

Nr înregistrare / 04.IV.2024

Erasmus+ learning agreement

1. Purpose of the learning agreement

This learning agreement defines the conditions and expected outcomes of a learning mobility organised within the framework of the Erasmus+ programme. Parties in this agreement shall abide by the programme's rules and quality standards.

2. Information about the learning mobility

Field	Vocational education and training
Activity type:	Accredited projects for mobility of learners and staff in vocational education and training
Mode:	Physical
Start date:	13.05.2024
End date:	31.05.2024

3. Parties to the learning agreement

The learning agreement is concluded between the participant in the learning mobility, the sending organisation and the hosting organisation.

3.1. Participant in the learning mobility

Full name:	
Address:	[Full address, including country, city and post code]
Email:	
Phone number(s):	

Participant's legal guardian full name:	
Address:	[Full address, including country, city and post code]
Email:	
Phone number(s):	

3.2. Sending organisation

Organisation name:	Colegiul Tehnic "Gheorghe Asachi" Onesti
Address:	Bulevardul Republicii no.45, 601137; Oneşti; jud.Bacău, România

3.3. Hosting organisation

Organisation name:	Tellus Spain S.L
Address:	Calle San Vicente Ferrer, Bajo 4, 37008, Salamanca, Spain

4. Learning context

At the sending organisation, the participant is currently enrolled in:	
Title of the qualification	Waiter/Seller in Food & Beverage Units
School year / grade:	2023_2024 / tenth grade professional school
Level in the European Qualifications Framework:	Level 3, professional school, technological pathway, Tourism/Food & Beverage domain

5. Learning outcomes

The parties have agreed that the following learning outcomes should be achieved during the learning mobility:

Outcome 1: Knowledge

Relevant subject	Tourism: component of the hospitality industry
Description:	<ul style="list-style-type: none"> • Characteristics of Food & Accommodation Establishments; • Basic activities in Front-Office: check-in, check-out, providing information for customers • Basic activities in Housekeeping Department • Forms used in Front-Office, Housekeeping, Food & Beverage Department • Hygiene and labour protection in the restaurant; • Carrying out the inventory of serving; • Carrying out the inventory of consumables; • Planning the stages of serving; • Preparation of the serving rooms; • Protocol rules; Customer greetings; • Rules for clearing the serving surface; • The characteristics of the dishes and drinks offered in the Food & Beverage establishments; • Performing the mise-en-place according to the moment of the day; • Respecting the rules for drawing up the menus and the criteria for associating the dishes with the drinks within the menus; Taking orders; Associating beverages with various dishes; Serving dishes in various systems; • Respecting the rules of storage and compliance with the waste circuit; • Job requirements in an European-level food service; Food & Beverage specific terms (in Spanish); • Use of equipment; Specific equipment to the specialization; • Standards of professional behaviour and professional skills required from workers.

Outcome 2: Abilities	
Relevant subject:	Preparing the establishment and the employees for receiving clients/Preparation for event organising
Description:	<ul style="list-style-type: none"> • The ability to work in a team; • The ability to respect a deadline; • Professional communication in foreign languages; • Adapting to new learning situations in a new socio-cultural environment; • Applying and respecting the rules imposed by the host organisation; • Coordination between Front Office, Housekeeping and Food & Beverage staff regarding number of customers, special needs, special requirements; • Proper use of serving inventory; • Performing the mise-en-place for various festive events; • Establishing the need for inventory items and consumables according to the event; • Performing cleaning activities in order to check the condition of the equipment in the serving areas; • Preparation of menu options, for different types of meals, respecting the criteria for pairing dishes with drinks • Acquiring and following the rules of food waste storage and handling. • Acquiring basic knowledge of Spanish.

Outcome 3: Attitudes	
Relevant subject:	Responsible communication between Front-Office, Housekeeping and Food & Beverage Departments in order to offer quality customer service
Description:	<ul style="list-style-type: none"> • Effective involvement in the preparation of inventory items and supplies; • Involvement in the coordination of the preparation activities of the serving rooms; • Involvement in establishing menu options for different types of meals, respecting the criteria for associating dishes and drinks; • Monitoring how the workers in the serving team carry out quality activities respecting the rules of professional behaviour and communication with customers; • Responsible involvement in the correct handling and storage of food waste respecting its cycle; • Compliance with the rules of labour protection in accordance with the specific job; • Increasing the confidence that the school and European programmes offer real opportunities for success; • Increasing the motivation for learning to perform specific activities in Food & Beverage establishments; • Improving communication and effective coordination with other restaurant employees and Front-Office Department

