

!! This page is not part of the template. Please remove it before signing the document. !!

What is this template?

This is an optional template for a learning agreement complement under Erasmus+ Key Action 1. The template is applicable for individual learner and staff mobility in the fields of school education, vocational education and training, and adult education.

What is a learning agreement complement?

Before each Erasmus+ activity a learning agreement is created to define the expected learning outcomes. After the mobility period has been completed, the learning agreement complement is issued to document what has actually been achieved.

The learning agreement complement forms a part of a package of documents that each participant may expect to receive as preparation and follow-up of their learning mobility. While exceptions are possible depending on the type of activity and the context, this package will typically include:

- **Grant agreement** between the sending organisation and the participant defining the financial support to the participant and the legal framework for the mobility
- **Learning agreement** defining the conditions of implementation for the mobility activity and the expected learning outcomes
- **Learning agreement complement** issued after the activity and confirming that the activity has taken place as planned. This template is designed to meet the minimum requirements for supporting documentation defined in your project's Grant Agreement. The Learning agreement complement is not required if other issued documentation satisfies the same requirements.
- **Europass Mobility** is a standardised document designed to capture the learning outcomes achieved during a mobility period. The Europass format is recommended by the European Commission for use in Erasmus+. In case the specific activity format or other limitations require it, Europass Mobility can be complemented or replaced by other documents, including national recognition instruments.
- **Participant report** – an obligatory online questionnaire sent after the mobility to collect information about the participant's results and satisfaction.

Is it obligatory to have a learning agreement complement?

The standard grant agreement for Erasmus+ projects requires the following supporting documentation in order to claim financial support for individual mobility activities:

Supporting documents: proof of attendance of the activity in the form of one or several documents specifying the participant's name and learning outcomes, as well as the starting and end date of the activity. In case accompanying persons have supported the participants during the activity, their names and duration of stay shall also be included. The supporting documents must be signed by the hosting organisation and the participant.

Therefore, it is obligatory to document each participant's learning outcomes, but it is not obligatory to use this specific template. The purpose of this template is to provide a quick and reliable way to comply with the above requirements in cases where dedicated recognition documentation (e.g. Europass Mobility) is not available or is in the process of being issued.

How to use this template?

To use the template, complete the needed content in each article. Throughout the template, you will find concrete instructions and advice in [square brackets and grey shading]. The grey-shaded text and this initial page should be removed before finalising the document.

Further follow-up of mobility activities

In addition to ensuring recognition, the sending organisation should encourage participants to share their mobility experience with the public and their peers, and to engage in Erasmus+ alumni activities (please consult your National Agency to find out more about these opportunities).

Erasmus+ learning agreement complement

1. Purpose

[Use this text if the learning agreement has been implemented without changes:] The signatories confirm that the participant has attended the learning mobility activity described in the annexed Erasmus+ learning agreement, and has attained the specified learning outcomes.

[Use this text if the learning agreement has been implemented with changes:] The signatories confirm that the participant has attended the learning mobility activity described in the annexed Erasmus+ learning agreement, and has attained the specified learning outcomes, with the following changes:

[Please describe any changes in the planning of the mobility (e.g. duration, accompanying persons) or in the attained learning outcomes in comparison to the annexed learning agreement. It can be helpful to copy the tables from the learning agreement template to list the differences.]

2. Annexes

- Annex I: Learning Agreement

3. Signatures

[Please remove the 'Participant's legal guardian' table if not applicable]

Participant	
Full name:	
Date and place:	
Signature:	

Participant's legal guardian	
Full name:	
Date and place:	
Signature:	

For sending organisation	
Full name:	
Position:	
Date and place:	
Signature:	

For hosting organisation	
Full name:	
Position:	
Date and place:	
Signature:	
