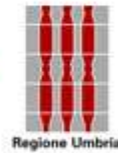




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**ERASMUS +  
COOPERATION AND INNOVATION FOR GOOD PRACTICES**

**PROJECT NUMBER: 2014-1-EL01-KA202-001610**

**Common European Model for  
Learning Agreement (LA) ECVET**

in compliance with the  
Memorandum of Understanding - MoU ECVET  
establishing the new European common professional qualifications for  
Social Entrepreneur and Manager of Social Enterprises

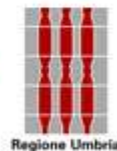
Done by



July 2016



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## LEARNING AGREEMENT ECVET FOR VET MOBILITY FOR THE PROFESSIONAL PROFILE OF "SOCIAL ENTREPRENEUR"

### DETAILS OF THE TRAINEE:

#### Personal information

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex (M/F)		Phone	
Address		City/ Country	
E-mail			

#### Education

Education/ training organisation	
Qualification awarded	
EQF or other relevant level	
Date (from-to)	

*(add tables if necessary)*

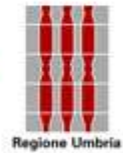
#### Professional experience

Occupation or Position held	
Employer (name, city, country)	
Main activities and responsibilities	
Date (from-to)	

*(add tables if necessary)*



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## Knowledge of the English language

(Enter level: Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user)

Listening	
Reading	
Speaking	
Writing	

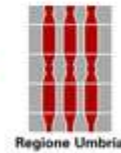
Enter certificate obtained:

### **DETAILS OF THE SENDING INSTITUTION:**

Name			
Address		City/ Country	
Contact person name			
Contact person e-mail		Contact person phone	

### **DETAILS OF THE RECEIVING INSTITUTION:**

Name:			
Address		City/ Country	
Contact person name			
Contact person e-mail		Contact person phone	



## **PROPOSED MOBILITY PROGRAMME:**

Planned period of the mobility: <b>From: 17/6/2017 until 25/6/2017</b>
Total number of days: <b>9</b>
Number of working days: <b>7</b>
Number of working hours per day: <b>8 including 2 study visits in 2 social enterprises</b>
Traineeship title: <b>"New European Qualifications for the professional profile of social entrepreneur"</b>
<p>Detailed program of the traineeship period:</p> <p><b>Training Units in class (physical mobility):</b></p> <p><b>Marketing Management:</b> 30 hours</p> <p>The sub-units in which the unit is divided are:</p> <ul style="list-style-type: none"> <li>• Definition and specific features of marketing,</li> <li>• Marketing management in the social entrepreneurship sector.</li> </ul> <p><b>Internal and External Customer Relationship Management- CRM:</b> 26 hours</p> <p>The sub-units in which the unit is divided are:</p> <ul style="list-style-type: none"> <li>• Communication process with customers,</li> <li>• Process for gathering information,</li> <li>• Managing difficult situations</li> </ul> <p>Total of hours, including two study visits :56 hours</p> <p>The number of working hours will be 8 hours per day. The training activities will be accompanied by two study visits in 2 social enterprises of the receiving country.</p> <p>The training activities will be implemented by specialised trainers of the above fields and the working language will be English.</p>

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:

Activity Area 5 - <b>MARKETING</b>			
TASKS	KNOWLEDGE	SKILLS and ATTITUDES	COMPETENCES
– Issue the policies, guidelines and operational plans for marketing, usually	– General, sectoral and specific marketing legislation, regulations,	The ability to apply:  Personal and social:	To be able to:  – Issue the policies, guidelines and