6. Learning programme and tasks

To achieve the agreed learning outcomes, the participant will complete the following activities and tasks during their mobility activity, which will 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 in accommodation or public catering establishments from Salamanca. 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 labour market. Its learning activities enable student to use or reinforce his/her ability to work on a variety of tasks according to their qualification as per the learning outcomes described above

Activity / task 1: WEEK 1 – Basic communication skills in Front-Office Department & basic activities in the restaurant	
Description:	<p>Day 1: Internship tutor presents the basic language used in the check-in/check-out process from Front-Office Department; introduces the standard documents used in Front-Office department; Internship tutor introduces the receiving organization to the participant starting with hygiene rules and labour protection according to the specifics of the job; filling in the specific documents used in Food & Beverage Establishments; performing the mise-en-place for receiving the customers (simple mise-en-place), according to the known rules of placing inventory items. The initial evaluation consists of a practical test consisting in filling in a check-in form for client and creating a simple mise-en-place (welcoming) while handling the inventory items placing rules. Every day the student completes the work placement diary Day 2-4 The trainee tutor presents to the participant: - the stages of planning serving activities; the necessary for inventory items and consumables; The participant under the guidance of the trainee tutor: -identifies the information which each client must provide at check-in/check out -determines the necessary for inventory items and consumables based on the sheets with the equipment of the serving areas; Internship tutor introduces the participant: - the operations for preparing the serving areas; - performing the mise-en-place for breakfast; - the setting of the serving room; The participant, under the guidance of the trainee tutor: -fills in check-in/check-out form and other Front-Office specific documents -organises cleaning activities to check the condition of the equipment in the serving rooms; - engages in activities to create mise-en-place and ambiance in serving areas; The student performs activities according to daily needs, job and job qualification task book. Internship tutor supervise, follows, evaluates the participant's activity and provides feedback.</p> <p>Day 5 Intermediate evaluation: Practical test: Fills-in check-in/check-out form, requisition of supplies and materials form Creates the mise-en-place for a simple breakfast menu, respecting hygiene rules and labour protection norms. The trainee tutor evaluates the activity of the participant and gives him / her feedback.</p>

Activity / task 2: WEEK 2	
Description:	<p>Day 6 -10 The trainee tutor presents to the participant: - the way in which Front-Office, Housekeeping and Food & Beverage departments collaborates -a short introduction of basic activities of a Housekeeper - the characteristics of the dishes and drinks offered in the Food & Beverage establishments The participant, under the guidance of the trainee tutor: -finds out about the quality characteristics of the dishes and drinks included in the different menus; The trainee tutor presents to the participant: - the rules for drawing up the menus and the criteria for associating the dishes with the drinks within the menus The participant, under the guidance of the trainee tutor: - prepares menu options, for different types of meals, respecting the criteria for associating dishes with drinks It shows how to bring and place the necessary inventory items in order to create the mise-en-place for a simple breakfast menu. The trainee tutor presents to the participant: - standards of professional behaviour and professional skills required from workers The participant, under the guidance of the trainee tutor: - performs quality activities, respecting the rules of professional behaviour and communication with clients The trainee tutor presents to the participant: - the rules of storage and compliance with the food waste circuit</p>

	<p>The participant, under the guidance of the trainee tutor:</p> <ul style="list-style-type: none"> - learns and follows the rules of food waste storage and handling <p>The tutor monitors, evaluates the activity of the participant and provides feedback</p> <p>Internship tutor supervises, follows, evaluates the participant's activity and provides feedback when needed</p> <p>The participant must respond promptly to the given tasks; pays attention to the explanations given; respects the estimated time allocated to the work program and the Internal Rules; offers quality customer service (smile, courtesy, tact, discretion, kindness, respect etc.); knows the menu of the restaurant and all the services provided by the Hotel/Establishment</p> <p>The student performs activities according to the daily needs, job and job qualification task book.</p> <p>Every day the student fills in the work placement diary.</p> <p>Day 10</p> <p>Intermediate evaluation: Practical test:</p> <ul style="list-style-type: none"> -Creates the mise-en-place for a simple breakfast menu, respecting hygiene rules and labour protection norms. -Presents the rules of storage and compliance with the food waste circuit <p>The trainee tutor evaluates the activity of the participant and gives him / her feedback.</p>
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Activity / task 3: WEEK 3

