Learning Agreement

1. Information about the participants

Contact details of the home organisation

Name of organisation	Colegiul Tehnic"Gheorghe Asachi"
Address	Bulevardul Republicii 45, Onești 601137 Romania
Telephone/fax	+40234314477
E-mail	gsamonesti@yahoo.com
Website	http://www.gasachi.ro/
Contact person	Ionela Sandu
Telephone/fax	0………………..
E-mail	danionela912@yahoo.com

Contact details of the host organisation

Name of organisation	Tellus Spain – part of Tellus Education Group
Address	CALLE SAN VICENTE FERRER 7, BAJO 4, 37008, SALAMANCA, Spain
Telephone/fax	+34 ………
E-mail	GONZALO.HIERRO@TELLUSSPAIN.COM
Website	HTTP://WWW.TELLUSSPAIN.COM/
Contact person	Oana Iorga
Tutor/mentor	Gonzalo Hierro - Programmes Manager
Telephone/fax	0044……
E-mail	…..@tellusgroup.co.uk

Contact details of the learner

Name	GAMAN VASILICA-FLORINA
Address	Jud. BACAU, Sat GURA-VAII, Comuna GURA-VAII, strada Principala, nr.595 Romania
Telephone/ E-mail	+40756374722 / gamanvasilicaflorina@gasachi.ro
Date of birth	31.12.2003
Please tick	☐ Male x Female

Contact details of parents or legal guardian of the learner, if applicable

Name	GAMAN MARINELA
Address	Jud. ……, Sat ….., Comuna ……, strada ….., nr.5.. Romania
Telephone/ E-mail	+407…………. /

If an intermediary organisation is involved, please provide contact details

Name of organisation	Not applicable

2. Duration of the learning period abroad

Start date of the training abroad 10.05.2021	End date of the training: 28.05.2021	Length of time abroad: 3 weeks

3. The qualification being taken by the learner - including information on the learner's progress (knowledge, skills and competence already acquired)

Title of the qualification being taken by the learner (please also provide the title in the language of the partnership, if appropriate)	11th grade, "Economic Activities Technician" Qualification
NQF level (if appropriate)	Level 4 secondary level, technological pathway, Economic domain

| Information on the learner's progress in relation to the learning pathway (Information to indicate acquired knowledge, skills, competence could be included in an annex) | The key competencies integrated in the module "PRACTICAL TRAINING REGARDING THE USE OF ACCOUNTING SOFTWARE" are from the category:
• Basic skills in mathematics, science and technology
• Digital skills to use information technology as a tool for learning and knowledge
The Learning Outcomes Unit No.13 entitled "Using the computer in accounting" includes:

Knowledge
The structure of the accounting software. The procedure for implementing the accounting software at the workplace. Presentation of accounting events and transactions using accounting software.
Abilities
Analysis of types of specialized accounting software. Software structure analysis.
Registration of accounting events and transactions using accounting software. |

	Attitudes/behaviours
	Responsible and creative use of accounting software. Assuming responsibility in the use of accounts for events and transactions. Active involvement in the correct presentation of accounting items based on computerized accounting documents.
	The module "Practical training course on the use of business administration / accounting software" component of the educational offer (curricular) for professional qualification Technician in economic activities - level 4, Economic field, is part of the specialized culture and practical training related to the 11th grade, high school - technological chain. It is focused on learning outcomes and aims to acquire the knowledge, skills and attitudes needed to engage in the labor market in the professional qualification Technician in economic activities
Enclosures in annex - please tick as appropriate	☐ Europass Certificate Supplement; ☐ Europass CV; ☑ Europass Mobility; ☐ Europass Language Passport; ☐ European Skills Passport; ☑ (Unit[s] of) learning outcomes already acquired by the learner; ☐ Other:

4. Description of the learning outcomes to be achieved during mobility

Title of unit(s)/groups of learning outcomes/parts of units to be acquired	'Preparation for gaining employment' to be validated against the Romanian curriculum Module VI "Practical training course on the use of business administration / accounting software"
Number of ECVET points	1 point to be acquired while abroad
Learning outcomes to be achieved	The learning outcomes achieved by the student during the activities developed during the VET traineeship, according to the unit "'Preparation for gaining employment'", refer to understanding: 1. the requirements of the workplace, 2. the importance of positive attitudes and behaviours at work, 3. the characteristics of effective work practice. These learning outcomes cannot be achieved in the absence of a practical work-based learning context. The training programme during the mobility stage was designed according to the modules aimed by the mobility project and in correspondence with the Romanian curriculum of the student's qualification: **Knowledge:** 13.1.1.Presentation of the defining elements of accounting software. 13.1.2.Description of the structure of accounting software. 13.1.3.Description of the procedure for implementing the accounting software at the workplace. 13.1.5.Presentation of accounting events and transactions using specialized software. **Abilities /Skills:** 13.2.1.Analysis of types of accounting software. 13.2.2.Software structure analysis. 13.2.3.Analyzing the implementation of specialized software at work. 13.2.4. Quantitative, qualitative, structural, contextual data processing with the help of software. 13.2.6.Registration of accounting events and transactions using specialized software. **Attitudes:** 13.3.1.Assuming the choice of a specialized software according to the needs of the economic agent. 13.3.2.Awareness of the ability to understand the structure of specialized software. 13.3.3.Responsible and creative use of specialized software. Assuming responsibility in the use of algorithms and mathematical concepts for processing accounting documents using software 13.3.4. Assuming responsibility in the use of accounts for events and transactions 13.3.5.Active involvement in the correct presentation of accounting items based on computerized accounting documents. 1. the requirements of the workplace: (13.1.1).Presentation of the defining elements of accounting software;(13.1.2).Description of the structure of the accounting software; (13.1.3).Description of the procedure for implementing the specialized software at the workplace; (13.1.5).Presentation of accounting events and transactions using accounting software. 2. the characteristics of effective work practice: (13.2.1).Analysis of types of specialized accounting software; (13.2.2).Software structure analysis; (13.2.3).Analyzing the implementation of accounting software at work; (13.2.4) Quantitative, qualitative, structural, contextual data processing with the help of software; (13.2.6) Registration of accounting events and transactions using accounting software. 3. the importance of positive attitudes and behaviours at work: (13.3.1) Assuming the choice of a accounting software according to the needs of the economic agent; (13.3.2.)Awareness of the ability to understand the structure of specialized software; (13.3.3)Responsible and creative use of specialized software. Assuming responsibility in the use of algorithms and mathematical concepts for processing accounting documents using software; (13.3.4) Assuming responsibility in the use of accounts for events and transactions; (13.3.5).Active involvement in the correct presentation of accounting items based on computerized accounting documents.

Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)	The practical activities take place in Salamanca Spain - Tellus Spain – part of Tellus Education Group, and in local companies that are Tellus' educational partners in the delivery of its qualifications and training programmes. The Project based Learning (PBL) will offer to students, during specialised work-shops, the possibility to actually work on a software or modules of programmes that are used in business administration, from the work-job position of a Business Admin (data key entry, invoice assistant, payroll assistant etc). Tellus is not intermediary organizations, but the PBL methodology allows Tellus to engage local partners on work-based learning programmes that become more relevant for the realities of the labor market. Its learning activities enable student to use or reinforce his/her ability to work on a variety of tasks according to the qualification "Economic Activities Technician" as per the learning outcomes described above.
Enclosures in annex - please tick as appropriate	☑ Description of unit(s)/groups of learning outcomes which are the focus of the mobility; ☐ Description of the learning activities; ☐ Individual's development plan when abroad; ☑ Europass Mobility;

