 **Memorandum of Understanding**

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| 1. **Objectives of the Memorandum of Understanding**
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| The Memorandum of Understanding (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: **Learners’ internship**. The two parties will cooperate on reciprocal mobility periods funded by Erasmus+ for their own VET students/apprentices, either at the other partner’s organisation or in companies approved for work practice by the other partner. |
| 1. **Organisations signing the Memorandum of Understanding**
 |
| Organisation 1 |
| Country | Iceland |
| Name of organisation | The Iceland School of Tourism (Ferðamálaskólinn í Kópavogi) |
| Address | Digranesvegur 51, 200 Kópavogur, Iceland |
| Telephone/fax | +354 594 4020 |
| E-mail | Ferdamalaskolinn@mk.is |
| Website | [www.mk.is](http://www.mk.is) |
| Contact person  | Name Ásdís Ó. Vatnsdal |
| Position Director / International Coordinator |
| Telephone/fax | +354 594 4020 |
| E-mail | Asdis.Vatnsdal@mk.is |
| Organisation 2 |
| Country | Slovenia |
| Name of organisation | Višja strokovna šola za gostinstvo, velnes in turizem Bled(Bled Vocational College)  |
| Address | Prešernova 32, 4260 Bled, Slovenia          |
| Telephone/fax | +386 4 575 3417                                                 |
| E-mail | info@vgs-bled.si |
| Website | wwww.vgs-bled.si |
| Contact person | Name Ms Mojca Jošt                                  |
| Position Erasmus+ Coordinator |
| Telephone/fax | +386 4 575 3417                                                 |
| E-mail | mojca.jost@vgs-bled.si |

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| 1. **The qualification(s) covered by this Memorandum of Understanding**
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| Qualification 1 |
| Country | Iceland |
| Title of qualification | Diploma in Practical Tourism / Job Training Abroad (Erasmus+) |
| EQF level (if appropriate) | 5 |
| NQF level (if appropriate) | 4 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | The actual learning outcomes will be the same as for local students/apprentices in the host country at the same level of training and in a comparable VET program. This will be specified in the leaning agreement. |
| Enclosures in annex - please tick as appropriate | ✓ Europass Certificate Supplement☐ The learning outcomes associated with the qualification✓ Description of the unit(s) of learning outcomes for the mobility☐ Other: please specify  |
| Qualification 2 |
| Country | Slovenia |
| Title of qualification | Short cycle higher vocational diploma |
| EQF level (if appropriate) | 5 |
| NQF level (if appropriate) | 6 |
| Unit(s) of learning outcomes for the mobility phases (refer to enclosure in the annex, if applicable) | The actual learning outcomes will be the same as for local students/apprentices in the host country at the same level of training and in a comparable VET program. This will be specified in the leaning agreement. |
| Enclosures in annex - please tick as appropriate | ✔ Europass Certificate Supplement☐The learning outcomes associated with the qualification☐ Description of the unit(s) of learning outcomes for the mobility☐ Other: please specify  |

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| 1. **Division of responsibility in connection with mobility periods**
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| **Responsibility** | **Sending partner** | **Receiving partner** |
| Provide the sending/hosting companies and the participants with all necessary information and documents to be signed before, during and after the mobility period. | x | x |
| Guarantee information and communication between partners | x | x |
| Prepare learning agreement | x |  |
| Guarantee suitable work and training placement in the professional field of the student/apprentice or staff | x |  |
| Sign Europass (or similar certificate of participation) and Learning Agreement drafted by the sending partner | x | x |
| Select, inform, and prepare the student/apprentice or staff | x |  |
| Arrange insurance (travel, health, work, accident, and liability) | x |  |
| Arrange accommodation for student/apprentice | x | x |
| Provide working clothes and safety equipment if necessary | x |  |
| Provide funding for meals and cost of living during the mobility period | x |  |
| Arrange travel | x |  |
| Carry out assessment | x | x |
| Organise tutoring in the company | x | x |

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| 1. **Assessment, documentation, validation and recognition**
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| 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.  |
| 1. **Validity of this Memorandum of Understanding**
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| This Memorandum of Understanding is valid from 1 October 2018 to 31 October 2020. |
| 1. **Evaluation and review process**
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| The work of the partnership will be evaluated and reviewed annually by the international coordinators of Bled Vocational College and the Iceland School of Tourism. |
| 1. **Signatures**
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| **Organisation / country** | **Organisation / country** |
| Iceland School of Tourism at Kópavogur Institute of Education, Icelandmklogo | Bled Vocational CollegeSloveniaC:\Users\AV\Desktop\Erasmusplus_haust2018\BledLogo.png |
| Name, role  | Name, role |
| Ásdís Ó. Vatnsdal, Director | Mag. Janez Damjan, director |
| Place, date | Place, date |
| Kópavogur 17 October 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Bled, 19 October 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |