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ERASMUS-EDU-2024-CB-VET

SPARKLE

D3.4 MODEL MEMORANDUM OF UNDERSTANDING – TYPE 2

Cooperation between a TVET Organisation and a Local Stakeholder for Skills Development, Training Relevance and Employment

Supporting Productive jobs, Awareness and Resilience through Knowledge and Learning for Electrotechnicians

Proposal number: 101182990

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MEMORANDUM OF UNDERSTANDING

between

[**Name of TVET Organisation**], having its registered office at [address], represented by [name and position], hereinafter referred to as "the TVET Organisation",

and

[**Name of Stakeholder Organisation**], a [company/employer/business association/public authority/NGO/civil society organisation/education organisation/other], having its registered office at [address], represented by [name and position], hereinafter referred to as "the Stakeholder",
jointly referred to as "the Parties".

MODEL NOTE – ADAPTABLE: Complete the identification of the Parties and adapt the stakeholder category. The two-party structure should be retained.

Preamble

This Memorandum of Understanding is established within the framework of SPARKLE, an Erasmus+ Capacity Building in the Field of Vocational Education and Training project. SPARKLE seeks to strengthen the capacity of TVET providers to engage with the local socio-economic environment, including enterprises, employers, business associations, local authorities and other relevant actors, in order to better identify skills demand and improve the relevance of vocational education and training.

The Parties recognise the importance of cooperation between TVET providers and local economic, institutional and social actors in order to make training more relevant to skills needs, employment opportunities and local development. Through this MoU, the Parties intend to establish a practical and sustainable framework for dialogue and cooperation.

MODEL NOTE – CORE: Keep the purpose of TVET–stakeholder cooperation. Wording may be adjusted slightly to reflect the local context, but the focus on training relevance and local skills needs should remain.

Article 1 – Purpose

The purpose of this MoU is to define a practical framework for cooperation between the TVET Organisation and the Stakeholder. Cooperation should help to:

a) identify current and emerging skills needs;
b) improve the relevance and quality of training;
c) involve stakeholders in the review or delivery of training, where appropriate;
d) create practical learning, employment or entrepreneurship opportunities for learners;
e) strengthen regular dialogue between TVET and the local socio-economic environment.

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MODEL NOTE – CORE: This Article should be retained. The list may be shortened or expanded, but the overall purpose of cooperation should not be changed.

Article 2 – Principles of Cooperation

Cooperation shall be based on:

- mutual respect and recognition of the Parties' respective mandates;
- local ownership;
- voluntary participation;
- relevance to labour-market and community needs;
- practical and results-oriented collaboration;
- inclusion and equal opportunity;
- transparency and appropriate information sharing;
- safeguarding and occupational health and safety;
- sustainability and continuous improvement.

MODEL NOTE – CORE: This Article should be retained. The list may be shortened or expanded, but the overall purpose of cooperation should not be changed.

Article 2 – Areas of Cooperation

According to the nature and capacity of the Stakeholder, the Parties may cooperate in one or more of the following areas:

a) sharing information on skills needs, occupations, technologies and employment trends;
b) reviewing occupational profiles, learning outcomes, curricula or practical training content;
c) involving professionals or technical experts in training activities;
d) organising workplace visits, demonstrations, internships, apprenticeships or other practical learning experiences;
e) supporting career guidance, job matching, entrepreneurship or self-employment;
f) sharing facilities, equipment, expertise or learning resources, where feasible;
g) supporting inclusion and access to training for groups facing barriers to education or employment.

The specific activities agreed by the Parties shall be recorded in the Cooperation Action Sheet attached to this MoU.

MODEL NOTE – ADAPTABLE: Select only the areas that are relevant to the stakeholder. Partners are not expected to include every activity in each MoU.

Article 3 – Skills Needs and Training Relevance

The Stakeholder may provide information and feedback on skills shortages, occupational profiles, technologies, workplace practices and employment opportunities. The TVET Organisation shall consider relevant feedback when reviewing or developing its training offer. Where appropriate, the Stakeholder may contribute to the review of training content or provide technical and practical inputs.

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MODEL NOTE – CORE / ADAPTABLE: The link between stakeholder input and improvement of training should remain. Examples of the information or contribution expected may be adapted to the stakeholder.

Article 4 – Practical Learning and Employment

Where relevant, the Parties may cooperate to provide learners with practical exposure to the world of work, including workplace visits, demonstrations, internships, apprenticeships, work placements, mentoring, career guidance or recruitment-related activities.

Any internship, apprenticeship or work placement requiring specific conditions shall be covered by a separate written arrangement addressing, as appropriate, duration, supervision, learning objectives, health and safety, safeguarding, insurance and any financial conditions. This MoU does not guarantee employment to learners or graduates.

MODEL NOTE – CORE / ADAPTABLE: Keep the safeguards concerning placements and the absence of an employment guarantee. The types of practical activities may be adapted or omitted if they are not relevant to the stakeholder.

Article 5 – Contribution to the Wider TVET Offer

The Parties agree that useful information and lessons generated through this cooperation may, where relevant and subject to confidentiality requirements, be shared with other cooperating TVET institutions. This will help TVET providers jointly identify skills needs, avoid unnecessary duplication, improve complementarity and develop a more integrated and responsive training offer.

MODEL NOTE – CORE: This Article should not be removed. It is the main link between individual stakeholder partnerships and the wider cooperation among TVET institutions.

Article 6 – Responsibilities of the Parties

The TVET Organisation shall appoint a focal person, maintain communication with the Stakeholder, provide relevant information on its training activities, involve the Stakeholder in agreed activities and follow up on relevant feedback.

The Stakeholder shall appoint a focal person and, according to its mandate and capacity, participate in agreed activities, provide relevant information or expertise, and communicate any issue that may affect implementation.

MODEL NOTE – CORE / ADAPTABLE: Both Parties should have clear responsibilities and a focal person. Specific responsibilities may be adapted to the activities selected in the Action Sheet.

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Article 7 – Inclusion, Safety and Confidentiality

The Parties shall promote respectful and non-discriminatory participation in activities under this MoU. Activities involving learners shall comply with applicable safeguarding and occupational health and safety requirements. Confidential information and personal data exchanged under this cooperation shall be handled in accordance with applicable rules and shall not be disclosed without authorisation, unless required by law.

MODEL NOTE – CORE: The principles on non-discrimination, safeguarding, health and safety, confidentiality and data protection should be retained and should not be weakened.

Article 8 – Financial Arrangements

This MoU does not create an automatic financial obligation for either Party. Each Party shall normally bear its own costs unless otherwise agreed in writing. Any activity requiring a specific financial commitment shall be subject to a separate written arrangement.

MODEL NOTE – CORE: This Article should be retained unless the Parties replace it with a more specific written financial arrangement.

Article 9 – Nature, Duration and Termination

This MoU expresses the Parties' intention to cooperate and does not in itself create a partnership, joint venture, employment relationship or separate legal entity. It shall enter into effect on the date of the last signature and remain valid for [three/five] years. It may be amended by mutual written agreement. Either Party may terminate the MoU by giving [60/90] days' written notice. Where possible, termination should not negatively affect activities already underway involving learners.

MODEL NOTE – CORE / ADAPTABLE: The non-binding nature of the MoU and the possibility of termination should remain. Duration and notice period may be adapted by the Parties.

Article 10 – Review and Sustainability

The Parties shall periodically review the cooperation and may update the Cooperation Action Sheet when priorities or activities change. Successful forms of cooperation should, where feasible, continue beyond individual activities and become part of regular dialogue between the TVET Organisation and the Stakeholder.

MODEL NOTE – ADAPTABLE: The frequency and method of review may be adapted to the partnership.

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Signatures

For the TVET Organisation
Organisation:
Name:
Position:
Date:
Signature:

For the Stakeholder
Organisation:
Type of organisation:
Name:
Position:
Date:
Signature:

MODEL NOTE – CORE: The MoU should be signed by authorised representatives of both Parties.

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ANNEX I
COOPERATION ACTION SHEET

This Annex identifies the concrete activities agreed between [TVET Organisation] and [Stakeholder]. It may be updated by mutual agreement without rewriting the full MoU, unless the change affects a core provision of the MoU.

MODEL NOTE – ADAPTABLE: This Annex is intentionally flexible and should be completed separately for each stakeholder.

Use of the model: CORE provisions must be retained. ADAPTABLE provisions may be tailored to the stakeholder. CORE / ADAPTABLE provisions keep the stated principle, while operational details may be adapted.

1. Stakeholder category

☐ Employer / Company
☐ MSME / Entrepreneur
☐ Business or Employer Association
☐ Public Authority
☐ Local Development Actor
☐ Civil Society / NGO / Community Organisation
☐ Education or Training Organisation
☐ Policy / Institutional Actor
☐ Other: _____

2. Economic sector / field

_____

3. Priority skills / occupational areas

_____

4. Agreed cooperation activities

☐ Labour-market / skills-needs information
☐ Occupational profile validation
☐ Curriculum / training review
☐ Technical expertise in training
☐ Guest experts / practitioners
☐ Workplace visits
☐ Internships / work-based learning
☐ Equipment / facilities / technical resources
☐ Career guidance
☐ Recruitment / job matching
☐ Entrepreneurship support
☐ Inclusion / outreach
☐ Trainer development

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☐ Other: _____

5. Main activities to be implemented

_____

6. Expected results

_____

7. Implementation period
From _____ to _____

8. Focal Points

_____

TVET Organisation: _____
Stakeholder: _____

9. Review date_____

Signed for the TVET Organisation
Name / Position / Signature / Date

_____

Signed for the Stakeholder
Name / Position / Signature / Date

_____

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