5. Assessment and documentation

Person(s) responsible for assessing the learner's performance	Name: Gonzalo Hierro – receiving organization; Ionela Sandu Sending organization
	Organisation, role: Tellus Education Group – Tellus Spain
Assessment of learning outcomes	Date of assessment: 28.05.2021
	Method: PBL results presentation (business case and practical test)
How and when will the assessment be recorded?	Before arrival the CVs of the participants are sent to the receiving organization which (the phase called 'Registration off participants' with Tellus Education Group. The work placement officers form Tellus conduct a first initial assessment of the professional competences of the participants and allocates the participants to the correspondent PBL, engaging the local partners. Another assessment will be carried out on the basis of a standardised test once the students got at the location of the practical stage (in Salamanca, SP), considering the themes/daily topics in the Annex and their correspondent evaluation criteria. The evaluation will be carried out by an evaluation committee consisting of the tutors of the stage. Based on the results of the test will determine the level of knowledge and skills that students have. Daily feedback will also be carried out during mobility. Based on this data, the accompanying teacher from the sending organization will complete an individual observation sheet. The final assessment will be carried out in order to validate the competences acquired by the participant. Committee: the tutors of practice , the representative of the student's potential client (the company requesting using real data and real business life contexts) and the PBL Tutor/WPO Tellus Spain. Means a) Practical evidence for determining the degree of progress compared to baseline , the participant realises a practical test/sample: - Sorting documents by categories of transactions and identifying the category and nature of economic operations arising from the documents presented to the student; Accessing software menus / windows and entering related data; Entering the data from the documents for the primary accounting records; - Registration of transactions according to existing documents; Using the commands of the accounting program; Listing the operative situations, of the requested account file - on screen or on paper; b) Assessment of the team portfolio carried out during the traineeship **Recording of the assessment**: The video/paper format of the portfolios, the Feed-back questionnaire and the Europass Document (done and signed by sending organization and Tellus Spain)
Please include	☐ Detailed information about the assessment procedure (e.g. methods, criteria, assessment grid); ☑ Template for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility) ☐ Individual's development plan when abroad; ☐ Other: Please specify

6. Validation and recognition

Person (s) responsible for validating the learning outcomes achieved abroad	Ursachi Mihai	project coordinator from sending organization Sandu Ionela
	Colegiul Tehnic „Gheorghe Asachi" Onești, headmaster	Colegiul Tehnic „Gheorghe Asachi" Onești, teacher
How will the validation process be carried out?	The beneficiary will fill the Europass Mobility certificate, which will be signed by the partner organizations, the intermediate organization and registered by the beneficiary institution. The certificate shall certify the competences acquired during the training period. The learning outcomes of the students participating in VET mobilities will be recognized and validated at the level of the College based on the Europass Mobility document. All 90 hours of practical instruction from the curriculum Economic Activities Technician will be equated, the training internship module on the use of accounting software	

Recording of validated achievements	Date: after the return from the mobility stage, 31.05.2021
	Method: : the participant receives a grade in the transcript of records for the learning outcomes achieved during traineeship in the VET institute
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: Ionela Sandu
	Organisation, role: Colegiul Tehnic"Gheorghe Asachi", teacher
How will the recognition be conducted?	The sending organization transfers and recognises the learning outcomes in agreement with national legislation regarding the transfer and recognition of the learning outcomes acquired by the VET students (National Education Minister 4931/29.07.2008). The above mentioned grade (validating the results of the mobility) is then transcribed/ transferred and recorded in the documents as: the school catalogue and the notebook of the student.

7. Signatures

Home organisation/country	Host organisation/country	Learner
Colegiul Tehnic"Gheorghe Asachi" Romania	Tellus Education Group Tellus Spain	GVF
Name, role	Name, role	Name
Ursachi Mihai Headmaster	Gonzao Hierro Manager of Tellus Spain	
Place, date	Place, date	Place, date
Onești, 05.05.2021	Salamanca, 10.05.2021	Onești, 05.05.2021

If applicable: Intermediary organisation	If applicable: Parent or legal guardian
NOT APPLICABLE	
Name, role	Name, role
	GM, mother
Place, date	Place, date
	Onești, 05.05.2021

8. Additional information

Monitoring of the participants
Team: The receiving organization, along with the accompanying teacher, who will also have the quality of mentor. Activities:
-Direct observation of the professional Training program at the practice venues; -Advising students to adapt to the placement program and to another way of life and activity; -Initiation of individual and group discussions, daily, with participants.
-Verification of compliance by pupils, but also by the receiving institution, daily programme and working conditions;
-Solving possible problems that may arise as a result of the finding of certain dysfunctional processes of the traineeship process or in case of non-compliance with the rules previously established between the Promoter and the receiving institution;
Monitoring tools: Attendance/observation sheets; Satisfaction questionnaire/Weekly report or meetings with the monitoring team.
Elements (if the case), from the learning journal; Whatsapp groups with parents and project team in Romania
There will also be a remote monitoring of the traineeship by regularly informing the sending institution about the stage of the training programme and the level of involvement of pupils in activities. This will be done by the accompanying teachers who will also be the role of the monitors.