Description:	<p>Day 11- 15</p> <p>The participant, under the guidance of the trainee tutor:</p> <ul style="list-style-type: none"> -fills in basic Housekeeping Department forms: <ul style="list-style-type: none"> • wake-up call sheet • housekeeping attendant's daily assignment sheet • housekeeping work order form • lost and found slip • maintenance form • guest rooms cleaning checklist -fills in basic Front-Office Department forms: <ul style="list-style-type: none"> • Front-Office diary • Daily running sheet • Wake-up call sheet • Guest request sheet -fills in Food & Beverage Department forms: <ul style="list-style-type: none"> • Standard recipe • Purchase order • Inventory analysis form • Beverage consumption report • Catering request • Menu feedback <p>-takes part to the inventory in both Front-Office and Housekeeping Departments</p> <p>-takes part to the the preparation of menu options</p> <p>-respects the criteria for drawing up the menus</p> <p>-recommends dishes and drinks for breakfast</p> <p>-performs the mise-en-place for breakfast</p> <p>-serves dishes and drinks for breakfast through different serving systems</p> <p>-clears inventory items after each customer</p> <p>The participant, under the guidance of the trainee tutor:</p> <ul style="list-style-type: none"> -recommends dishes and drinks for lunch/dinner -performs the mise-en-place for lunch/dinner -serves the dishes and drinks for lunch/dinner -clears inventory items after each customer <p>The participant, under the guidance of the trainee tutor:</p> <ul style="list-style-type: none"> -participates to the organization of various festive meals -performs the mise-en-place for festive meals -decorates the table and serving room for various events using flowers or other accessories, according to the event (business, personal) -serves dishes and drinks according to the type of festive meal using appropriate serving systems -clears inventory items after each customer -performs quality activities, respecting the rules of professional behaviour and communication with clients <p>The tutor monitors, evaluates the activity of the participant and provides feedback</p>
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	<p>The student performs activities according to the daily needs, job and job qualification task book, adapting to each special event. Every day the student fills in the work placement diary.</p> <p>Day 15. Practical evaluation/final test: each student has to fill in a specific form (one for each department: Front Office, Housekeeping and Food& Beverage); each student has to perform one mise en place for breakfast/lunch/dinner taking into consideration the menu information provided by the tutor</p>
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7. Monitoring, mentoring and support during the activity

7.1. Responsible persons at the hosting organisation

The following person(s) at the hosting organisation are tasked with introducing the participant to their activities and tasks at the hosting organisation, providing practical support, monitoring their learning progress, supporting them to achieve the expected learning outcomes, and helping them to integrate into the daily routines and the social context at the hosting organisation.

Full name:	MARINA CUCUTA
Job title:	Student Services
Email:	marina.cucuta@tellusspain.com
Phone number(s):	+34 690 340 992
Responsibilities:	-Content supervisor, emergency contact, facilitation. -Direct observation of the professional Training program at the practice venues. -Initiation of individual and group discussions, daily, with participants. -Consultation with the persons in charge from the hosting organisation.

7.2. Responsible persons at the sending organisation

The following person(s) at the sending organisation are tasked with following the participants' progress and providing content or practical support from the side of the sending organisation.

Full name:	Sandu Ionela
Job title:	coordinator project / VET Teacher
Email:	danionela912@yahoo.com
Phone number(s):	+40725449565
Responsibilities:	<ul style="list-style-type: none"> - Daily observation of students' involvement in activities and their filling in of the Practice Diary - Individual observation sheets - Checking the documents issued by the partner, the documents stipulated in the contract: final report, internship certificates - Passing the professional skills certification exam. - Follow up whether the learner has adapted to the placement, discuss with the learner and the host organisation any inconveniences and find solutions - The VET coordinator is in contact with the host organisation - When calculating the final grade, the participant's involvement in the activities, the respect of time standards and the quality of service during the traineeship will be taken into account in addition to the practical test - Competences are considered acquired if the assessors (tutor and Tellus) rate at least "good".

