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WP 6.4: Individual Learning Agreement (ILA)

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Work package participants:

The following partners have taken an active part in the work leading to the elaboration of this document, even if they might not have directly contributed writing parts of this document:



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Lifelong Learning Programme

Deliverable description

The VET technical partner will elaborate an Individual Learning Agreement template to be used by pilots, sending organizations and training providers for the recognition of qualifications, transfer, validation and accumulation of credits acquired during formal, non-formal and informal training through ECVET and EQF. The reference document to identify the correspondence between training, qualifications (units and credit points) and/or LO concerned by the transfer will be the concerted final draft delivered after the consultation activities. This template, together with the procedures for its use, will be included in the manual that will be published at the end of the project and will be also downloadable from the project website. The aim is to facilitate the exploitation of the project results, in particular the recognition of pilots' qualifications through the new certification system, through provision of functional tools.

INDIVIDUAL LEARNING AGREEMENT

The Individual Learning Agreement (ILA) is concluded by the two competent institutions involved in the training and validation process and the learner and it is linked to the Memorandum of Understanding (MoU). The ILA defines the conditions for the mobility of each individual learner or a group. In case of a group, an ILA should be signed in relation to every individual.

1. Memorandum of Understanding

Has an MoU been signed?

Code or reference for the MoU

2. Details of organisations

ILA is an agreement between the sending, hosting training organisations and the learner. In specific cases there might be an intermediate bodies involved. In the case of Maritime Pilots, these could be their pilotage organisations.

Details of the sending institution:

Name	
Address	
Telephone	
Fax	
Email	
Contact person	
Telephone	
Email	

Details of the hosting institution:

Name	
Address	
Telephone	
Fax	

Email	
Contact person	
Telephone	
Email	

Details of the learner

Name	
Address	
Telephone	
Email	
Date of birth (dd/mm/yy)	

3. Duration of the training

The ILA specifies the start and end dates and the overall length of the training period abroad.

Beginning of training abroad
(dd/mm/yy)

End of training abroad
(dd/mm/yy)

Overall duration of period abroad (in weeks):

4. Information on Qualification

The sending organisation should provide the hosting organisation with information on the learning process being undergone by the learner, in order to assign him/her coherent and adequate tasks during the mobility. Europass documents could be used to provide this information.

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

In order to assess the ECVET points a link with the learning outcomes needs to be established within the Individual Learning Agreement.

It should also generally described how the learning activities abroad will be organised in relation to the learning outcomes to be acquired. To this effect, an individual development plan for the learner could be enclosed or one could be created at the beginning of the stay abroad. This plan can describe the tasks to be completed and/or the courses to be attended which are necessary for the acquisition of the agreed knowledge, skills and competence.

Title of unit(s) of learning outcomes/ parts of units to be acquired (incl. ECVET points)

Specific learning outcomes to be acquired. See list of Learning Outcomes of CERTIPILOT qualification

Summary of the learning activities necessary to acquire the expected learning outcomes (for instance, information on locations of learning, tasks to be completed and/or type of training to be attended)

6. Assessment and documentation

The assessment method used for the specific LO should be included here. Please refer to CERTIPILOT table for more information on the assessment related to the different type of training.

Please indicate below if the assessment results have been included in the Transcript of Records

Person in charge of the transcription of the assessment results in the transcript of records

Name, Surname and position of the assessor or assessing team members

Description of the assessment methodology

Detailed information about the assessment procedure (e.g., methods, criteria, assessment grid) and templates for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility) should be provided as annex.

7. Validation and recognition

To ensure that the learning outcomes achieved abroad will be integrated into the learner's qualification or pathway, it is specified in what form the home institution validates and recognises the learning outcomes achieved and who is responsible for these activities in the home institution. Depending on the system in place, this can be one step or two: by one institution or two. Please provide an explanation regarding this.

In cases where the learner is participating in a training programme in which grades are given, it should be specified how the grades will be given for the learning outcomes achieved abroad

Who will validate the learning outcomes achieved abroad?

How will the validation process be carried out?

Who will recognise the learning outcomes achieved abroad?

How will recognition be conducted?

8. Signatures

Hosting Organisation	
Name of the person in capital letters	
Signature	

Sending Organisation	
Name of the person in capital letters	
Signature	

Name of the learner in capital letters	
Signature	