



LIFELONG LEARNING PROGRAMME
 SETTORIAL PROGRAMME LEONARDO DA VINCI

ECVET CERTIFICATION SYSTEM

Learning Agreement

PROJECT FANTE – Fostering and teaching entrepreneurship

Name of the Learner	
Contact details	(Address, phone number, email)
Qualification Being prepared by the learner	Waiter/Waitress
Period concerned	LDV Mobility from...to
Home Institution	
Main Contact Person	
Hosting institution	
Main Contact Person	

Learner
 Date.....Signature

Home institution
We confirm that the Learning Agreement is accepted
 Date.....Signature.....

Hosting institution
We confirm that the Learning Agreement is accepted
 Date.....Signature.....





Qualification	Unit	Ecvet Points	Key Activities	Knowledges, abilities and skills acquired	Assessment methods
Waiter	Work environment	4	Restaurant hall areas	Knowledge of all the Restaurant hall departments and the most relevant internal activities. Identifying instruments and equipments for the different activities. Knowledge of each different machines and equipments and its relevant use.	Tutor's evaluation
			Communication	Ability to communicate with colleagues and supervisors properly. Use of organizational communication criterion. Knowledge of the roles attributed to each working companion.	Tutor's evaluation
			Work terminology	Use of proper terminology concerning gastronomy and catering in two languages. Use of proper working terminology. Knowledge of the most used and essential terms.	Tutor's Evaluation
			Cleaning of work stations	Keep clean the workplace and restaurant hall equipments. Use of procedures and protocols of hygiene and cleaning of workstation and restaurant hall. Knowledge of cleaning methods and products suitable for each specific equipment.	Tutor's evaluation

<p>Evaluation methods, Validation and recognition</p>	:	<p>The trainee will be subject to an evaluation sheet filled by the host company tutor who is assigned with the task of evaluating all the aspects of the learning units. The questionnaire is made up of 13 questions relevant to the different areas of the two learning units whose results are expected to be achieved by the trainee. The skills acquired and the relevant learning outcomes will be evaluated on a scale of 3 (1 = basic; 2 = intermediate; 3 = advanced). The results of the evaluation done by the host company tutor will be validated by the sending Institution and will form part of the trainee portfolio through the recognition of the relevant credits. The achievement of the foreseen Learning Outcomes stated in the present Units will be validated with n.1 point of credit in the Country of origin for the admittance to the final qualification exam.</p>
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<p>Evaluator profile</p>	<p>: The evaluator is the host company tutor. The companies and the tutors are selected within those whose professionals have a large experience in the field study object of the evaluation and commonly host international trainee with the task of teaching and evaluating the acquired skills.</p>
<p>Evaluation Conditions and timing</p>	<p>: The evaluation will take place along the last week of the internship within the environment of the host company. An Accompanying person is in charge of handing out the documents and the evaluation survey to the host company tutor</p>
<p>Information</p>	<p>: The trainee will be informed about the results of his/her evaluation by the end of the recognition process of the achieved learning outcomes in the Country of origin.</p>
<p>Documentation</p>	<p>: The sending institution in the Country of origin and the Host partners have signed a Mutual Trust agreement called Memorandum of Understanding, which recognises each other as competent authority to provide evaluation of Units of Learning Outcomes and states the quality standards for the evaluation including the selection of the proper host Company and the relevant tutor. The certification process involves the recognition by the Sending Institutions of the evaluation done in the host Country and is made up of three different documents: the Learning Agreement, the Personal Transcript and the Learning Units.</p>





Qualification	Unit	Ecvet Points	Key Activities	Knowledges, abilities and skills acquired	Assessment methods
Waiter	Service techniques and rules	5	Set up	Setting up of dishes and equipments for the service. Organization of the service according to safety and hygiene regulation. Being aware of risks and threats during service.	Tutor's evaluation
			Serving autonomously	Serving autonomously. Use the main service technique properly. Knowledge of the main service techniques: Italian, French, Russian style.	Tutor's evaluation

Evaluation methods, Validation and recognition	:	The trainee will be subject to an evaluation sheet filled by the host company tutor who is assigned with the task of evaluating all the aspects of the learning units. The questionnaire is made up of 13 questions relevant to the different areas of the two learning units whose results are expected to be achieved by the trainee. The skills acquired and the relevant learning outcomes will be evaluated on a scale of 3 (1 = basic; 2 = intermediate; 3 = advanced). The results of the evaluation done by the host company tutor will be validated by the sending Institution and will form part of the trainee portfolio through the recognition of the relevant credits. The achievement of the foreseen Learning Outcomes stated in the present Units will be validated with n.1 point of credit in the Country of origin for the admittance to the final qualification exam.
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Evaluation Conditions and timing	:	The evaluation will take place along the last week of the internship within the environment of the host company. An Accompanying person is in charge of handing out the documents and the evaluation survey to the host company tutor
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Information	:	The trainee will be informed about the results of his/her evaluation by the end of the recognition process of the achieved learning outcomes in the Country of origin.
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Documentation	:	The sending institution in the Country of origin and the Host partners
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