Akademia Sztuk Pięknych im. Eugeniusza Gepperta we Wrocławiu
Plac Polski ¾, 50-156 Wrocław
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INSTRUCTION TO THE *LEARNING AGREEMENT FOR TRAINEESHIPS BEFORE THE MOBILITY*
(the document shall be sent obligatorily to the foreign enterprise)

Learning Agreement is an agreement which a student signs before leaving with his/ her home university and a foreign enterprise with regard to his/ her traineeships programme abroad. The programme is established jointly with the traineeships supervisor and signed by him/ her. At the Academy in Wrocław the LA is signed by one of the Departmental Coordinators. The list of the Academy's Departmental Coordinators is available [here](#).

1. DATA OF THE STUDENT, THE SENDING INSTITUTION AND THE RECEIVING ORGANISATION

At the top of the *Learning Agreement* it is necessary to fill in the data of the student, the sending institution and the receiving organisation.

In the case of the **study cycle** you should write:
- Bachelor or equivalent first cycle (EQF level 6);
- Master or equivalent second cycle (EQF level 7) (including long-cycle Master's studies);
- Doctorate or equivalent third cycle (EQF level 8).

In the case of the **fields of education** you should write the following ISCED codes according to your field of study:
- Art and Design of Ceramics: 0214
- Art and Design of Glass: 0214
- Art Mediation: 0288
- Conservation and Restoration of Works of Art in the field of Conservation and Restoration of Ceramics and Glass: 0214
- Design: 0212
- Drawing: 0213
- Graphics: Graphic design: 0211
- Graphics: Printmaking: 0213
- Interior Architecture: 0212
- Media Art: 0211
- Painting: 0213
- Sculpture: 0213
- Stage Design: 0212

You should write the student's name in the heading in the top right-hand corner.

2. INFORMATION ABOUT THE TRAINEESHIPS

In addition, three tables must also be completed.

In **Table A**, please write the dates of the traineeships, the title of the traineeships (e.g. job title), the number of working hours per week, the detailed programme, the anticipated skills acquired and the evaluation plan. A great attention should be paid to the **detailed programme**, which should inform about e.g. the tasks of the trainee, the computer programmes the trainee will use, the events the trainee will participate in, etc. An example of a correctly completed traineeships programme:

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Before the mobility

Table A - Traineeship Programme at the Receiving Organisation/Enterprise

Planned period of the mobility: from [month/year] ___ Nov. 2020 to [month/year] ___ May 2021

Traineeship title: Scanner and photography editor	Number of working hours per week: 35h

Detailed programme of the traineeship: The goal of the traineeship is to teach the use of color in film photography for modern day photograp[h] adapting the palette of the film for each client.

We focus on working with international photographers that use film primarily for their work, as well as passionate *aficionados* that are looking to obtain the best results with this old medium using modern day tools.

Week 1 - Introduction to the company's workflow: understanding all the parts involve the film image creation process. There will be some material given for study and later asked about. One of the key roles is to provide feedback to photographers about their work, these can be experienced photographers, maybe working for more than 10 years with film, so the feedback given has to be solid and well informed, therefore the editor needs to have this knowledge.

Week 2 to 4 - Developing the eye for fine color correction skills: This is the first month of evaluation, color is such a subjective matter that it takes time to understand how it works on different scanners, film types etc... This month is focused on achieving the quality needed to be delivered to the client. This month is intensively coached by the chief editor supervising every work before delivering and applying the corrections needed in order to match the look that the photographer needed.

Week 4 to 12 - Gaining speed and precision: The trainee will start getting bigger jobs that require more complexity in the color correction and will be as well supervised, but also there will be more simple jobs assigned that will be delivered without supervision yet we will have a feedback evaluation by the client itself. The aim during this period is to perfect quality on the higher complex jobs but at the same time work on the speed of the editing. The same editing can be done in 50 steps or 10 steps, it is through skill and eye training that precise editing skills are developed. During this period of time the goal is to translate the editing color skills into the scanning process.

Week 13 to 24 - Apply the skills on a real world environment: The goal is to achieve professional level in skills, polish the client communication when providing feedback and understand the problem solving process, the importance of email and how to approach a client when it is not satisfied with the job delivered. The revisions during this period should be minor or very specific and it is expected to work alongside team as one more asset. It is expected that in this period the trainee will have a full understanding of the company work and can dig a bit deeper in those aspects that are missing some knowledge.

There will be a meeting (both with the chief editor and the manager) with the trainee in between each period to evaluate the evolution and her well-being and adaptation to the team. The week periods are orientative and can be stretched to suit the needs and development of the trainee.

As a young company we also have been trainees in the past and we've seen the huge difference that the training process has on the development of the trainee. We take it as seriously as when a new team member is hired and the goal is that the trainee experience a real world professional development during the traineeship.

Traineeship in digital skills : Yes ☒ No ☐

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):
scanning, editing, understanding the functioning of the lab, reading color profiles and apply to high end clients.

Monitoring plan:
Daily reviews on the job done (color grading), coaching during the contact with the client via email. Weekly evaluation by the head staff in order to improve and evolve as a professional inside the role of a photo editor and scanner.

Evaluation plan:
Internal feedback provided by clients (from 1 to 5). Meeting with the supervisors to evaluate attitude, performance and adaptation to the workflow.
The job requires a fair amount of subjective evaluation so it has to be done periodically and taking in count many factors.

Additionally, you should specify the language of traineeships and the level of language proficiency. An explanation of the language level can be found here.

In **Table B,** you should specify whether the traineeships will be considered compulsory (the number of ECTS points to be determined individually with the Dean), voluntary (0 ECTS points) or graduate, i.e. carried out after graduation (0 ECTS points).

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Table B - Sending Institution
Please use only one of the following three boxes: [i]

1.The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award … ECTS credits (or equivalent)[ii]	Give a grade based on: Traineeship certificate ☒ Final report ☒ Interview ☐
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒	

2.The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☒	If yes, please indicate the number of credits: ….
Give a grade: Yes ☒ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☒ Final report ☒ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☒	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒	

3.The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes ☐ No ☒	If yes, please indicate the number of credits: ….
Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☒	

1. **In the case of the compulsory traineeship in the fields:**
    a. „Award … ECTS credits (or equivalent)″ you should write the number of ECTS points established with the Dean;
    b. Give a grade based on: Traineeship certificate ☒   Final report ☒   Interview ☐ tick the first two;
    c. Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☒ tick "No".

2. **In the case of the voluntary traineeship in the fields:**
    a. Award ECTS credits (or equivalent): Yes ☐   No ☒   tick "No";
    b. Give a grade: Yes ☒   No ☐ tick "Yes";
    c. If yes, please indicate if this will be based on: Traineeship certificate ☒   Final report ☒   Interview ☐   tick the first two;
    d. Record the traineeship in the trainee's Transcript of Records: Yes ☐   No ☒ tick "No";
    e. Record the traineeship in the trainee's Europass Mobility Document: Yes ☐   No ☒ tick "No".

3. **In the case of the graduate traineeship in the fields:**
    a. Award ECTS credits (or equivalent): Yes ☐   No ☒   tick "No";
    b. Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐   No ☒ tick "No".

Then you should fill in the information about the **insurance**. The Academy does not provide insurance for students and graduates. If the enterprise does it, please tick "Yes" in the tables, if not, then the student must OBLIGATORILY buy insurance himself/ herself (medical, civil liability and accident insurance) and in the table he/ she should mark "No":

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐	

In addition to the scholarship from the Erasmus+ Programme, the student may receive **financial support** for traineeships from the employer. In this case, please mark it and enter the appropriate amount:

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month): ……….
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: ….	

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At the end, please delete all: **[Please fill in]**

Before departure, the student only completes the *Before the Mobility* section, at the end of which the student, the Departmental Coordinator and the traineeship supervisor must sign.

ATTENTION! A foreign enterprise's stamp is also required on the *Learning Agreement*. Documents without a stamp will not be accepted.

When editing/ printing you should retain headings, document's name and logo.

If you have any doubts, you should use the guidelines which are placed at the end of the document or contact the International Relations and Promotion Department.