7.3. Accompanying person

The following person(s) will accompany the participant during their mobility period:

Full name:	Berescu Diana
Position:	teacher
Email:	dianic2005@yahoo.co.uk dianaberescu@gasachi.ro
Phone number(s):	+40740293265
Responsibilities:	<p>Ensuring the integrity and health of participants throughout their mobility (domestic and international transport and traineeship);</p> <p>Accompanying participants throughout the mobility, including transport and internships, and socio-cultural activities. Daily observation, focus group, individual discussions with mobility participants.</p> <p>Possession of appropriate language and communication skills to facilitate mobility and effective interaction with participants and host institutions.</p> <p>Ensure good communication and collaboration between participants and placement tutors or representatives of host institutions.</p> <p>Monitoring and reporting: Daily observation of participants, completion of monitoring sheets and internship</p>

	<p>log, and supervision of reporting on return from the placement. Maintaining a high moral character, communicating constantly with the sending institution and reporting on progress and challenges encountered. Informing students about the host environment Identify and manage risks to participants and self, and ensure compliance with rules of conduct in all environments. Promptly informing the sending institution in the event of non-adherence to scheduled activities or major problems that could affect mobility. These responsibilities reflect the chaperones' commitment to ensuring a safe, productive and learning experience for mobility participants.</p>
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Full name:	Sandu Ionela
Position:	teacher VET
Email:	ionelasandu@gasachi.ro
Phone number(s):	+40725449565
Responsibilities:	<p>Daily observation, focus group, individual discussions with mobility participants, communication and collaboration with the host organisation; Ensuring the integrity and health of participants throughout their mobility (domestic and international transport and traineeship); Accompanying participants throughout the mobility, including transport and internships, and socio-cultural activities. Possession of appropriate language and communication skills to facilitate mobility and effective interaction with participants and host institutions. Ensure good communication and collaboration between participants and placement tutors or representatives of host institutions. Monitoring and reporting: Daily observation of participants, completion of monitoring sheets and internship log, and supervision of reporting on return from the placement. Maintaining a high moral character, communicating constantly with the sending institution and reporting on progress and challenges encountered. Informing students about the host environment Identify and manage risks to participants and self, and ensure compliance with rules of conduct in all environments. Promptly informing the sending institution in the event of non-adherence to scheduled activities or major problems that could affect mobility. These responsibilities reflect the chaperones' commitment to ensuring a safe, productive and learning experience for mobility participants.</p>

7.4. Mentoring and monitoring arrangements

1.The sending organisation through the accompanying teacher will monitor the students through: daily observation, focus group, individual discussions with the mobility participants, communication and collaboration with the placement tutor; through monitoring tools (observation and evaluation sheet), placement diary. It will also monitor the physical attendance at activities for each trainee and personal involvement in activities according to the agenda. The traineeship diary will include the name of the training module, the day and place of the traineeship, the name of the traineeship tutor, the activities carried out during the traineeship, personal observations. This diary will be taken into account in the evaluation of the learning outcomes acquired during the mobility. Obtaining credits for this placement is conditional on the assessment of learning outcomes and the certification of these outcomes. On return home, the accompanying teacher will draw up a follow-up report.

2.The host organisation through the traineeship tutors who will apply the following monitoring methods: tracking the trainee's trajectory towards the learning objectives in order to progress, individual and group discussions with the trainees, corrective actions, if necessary, to reduce/cancel deviations from the learning objectives initially set. Tellus Spain will monitor the participant's attendance at each of the training activities, their progress and provide feedback.

Both organisations will have team meetings to resolve any adverse situations.

8. Evaluation of learning outcomes

After the mobility activity, the participant's learning outcomes will be assessed in the following way:

Evaluation format: oral examination - The participant's learning outcomes will be assessed continuously through the observation and evaluation practical task sheet as well as at the end of the mobility about: students' practice books (learning

journal); evaluation of the content of the internship program and the way in which the participants carry out the activities, the interview, the self-evaluation, the intermediate and final reports;

Evaluation criteria:

The weekly practical assessment test, the practice logs will form the basis of the assessment of the learning outcomes achieved. The assessment of results will be done through grading. The following will be taken into account: practical knowledge acquired, observance of the rules, punctuality and attitude of the student; correct use of equipment; practical tests; assessment of the practical tutor. The Commission will take into account the correspondence of the learning outcomes achieved with those set out in the Memorandum of Understanding and the Learning Agreement. The results obtained by the participants will be recorded in a personal certificate. The traineeship will be validated by the Europass Mobility document issued by the sending institution and signed and stamped by the legal representative of the receiving institution.

