



Leonardo da Vinci

MOBILITY PROJECTS PARTNERSHIP QUALITY COMMITMENT PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

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

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

<i>Select</i>	<i>suitable host organisations and ensure that they are able to achieve the placement objectives.</i>
<i>Provide</i>	<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:

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

THE HOST ORGANISATION UNDERTAKES TO:

Foster	<i>understanding of the culture and mentality of the host country.</i>
Assign	<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>
Identify	<i>a tutor to monitor the beneficiary's training progress.</i>
Provide	<i>practical support if required.</i>
Check	<i>appropriate insurance cover for each beneficiary.</i>

THE BENEFICIARY UNDERTAKES TO:

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