



Memorandum of Understanding

Draft version

'File code' of the Memorandum of Understanding (optional)

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1. Objectives of the Memorandum of Understanding

The Memorandum of Understanding¹ (MoU) forms the framework for cooperation between the competent institutions. It aims to establish mutual trust between the partners. In this Memorandum of Understanding partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credit.

Are other objectives agreed on? Please tick as appropriate

No

Yes – these are: please specify here

¹ For more information and guidance on the establishment of a MoU please refer to the ECVET User's Guide: 'Using ECVET for geographical mobility (2012) - Part II of the ECVET Users' Guide - Revised version – including key points for quality assurance' – available at: http://www.ecvet-projects.eu/Documents/ECVET_Mobility_Web.pdf



2. Organisations signing the Memorandum of Understanding

Organisation 1

Country	Finland
Name of organisation	KSAO – Kouvola Region Vocational College
Address	Utinkatu 44 – 48, 45201 Kouvola
Telephone/fax	+3582061511, +358206153388
E-mail	firstname.lastname(at)ksao.fi
Website	www.ksao.fi
Contact person	Name: A. H. Position: Coordinator for International Relations
Telephone/fax	Tel. + 358 (0)20 XXX / Fax.+ 358 (0)20 XXX
E-mail	xxx.xxx(at)ksao.fi

Organisation 2

Country	Germany
Name of organisation	Adolf-Kolping-Berufskolleg
Address	Ina-Seidel-Straße 11, 50169 Kerpen
Telephone/fax	+ 49 (0) 2273 90910 / + 49 (0) 2273 909139
E-mail	info@akbk-horrem.de
Website	www.akbk-horrem.de
Contact person	Name:S. H. Position: Coordinator international relationships LdV
Telephone/fax	+ 49 (0) 2273 XXX / + 49 (0) 2273 XXX



E-mail

xxx.xxx@akbk-horrem.de



3. Other organisations covered by this Memorandum of Understanding (if appropriate)

Explanatory note:

For MoUs established within a broader context (such as agreements set up by sector based organisations, chambers, regional or national authorities) a list of organisations (VET providers, companies, etc.) who are able to operate in the framework of the MoU can be added. This list can consist of their names or it can refer to the type of VET providers. The list can be included as an annex.

None



4. The qualification(s) covered by this Memorandum of Understanding

Qualification 1

Country	Finland
Title of qualification	Cook
EQF level (if appropriate)	Please fill in
NQF level (if appropriate)	Suggestion for Parliament Level 4, not yet confirmed
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)	THEME-Matrix Hospitality/Cook - Competence area 1 – Competence development step 2,3. (see matrix attached)
Enclosures in annex - please tick as appropriate	<input checked="" type="checkbox"/> Europass Certificate Supplement <input checked="" type="checkbox"/> The learning outcomes associated with the qualification <input checked="" type="checkbox"/> Description of the unit(s) of learning outcomes for the mobility <input type="checkbox"/> Other: please specify here

Qualification 2 (Not relevant in this example, because we have only one mobility action)

Country	
Title of qualification	
EQF level (if appropriate)	
NQF level (if appropriate)	
Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable)	
Enclosures in annex - please tick as appropriate	<input type="checkbox"/> Europass Certificate Supplement <input type="checkbox"/> The learning outcomes associated with the qualification <input type="checkbox"/> Description of the unit(s) of learning outcomes for the mobility <input type="checkbox"/> Other: please specify here



5. Assessment, documentation, validation and recognition

By signing this Memorandum of Understanding we confirm that we have discussed the procedures for assessment, documentation, validation and recognition and agree on how it is done.

6. Validity of this Memorandum of Understanding

This Memorandum of Understanding is valid until: 30/11/2013

7. Evaluation and review process

The work of the partnership will be evaluated and reviewed by: During the meeting in France in April 2014 from the EU-coordinators of both institutions



8. Signatures

Organisation / country	Organisation / country
Kouvola Region Vocational College	Adolf-Kolping-Berufskolleg
Name, role	Name, role
T. O. Principal	W. B. Principal
Place, date	Place, date
Kouvola 1.10.2013	Horrem, 1.10.2013
Organisation / country (remove if not necessary)	Organisation / country (remove if not necessary)
Name, role	Name, role
Place, date	Place, date



Organisation / country (remove if not necessary)	Organisation / country (remove if not necessary)
Name, role	Name, role
Place, date	Place, date

add more tables if necessary



9. Additional information

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10. Annexes

We add:

1. Competence Matrix
2. Europass Certificate Supplement