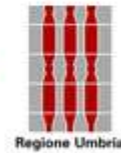
<p>together with the Board and the Management (sometimes with stakeholders)</p> <ul style="list-style-type: none"> <li>- Validate the development of commercial and marketing plan</li> <li>- Validate the correction/improvement of policies, guidelines and operational plans, creating a successful long-term growth</li> </ul>	<p>guidelines</p> <ul style="list-style-type: none"> <li>- Social enterprise's mission, vision and value as a framework for marketing management</li> <li>- Social, economic, environmental, ethical impact and sustainability of marketing plan for a successful long-term growth</li> <li>- Marketing management theories, methods and techniques (focusing on their policies, guidelines and operational plans), to guide, verify, implement and improve them.</li> <li>- Implementation of policies to improve productivity and quality</li> </ul>	<ul style="list-style-type: none"> <li>• Customer/stakeholders centric approach</li> <li>• Effective communication and interpersonal relations</li> <li>• Ethic behaviour</li> <li>• Emotional intelligence: empathy, patience, integrity, sensitivity, self confidence</li> <li>• Creativity and imagination</li> <li>• Strategic thinking</li> <li>• Detail oriented mindset and critical thinking</li> <li>• Commercial awareness</li> <li>• Decision-making</li> <li>• Problem solving</li> <li>• Negotiation and conflict management</li> <li>• Power-sharing approach</li> <li>• Willingness to take unqualified responsibility</li> <li>• Self management and active learning</li> <li>• Root-cause analysis</li> </ul> <p>Technical:</p> <ul style="list-style-type: none"> <li>• Organizational development, time management and personal efficiency</li> <li>• Scheduling, monitoring, controlling and supervising</li> </ul>	<p>operational plans for marketing, usually together with the Board and the Management (sometimes with stakeholders)</p> <ul style="list-style-type: none"> <li>- Validate the development of commercial and marketing plan</li> <li>- Validate the correction/improvement of policies, guidelines and operational plans, creating a successful long-term growth</li> </ul>
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		<ul style="list-style-type: none"> <li>• Marketing risk analysis, evaluation and forecasting</li> <li>• Ability to meet work deadlines and thriving under pressure</li> <li>• Administrative and IT</li> </ul>	
--	--	--	--

Activity Area 6 - INTERNAL AND EXTERNAL CUSTOMER RELATIONSHIP MANAGEMENT - CRM			
TASKS	KNOWLEDGE	SKILLS and ATTITUDES	COMPETENCES
<ul style="list-style-type: none"> <li>- Issue the policies, guidelines and operational plans for managing the company's interactions with current and future customers/stakeholders, both internal and external, usually together with the Board and the Management (sometimes with stakeholders)</li> <li>- Establish how to build relationships with other social enterprises and stakeholders and how to identify new opportunities for the customers in compliance with the mission and values of the social enterprise</li> <li>- Validate the satisfaction report of customers/stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>- General, sectoral and specific legislation, regulations, guidelines regarding company's interactions (both internal and external)</li> <li>- Social enterprise's mission, vision and value as a framework for customer relationship management to maintain, identify and build new opportunities</li> <li>- Social, economic, environmental, ethical impact and sustainability of customer relationship management</li> <li>- Customer relationship management theories, methods</li> </ul>	<p>The ability to apply:</p> <p>Personal and social:</p> <ul style="list-style-type: none"> <li>• Customer/stakeholders centric approach</li> <li>• Effective communication and interpersonal relations</li> <li>• Ethic behaviour</li> <li>• Emotional intelligence: empathy, patience, integrity, sensitivity, self confidence</li> <li>• Strategic thinking</li> <li>• Detail oriented mindset and critical thinking</li> <li>• Commercial awareness</li> <li>• Decision-making</li> <li>• Problem solving</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>- Issue the policies, guidelines and operational plans for managing the company's interactions with current and future customers/stakeholders, both internal and external</li> <li>- Establish how to build relationships with other social enterprises and stakeholders and how to identify new opportunities for the customers in compliance with the mission and values of the social enterprise</li> <li>- Validate the satisfaction report of customers /stakeholder</li> </ul>

	<p>and techniques (focusing on their policies, guidelines and operational plans), to guide, verify, implement and improve them:</p> <ul style="list-style-type: none"> <li>• How to build and maintain the relationships with other social enterprises, customers and stakeholders</li> <li>• How to verify the satisfaction of customers and stakeholders</li> <li>• Implementation of policies to improve productivity and quality</li> </ul>	<ul style="list-style-type: none"> <li>• Negotiation and conflict management</li> <li>• Power-sharing approach</li> <li>• Willingness to take unqualified responsibility</li> <li>• Self management and active learning</li> <li>• Root-cause analysis</li> </ul> <p>Technical:</p> <ul style="list-style-type: none"> <li>• Organizational development, time management and personal efficiency</li> <li>• Scheduling, monitoring, controlling and supervising</li> <li>• CRM risk analysis, evaluation and forecasting</li> <li>• Ability to meet work deadlines and thriving under pressure</li> <li>• No-Surprise attitude: positive language, acting and persuasion to handle complaints, aggressive customers and difficult</li> </ul>	
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		situations <ul style="list-style-type: none"> <li>• Administrative and IT</li> </ul>	
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## **ARTICLE 1 – Introduction to the “Social Keys for Social Entrepreneurship” project**

The project “Social Keys for Social Entrepreneurship” is implemented in the field of Erasmus + Program of the European Commission and specifically in the Key Action “Cooperation for Innovation and the exchange of good practices”. The project concerns the creation of Common European Professional Standards within the framework of the Social Economy Sector in the participating countries (Greece, Italy, Poland and Belgium).

The project aims at the development and testing in different European countries of COHERENT COMMON CURRICULA AND COURSES, focused on work based learning, virtual mobility, open educational resources and virtual laboratories/workplaces adapted to labour market needs, for the qualifications in the social economy sector.

It is a multilateral intervention that aims to put in transparency and recognise the learning outcomes characterising social economy professions, applying and implementing European tools and frameworks. The project is focused on the professional qualifications of:

- Social Entrepreneur and
- Manager of Social Enterprise

## **ARTICLE 2 – A few words about the project’s training activities**

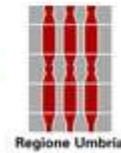
The partnership of the project has designed VET courses, in each participating country, for the already defined professional and training standards for the New European common qualifications in social entrepreneurship sector. The professional field chosen by the project’s partners was the one of “**Social Entrepreneur**”. For this field nine Common Training Activity Areas have been developed:

- Set-up and Start-up of a Social Enterprise
- Human Resources Management
- Financial Management





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- Production Management
- Marketing
- Customer Relationship Management
- Occupational Health and Safety Management
- Environmental Management
- Quality Management

The training methods which will be applied during the project's training activities are: E-learning, physical Mobility and study visits in social enterprises.

The VET provider/training agency will define, in accordance with national, regional and local legislation, a programme of intervention aimed to put in transparency and recognise the trainee's competences and to award consequently the relative ECVET credit points referred to in the Memorandum of Understanding – MoU at European level for the professional qualification of "**Social Entrepreneur**".

The participants of the training program after completing the on-line courses through the project's platform will attend courses in classroom (physical mobility) in a foreign country with duration of 9 days. The training modules that the participants will attend in classroom are "**Marketing**" and "**Internal and External Customer Relationship Management- CRM**". The training activities will also include two study visits in two social enterprises of the receiving country.

### **ARTICLE 3 – Subject matter of the learning agreement and guidelines**

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the mobility period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

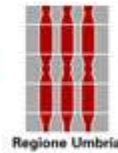
How to use this Learning Agreement:

**Before the mobility**, it is necessary to fill in pages 2 and 3 with information on the trainee, the sending institution and the receiving institution and the three parties have to agree on the section to be completed before the mobility (pages 4 and 5).

On pages 2 and 3, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents. However,



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it should at least include the names of the sending institution and the receiving organisation and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation.

**After the mobility**, the receiving organisation should send a Mobility Certificate to the trainee after successful completion of the mobility (see template in annex). Finally the sending institution should issue a Transcript of Records, a record of the results in a database accessible to the student.

Amendments to the agreement shall be requested and agreed by all parties through a formal notification by letter or by electronic message.

#### **ARTICLE 4 – Entry into force and duration of the mobility activities**

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The agreement will enter into force on the date when it will be signed by all parties.

The mobility period shall start on [date] and end on [date]. The **starting date** of the mobility period is the first day the trainee has been present at the receiving organization in order to carry out his/her training. It can be the first day of training or of a welcoming event organised by the receiving organisation.

The **end date** of the mobility period is the last day the trainee has been present at the receiving organisation to carry out his/her traineeship (and not his actual date of departure).

The Certificate of Attendance (see template in annex) shall provide the confirmed start and end dates of duration of the mobility period.

#### **ARTICLE 5 – Financial Support**

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The participant shall receive a financial support from Erasmus+ EU funds according to the project's approved budget for a total duration of 9 days.

The **sending institution** is responsible for booking and paying the tickets of the participant from the hosting to the receiving country and vice versa.

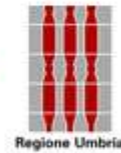
The **sending organisation** is also responsible for covering the expenses of the participants' accommodation in the hosting country.

The **receiving organisation** is responsible for providing money to the participant in order to cover the costs of food and local transport in the receiving country.

The financial support or part of it shall be repaid if the participant does not comply with the terms of the agreement. If the participant terminates the agreement before it



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ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with the sending institution.

In case the participant does not attend the training activities, after the signature of the Learning Agreement and the reservation of the tickets from the sending institution, he/she will have to return to the sending organisation the money already paid for the ticket.

However, when the participant has been prevented from completing his/her mobility activities due to force majeure, he/she shall be entitled to receive the amount of the grant corresponding to the actual duration of the mobility period. Any remaining funds shall have to be refunded, except if agreed differently with the sending institution. Such cases shall be reported by the sending institution and accepted by the National Agency.

#### **ARTICLE 6 – Insurance**

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The participant shall have adequate insurance coverage. All participants are obliged to issue the **European Health Insurance Card**, which provides basic health insurance coverage during the stay in another EU country. The European Health Insurance Card is a free card that gives people access to medically necessary, state-provided healthcare during a temporary stay in any of the 28 EU countries, under the same conditions and at the same cost (free in some countries) as people insured in that country. The card is issued in the local Health Authority of each EU country. The supporting document to be submitted and also the period of validation varies from one country to another.

#### **ARTICLE 7 – Certificate of attendance during mobility period**

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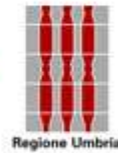
Upon completion of the mobility period, the receiving organisation commits to provide to the sending institution and to the trainee a **Certificate of attendance** within a period agreed in the section before the mobility.

The actual start and end dates of the training programme must be included according to the following definitions:

- The **start date** of the mobility period is the first day the trainee has been present at the organization to carry out his/her mobility. It can be the first day of training or of a welcoming event organised by the receiving organisation.



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- The **end date** of the mobility period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Certificate of attendance, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility.

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

#### **ARTICLE 8 – Obligations of the sending organisation**

- **Select** the participating trainees by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Prepare** participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, in collaboration with the hosting organisation, mentoring and support, preparatory visits on-site etc.
- **Book and pay** the participants' tickets and also their accommodation costs.
- **Establish** the Learning Agreement with the participant trainee and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the host Organisation to ensure the validation and recognition of the knowledge, skills and competences acquired.

- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the hosting Organisation.
- **Establish** a system of monitoring the mobility project during its duration.
- Use an **accompanying person** during the stay in the hosting country, taking care of practical arrangements.
- **Arrange and document** together with the hosting Organisation, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.
- **Check** the appropriate insurance cover for each participant

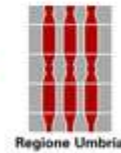
## **ARTICLE 9 – Obligations of the hosting organisation**

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- **Foster** understanding of the culture and mentality of the hosting country.
- **Provide** money to the participants in order to cover costs of food and transport.
- **Arrange** the participants' accommodation and cooperate with the receiving organisation for the hotel/apartment booking.
- **Ensure** that appropriate equipment and support is available in classroom.
- **Organise** two study-visits in two social enterprises of the hosting country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and
- **Identify** specialised tutors or mentors for the implementation of the training activities.



