Activity Type	Grant Agreement	Learning agreement	Learning agreement complement	Attendance certificate****	Europass Mobility	Participant report
Job-shadowing	Obligated	Qualitative obligation (EQS)	Supporting document	Optional	Recommended	Requested
Teaching or training assignments	Obligated	Qualitative obligation (EQS)	Supporting document	Optional	Recommended	Requested
Courses and training	Obligated	Optional*	Supporting document	Optional	Recommended	Requested
Short-term learning mobility of VET learners	Obligated	Qualitative obligation (EQS)	Supporting document	Optional	Recommended	Requested
Long-term learning mobility of VET learners (ErasmusPro)	Obligated	Qualitative obligation (EQS)	Supporting document	Optional	Recommended	Requested
Hosting teachers and educators in training	Obligated	Qualitative obligation (EQS)**	Supporting document	Optional	Recommended	Requested
Invited experts	Obligated	Not applicable	Supporting document ***	Optional	Not applicable	Not applicable
Participation in VET skills competitions	Obligated	Not applicable	Supporting document	Optional	Recommended	Requested
Preparatory visits	Obligated	Not applicable	Not applicable	Supporting document together with an agenda	Not applicable	Not applicable
Accompanying persons	Obligated	Not applicable	Not applicable	Recommended	Not applicable	Not applicable

IMPORTANT: Please note that even if a specific document is obligatory, that does not imply that the template proposed by the EC is also obligatory. Documents can be drafted using a different template!

* Since most courses are organised by for-profit service providers, the sending organisation may not be in a position to sign a learning agreement with them. Hence, absence of a learning agreement in case of Courses and training cannot be considered a qualitative deficiency.

** Learning agreements for activity type 'Hosting teachers and educators and training' may be drafted by the sending HEI.

*** A list of learning outcomes is required by the Annex III of the grant agreement also for Invited experts; however since experts are not invited to learn, but to teach others this certificate will take the form of a 'Learning programme provided by an invited expert'.

**** A specific template for attendance certificate/declaration is not provided since there is little added value in having standardised templates for such simple documents. This type of document is required supporting documentation only in case of preparatory visits (together with an agenda). In other activities, the beneficiary organisation may decide to issue simple attendance certificates, however they are not a part of obligatory supporting documentation or quality standards.

Toelichting:

Verplicht document
Document met verplichte onderdelen
Optioneel document
Niet van toepassing

Grant Agreement > Format van EC verplicht, ruimte voor eigen aanpassingen

Learning Agreement > Lees de toelichting op het voorblad van dit template.
Inhoud: Zie verplichte onderdelen van het Learning Agreement in Annex I van de Grant Agreement, deze is te vinden op onze website

Learning Agreement complement / Europass Mobility (is een uitgebreide variant van het Learning Agreement complement)
Voor zowel Europass Mobility en Learning Agreement complement geldt dat beide documenten learning outcomes en bewijs van aanwezigheid bevatten
Inhoud:
> Beschrijving van de leeruitkomsten door deelnemer
> Erkenning en validatie van leeruitkomsten door school
> Handtekening + datum door school en ontvangende organisatie

Attendance certificate > dit geldt alleen voor prepatory visists, voor overige activiteiten is dit onderdeel van de Learning Agreement complement of Europass Mobility
Inhoud:
> Agenda
> Handtekening + datum door ontvangende organisatie en deelnemer
> Naam deelnemer
> Doel van de mobiliteit
> Start- & einddatum van mobiliteit