9. Annexe: Envisaged programme of practical activities / introduction

Week I
Day 1 = The internship tutor presents the internship in the company, the chart / organization chart of the unit, technical equipment to be used (computer, printer, specialized software), specifies the program and accompanies the students in a short tour.
The tutors carry out the training on: hygiene rules, occupational safety and security, internal regulations, access roads, escape routes in case of fire, sanitary protection rules, rules for the use of technical equipment.

The participants` initial evaluation - the professional competence level, through a brief interview that will determine students` ability to use Spanish language, without problems, avoiding excessive and long breaks and speaking clearly, using correct words, but also experience on which they acquired during the three years in school related to the economic activity of a company.

At the end of the day the tutor gives feedback to the participant.

Days 1,2 and 3 = Theme 1 "Practical activities on identifying the modules of specialized software required for the job"

The tutor presents information regarding the identification of the modules from the accounting software used at the workplace: for the management of stocks, fixed assets, customers, suppliers, calculation of salaries, record of receipts and payments for obtaining the cash register. and presents information on how to evaluate software, advantages / disadvantages.

Internship participant:

- identifies the appropriate modules for: fixed assets management, for inventory management, customers, suppliers, salary calculation, records receipts / payments and then characterizes them;

- recognizes the advantages / disadvantages of various software depending on the operating time, working speed, quality of the resulting information or the accessibility of the software;

- identifies the performance indicators for the presented software and argues the choice of a software.

The participant fills in the individual daily work sheet;

At the end of each day the tutor gives feedback to the participant.

Days 4 and 5 = Theme 2 "Practical activities regarding the description and analysis of the software structure"

The tutor presents for a management module the structure and how to access menus, windows, icons and user guide

Internship participant: - consults the user guide and identifies the software structure; - access menus, windows and / or icons directly from the keyboard or toolbar to view how to use the program; - fills in the individual daily work sheet;

At the end of day 5 the tutor assesses the progress of the participants through a practical test that requires the student:

- to identify an appropriate software / modules for the management of economic operations; - to recognize its advantages / disadvantages; - present the program structure, access the menus / windows / icons and run the program;

The evaluation aims to record the progress of the student and to establish corrective measures in cases where the progress is not the expected, using as evaluation tools the progress sheet and the practice journal. At the end of the day the tutor gives feedback to the participant.

Week II - Theme 3 "Practical activities on the implementation of accounting software at work"

Day 1 = The tutor demonstrates how the documents are prepared for processing and shows how to sort by categories of events and transactions but also by registration periods. It then demonstrates how to enter data from fixed asset-specific documents, mentions the information that is entered, shows how the program is running, and what situations can be listed.

Under the supervision of the tutor, the student:

- verifies the types of documents and sorts them by categories of events and transactions but also by registration periods;

- chooses the documents specific to the management of fixed assets;

- enters in the program data from documents specific to fixed assets, and fills in the corresponding fields: name, characteristics, category, inventory / serial number, origin, supplier, year of acquisition, life, depreciation, saves the entered data;

- lists fixed asset statements (inventory list for existing fixed assets, fixed asset statement, movements in fixed assets, information on a fixed asset or a category)

The participant fills in the individual daily work sheet; At the end of the each day the tutor gives feedback to the participant.

Day 2 and 3 = The tutor demonstrates how to enter the data from the documents related to the management of stocks, consumables or finished products / goods, packaging and / or inventory items, specifies how the program works and what kind of situations can be listed.

Under the supervision of the tutor, the student: - verifies the types of documents and sorts them by categories of transactions and periods; - enters in the accounting program information from these documents and fill in the corresponding fields: name, characteristics, category, origin, supplier / customer, type of input / output / consumption / transfer / delivery document, purchase price, value, etc .; - runs the program using the necessary commands for data processing; - lists on-screen or paper inventory management situations (inventory list, material consumption list, inventory entry / exit situation, detailed category lists, etc.)

The participant fills in the individual daily work sheet; At the end of the each day the tutor gives feedback to the participant.

Day 4 = The tutor demonstrates how to enter the data in the documents for the record of receivables or debts, specifies what data is entered, how the program is run and what kind of situations can be listed.