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- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Provide** an attendance list to the participants and an evaluation report after the completion of the training activities.

#### **ARTICLE 10 – Obligations of the participant**

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- **Establish** the Learning Agreement with the sending Organisation and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the hosting Organisation, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending Organisation and hosting Organisation about any problems or changes regarding the training placement.
- **Attend** the in-class training courses, sign the attendance list and complete any evaluation sheet provided.

#### **ARTICLE 11 – Obligations of the accompanying person**

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- **Assist** participants during the travel from the hosting to the participating country.
- **Cooperate** with the sending and the hosting institution for the reservation of the tickets and the apartment/hotel.
- **Resolve** any problems and practical issues that might occur during the mobility period.
- **Make sure** that participants attend the training activities and all other actions scheduled from the hosting partner (study-visits etc.)

#### **ARTICLE 12 – Commitment of the parties involved**

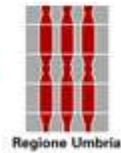
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By signing this document, the participant, the sending institution and the receiving organization confirm that they will abide by the principles of this Learning Agreement.





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## THE PARTICIPANT

I confirm that I will abide to the rules and regulation described in the present Learning Agreement.

Date and place

Participant's signature

## THE SENDING INSTITUTION

We confirm that this proposed training programme agreement is approved.

Date and place

Coordinator's signature

## THE RECEIVING ORGANISATION

We confirm that this proposed training programme is approved. On completion of the training programme, the organisation will issue a certificate of attendance to the participant

Date and place

Coordinator's signature





## ANNEX I

### "HELLENIC MANAGEMENT ASSOCIATION" PRACTICAL DETAILS ON THE MOBILITY ACTIONS

#### **Organisation of the training activities:**

- Six participants from Italy and one accompanying person will visit Athens from 1<sup>st</sup> until 9<sup>th</sup> June 2017 in order to attend the project's training activities (physical mobility).
- The participants should be present in the premises of HMA on the 2<sup>nd</sup> July 2017. The 1<sup>st</sup> July 2017 will be the date of travel from the sending country (Italy) to the hosting (Greece). The 9<sup>th</sup> July 2017 will be the date of travel from the hosting country (Greece) to the receiving one (Italy).
- On the 2<sup>nd</sup> July 2017 a welcome event will be organized by HMA.
- The date of departure will be the 9<sup>th</sup> July 2017.
- The training duration per day will be 8 hours (9:00-17:00) including 2 study visits. So, the training activities will have a total duration of 7 days/ 56 hours.
- HMA will organize 2 study visits in two social enterprises in Athens. As a result, the trainees will be informed about the structure and the operation of a Greek Social Enterprise and will exchange views and good practices with its employees.
- The units which will be taught in classroom will be "Marketing Management" and "Customer relationship management".
- The training activities will take place in the premises of the Hellenic Management Association.
- The trainers appointed will be high qualified with a great experience in their field. They will have good knowledge of the English language (reading and writing skills), knowledge of Business Administration and Public Relations
- During the training activities, coffee break and lunch will be provided in the premises of HMA. Costs for coffee break and lunch will be covered by HMA.

#### **Accommodation:**

- The Italian participants will stay in a hotel/apartment of their choice, situated in Athens.
- The accommodation costs will be covered by SNS.

#### **Subsistence costs:**

- For the expenses of food and local transport, the following rules will be applied:
  - HMA will give to each participant the amount of 100€ upon receipts for the three days when training courses will not be organised.



- For dinner and for the days when training will be provided, HMA will give each participant the amount of 75 € (15 € per day).
- As far as transport is concerned, for each participant, a 5-days ticket for all means of transport (metro, bus, trolley bus and tram) and a 3-days Tourist Ticket for all means of transport (including 1 journey from or to the airport) will be issued.



