, Dvořákova, příspěvková organizace by official email.

- Funds will be transferred from Eplefpa Auch Beaulieu Lavacant to Střední odborná škola Znojmo, Dvořákova, příspěvková organizace for delivery of the project on a global invoice under a line of Mobility Costs, detailing all the stay costs : accommodation, meals, cultural visits, transports... **mentionning apart airport transfer**). The available budget for the 2025 stay in Czech Republic is € **7000 maximum** (based on 7 participants and 2 full-time accompanying

members of staff, **including fees rebilled by Znojmo School and fees directly covered by accompanying persons**).

- Funds will be transferred to cover the organisation of this stay (administrative costs, extra hours to be paid to the staff...), so Střední odborná škola Znojmo, Dvořákova, příspěvková organizace is invited to add a line in the global invoice as Mobility Organisation within the limit of **€ 700 maximum**

Rebiling to Beaulieu School all the costs directly managed by Znojmo School concerning accommodation, meals, transports, social and cultural activities. Where it is not possible for Znojmo School to manage a cost, the accompanying person will be in charge of covering for it. All these costs must comply with the maximum cost of € 7000 allocated for this stay

There is a requirement that Střední odborná škola Znojmo, Dvořákova, příspěvková organizace will comply with legislation and European values in terms of:

- Health & Safety
- Safeguarding
- Social inclusion & Diversity
- Good environmental practices
- Digital inclusion and promotion
- European citizenship and inner values awareness