Under the supervision of the tutor, the student:

- chooses the documents specific to the various types of debts / receivables, especially commercial ones;

- enters in the accounting program information from invoices, sorted by types of suppliers / customers, by periods or categories of products / services sold / purchased; - fills in the corresponding fields: supplier / customer name, identification data, code, series and invoice number, name of traded products / services, unit of measure, price / tariff, value, value added tax, quota, other information; runs the program using the necessary commands for data processing;

- lists situations regarding customer / supplier records, on screen or on paper (supplier list, customer list by types of products / services, by payment / collection terms, by regions, etc.)

The participant fills in the individual daily work sheet; At the end of each day the tutor gives feedback to the participant.

Day 5 = The tutor demonstrates how to enter the data from the documents regarding the receipts, respectively the payments by cashier or by bank transfer.

Under the supervision of the tutor, the student: - checks the types of documents and sorts them; - enters in the accounting program information on receipts / payments by cashier / bank transfer (beneficiary / payer, type of document, number and series,

identification data of beneficiary / payer, amount paid / collected and what it represents, other information required to complete the fields).
- lists situations regarding the management of stocks on screen or on paper (list of payments / receipts through cashier, list of payments / receipts through bank account, cash register.)
The tutor assesses the progress of the participants through a practical test that will contain the requirements:
• To prepare the documents to be processed; • To enter the data from the indicated documents; • To run the program - using the appropriate commands; • To list the necessary situations, on screen or on paper;
The evaluation aims to record the progress of the student and to establish corrective measures in cases where the progress is not the expected, using as evaluation tools the progress sheet and the practice journal.
The participant fills in the individual daily work sheet; At the end of the day the tutor gives feedback to the participant.

Week III - Theme 4 "Practical activities on recording accounting events and transactions using accounting software"
Day 1 and 2 = The tutor shows how to take over the initial data for material stock operations / for goods trading / service provision operations. Demonstrates how to access the program menus, the necessary steps, the nomenclatures for economic goods, coding on items / products / services.
The student will perform the following operations:
-identifies the nature of the economic operation;
-accesses the menus / windows of the software directly from the keyboard or from the toolbar;
-records the data and information corresponding to the transaction: supplies, transfer between operations, consumption of raw materials / other consumables / inventory items, sale of goods or packaging then identify the final stock and list the operating situation or account statement
The participant fills in the individual daily work sheet; At the end of each day the tutor gives feedback to the participant.
Day 3 = The tutor shows how to take over the initial data for collection / payment operations and listing the centralizers.
 He shows how to access the menus / windows of the program for recording events and transactions regarding receipts and payments, the steps to be followed.
The student will perform the following operations:
-identifies the nature of the economic operation: collection / payment and accesses the menus of the accounting program directly from the keyboard or from the toolbar;
-records the data and information corresponding to the transaction: collection / payment by cashier or by bank transfer and lists the operative situation regarding the receipts / payments for a certain period or an account statement
The participant fills in the individual daily work sheet; At the end of each day the tutor gives feedback to the participant.
Day 4 = The tutor shows how to take over the initial data for recording in the accounting program of supplies / sales, lists the operating situation for suppliers / customers or the account statement. It shows how to access the program menus / windows.
The student will perform the following operations:
- identifies the nature of the economic operation: supply from suppliers / sale to customers;
- accesses the software menus / windows directly from the keyboard or from the toolbar and completes the corresponding code for the customer / supplier;
- records data on the supplier and the products / services supplied, respectively data on the customer and the products intended for sale;
- identifies the balance related to the debt to the supplier, respectively the receivable receivable from the customer, lists the account statement or other lists by types of partners or by periods;
The participant fills in the individual daily work sheet; At the end of each day the tutor gives feedback to the participant.

Day 5 = Final evaluation
The stage tutorials evaluates the competences and abilities acquired in the activity within the company.
The participant realises a practical test/sample?:
·   Sorting documents by categories of transactions and identifying the category and economic operational nature arising from the documents presented to the student; Accessing software menus / windows and entering related data,
·   Entering the data from the documents for the primary accounting records; Registration of transactions according to existing documents
·   Use and start the accounting program; Listing the operative situations, the requested account file - on screen or on paper;
The evaluation aims to record the progress of the student using as evaluation tools: practical test, the progress sheet and the practice journal. At the end of the day the tutor gives feedback to the participant.
Competences validation by signing the Europass Mobility documents by the receiving organisations and the certificate of participation.