Evaluation procedures: The evaluation process is going to take place at the hosting organisation; the evaluator will be a commission that consists of the tutor and the representative of the host organisation who will complete the observation and evaluation sheet. The results are reflected in the mobility documents. The Europass Mobility Document will have the competences and skills acquired by the participant. It will be validated by being signed by the sending/host organization/participant.

The final result is not the arithmetical average of the marks resulting from the evaluation of the practical tests. When calculating the final grade, the participant's involvement in the activities, compliance with time and quality standards, etc. will also be taken into account. The competences are considered to have been acquired if the assessors mark at least "GOOD".

9. Recognition of learning outcomes

The learning outcomes attained by the participant will be recognised in the following way:

- The learning outcomes achieved by the participant will be recognized through the Europass Mobility Document, LA and Participation Certificate

Recognition conditions:

The participant must physically participate in the programme, obtain the Certificate of Participation and the Europass Document and submit his/her individual report in the Mobility Tool within 30 days of the stage - At the end of the mobility, the learning outcomes will be validated by a committee composed of the project manager, the classroom teacher trainer and the legal representative of the institution, taking into account the evaluation tools: Europass Mobility Document, Certificate of Participation, Practice Journal, Monitor Observations, Monitoring Report, Individual Participant Reports.

The learning outcomes transferred and validated by marks by the sending organization are recorded in the supplement to the Certificate of Professional Competences of the participant at the end of the study period, after passing of the Professional Competence Certification Examination

Recognition procedures:

At the end of the traineeship, the receiving organization signs the Mobility Document, and the sending organization, when returning from mobility, registers it in the school's entry / exit register once the learning outcomes have been validated and sends it to the participating learners. The learning outcomes will be transferred and validated in Romania on the basis of OMEC 4931 / 29.07.2008, by the validation committee established by the Director. For this purpose, an Internal IR Transfer and Validation Procedure is developed for the transfer and validation of learning outcomes.

Because the competences developed through the internship are included in the SPP approved by Annex no. 2 to OMENCS no. 4121 of 13.VI.2016, the school officially transfers and recognizes the skills, abilities and knowledge acquired through the internship with two marks and the student does not go through the assessment process related to these competences.

The grades transferred by the validation committee are subject to validation by the Teaching Board of the reference institution. The validation will be recorded in the Register of Minutes.

Modality:

1. Validation, within one month of the return of the mobility participant:

- registration of the Europass Mobility document in the school's entry-exit register
- Verification of the existence of all signatures from the host institution attesting that the Europass Mobility Learning Outcomes are acquired by the participants.
- comparison of the learning outcomes (competences, skills, attitudes) recorded in the Learning Agreement and in the Europass Mobility document with those in the Professional Training Standard to be acquired by the participant and, if they are identical, equivalence of the outcomes

2. Transfer

-conversion by the committee of the mark obtained by the participant in the final assessment, obtaining the Europass Mobility is equivalent to the maximum mark, if not otherwise mentioned by the accompanying VET teacher, in the monitoring report.

Recognition documentation:

Europass Mobility Document, Learning Agreement and the Participation Certificate - the responsibility of the both partners, at the end of the mobility period. Accepted report in the Mobility Tool

10. Reintegration at the sending organisation

Following the completion of the mobility period, the participant will be reintegrated at the sending organisation in the following way:

Reintegration destination:
The learner will continue their education upon return from their mobility period, in the same school. tenth grade, vocational school, VET Specialization: Qualification: Hostelry (waiter) salesperson in catering establishments; Field of professional training: Food and Tourism; Profile: Services
Reintegration conditions:
The learner will not have to complete any actions to catch-up with the curriculum as the practical test grid with the activities that the learner carried out during the mobility will be graded in the class register <i>Tourism: component of the hospitality industry</i>

11. Additional provisions

The code of conduct applicable refers to respecting the law and the others and adopting a good citizenship attitude

12. Signatures

The signatories confirm that they understood and approve the content of this agreement.

Participant	
Full name:	
Date and place:	04. IV.2024 Onești
Signature:	

Participant's legal guardian	
Full name:	
Date and place:	04. IV.2024 Onești
Signature:	

For sending organisation	
Full name:	Ursachi Mihai
Position:	director
Date and place:	04. IV.2024 Onești
Signature:	

For hosting organisation	
Full name:	Gonzalo Hierro
Position:	director
Date and place:	13.V.2024, Salamanca
Signature:	