## ANNEX II

### “CARITAS ARCHIDIECEZJI GDANSKIEJ” PRACTICAL DETAILS ON THE MOBILITY ACTIONS

#### **Organisation of the training activities:**

- Six participants from Greece and one accompanying person will visit Sopot, Poland from 17<sup>st</sup> until 25<sup>th</sup> June 2017 in order to attend the project’s training activities (physical mobility).
- The participants should be present in the premises of CARITAS on the 18<sup>th</sup> June 2017. The 17<sup>th</sup> June 2017 will be the date of travel from the sending country (Greece) to the hosting (Poland). The 25<sup>th</sup> June 2017 will be the date of travel from the hosting country (Poland) to the receiving one (Greece).
- On the 18<sup>th</sup> June 2017 a welcome event will be organized by CARITAS.
- The date of departure will be the 25<sup>th</sup> June 2017.
- The training duration per day will be 8 hours (9:00-17:00) including 2 study visits. So, the training activities will have a total duration of 7 days/ 56 hours.
- CARITAS will organize 2 study visits in two social enterprises in the Pomeranian Region. As a result, the trainees will be informed about the structure and the operation of a Social Enterprise of this region and will exchange views and good practices with its employees.
- The units which will be taught in classroom will be “Marketing Management” and “Customer relationship management”.
- The training activities will take place in the premises of CARITAS.
- The trainers appointed will be high qualified with a great experience in their field. They will have good knowledge of the English language (reading and writing skills), knowledge of Business Administration and Public Relations
- During the training activities, coffee break and lunch will be provided in the premises of CARITAS. Costs for coffee break and lunch will be covered by CARITAS.

#### **Accommodation:**

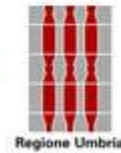
- The Greek participants will stay in a hotel/apartment of their choice, situated in Gdansk.
- The accommodation costs will be covered by Hellenic Management Association.

#### **Subsistence costs:**

- For the expenses of food and local transport, the following rules will be applied:
  - CARITAS will give to each participant a total amount of 900 zloty for covering expenses for food, when training will not be held.
  - CARITAS will also provide tickets to each participant for local transport.



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## ANNEX III

### “SCUOLA NAZIONALE SERVIZI FOUNDATION” PRACTICAL DETAILS ON THE MOBILITY ACTIONS

#### **Organization of the training activities:**

- Six participants from Poland and one accompanying person will visit Perugia, Italy from 6<sup>st</sup> until 14<sup>th</sup> May 2017 in order to attend the project’s training activities (physical mobility).
- The participants should be present in the premises of the hotel Mater Gratiae on the 7<sup>th</sup> June 2017. The 6<sup>th</sup> May 2017 will be the date of travel from the sending country (Poland) to the hosting (Italy). The 14<sup>th</sup> June 2017 will be the date of travel from the hosting country (Italy) to the receiving one (Poland).
- On the 7<sup>th</sup> May 2017 a welcome event will be organized by SNS.
- The date of departure will be the 14<sup>th</sup> May 2017.
- The training duration per day will be 8 hours (9:00-17:00) including 2 study visits. So, the training activities will have a total duration of 7 days/ 56 hours.
- SNS will organize 2 study visits in two social enterprises in Perugia. As a result, the trainees will be informed about the structure and the operation of a Social Enterprise and will exchange views and good practices with its employees.
- The units which will be taught in classroom will be “Marketing Management” and “Customer relationship management”.
- The training activities will take place in the premises of the hotel Mater Gratiae.
- The trainers appointed will be high qualified with a great experience in their field. They will have good knowledge of the English language (reading and writing skills), knowledge of Business Administration and Public Relations
- During the training activities, coffee break and lunch will be provided in the premises of SNS. Costs for coffee break and lunch will be covered by SNS.

#### **Accommodation:**

- The 6 Polish participants will stay in a hotel/apartment of their choice, situated in Perugia.
- The accommodation costs will be covered by CARITAS.

#### **Subsistence costs:**

- For the expenses of food and local transport, the following rules will be applied:
  - SNS will cover expenses for food, also when training will not be held.
  - SNS will also provide tickets to each participant for local transport.