

Migrant and Refugee
Youth Communication
and advocacy for equity
and inclusion



Internship Learning Agreement

MYCOMM ERASMUS+ YOUTH 2022 TOG
TASK 3.4 - 3

Version 2.0

Executive Summary

This document is intended to support the T3.4 *Mobility: Training Opportunity for 20 Youth Organisation Leaders* as part of Work Package 3 of the project **Migrant and refugee Youth COMMunication and advocacy for equity and inclusion [MyCOMM]** with ref. no. 101089752 ERASMUS-YOUTH-2022-YOUTH-TOG.

This document is intended to provide a template for the establishment of the Learning Agreement between the host organization and the participant, to be used by the project partners.

At the same time, it offers support for filling in the different sections with some examples.

In addition, in order to facilitate the definition of the Learning Outcomes and Training Programme Expectations, an additional resource specially adapted to the specificities of **MyCOMM** has been created for use among the host partners ("Guidance for Learning Outcomes and Training Programme Expectations for the 1-week Internship").



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I. DETAILS ON THE PARTICIPANT

This first section should serve to identify the participant, the institution they come from (if applicable) and their contact details.

II. DETAILS OF THE PROPOSED 1-WEEK INTERNSHIP ABROAD

This second section should detail the activities to be carried out with the participant.

On the one hand, the basic data, such as the details of the host organisation and the details of the contact person designated by the host organisation, are collected. In addition, the start and end dates of the activity are requested.

From here, the content of the activity has to be detailed. There are different sections to fulfil which are listed below:

- Details of the **training programme**
- **Learning outcomes** (in the form of competences to be acquired by the participants)
- **Evaluation**

These sections appear in this document already filled in, as a guideline to help the host organisations to fulfil them.

III. COMMITMENT OF THE PARTIES INVOLVED

The third and final section aims to collect the signatures of the participant, the representative of the hosting organisation and, if deemed necessary, the representative of the sending organisation.

This Learning Agreement, once completed, should be printed in duplicate or triplicate (depending on whether it is signed by 2 or 3 parties) so that each party can have a copy.

IV. LEARNING AGREEMENT TEMPLATE

I. DETAILS ON THE PARTICIPANT

Name of the participant:

Sending institution (name, address):

Contact person (name, function, e-mail, tel):

II. DETAILS OF THE PROPOSED MOBILITY PROGRAMME ABROAD

Receiving organisation (name address):

Contact Person (name, function, e-mail, tel):

Planned dates of start and end of the mobility period:

Detailed training programme of the 1-week internship:

During the mobility period, participants will engage in a week-long internship designed to enhance their understanding of public policy, advocacy, communication techniques, and audio-visual production, in accordance with the MYCOMM project objectives. The week-long internship will include orientation sessions, specialised training in public policy and advocacy, workshops on communication strategies, and hands-on experience through shadowing staff members. Participants will actively contribute to a collaborative international audio-visual project, receiving training on audio-visual techniques and actively participating in the planning and production stages. The programme will be structured to ensure a balance between theoretical knowledge, practical skills development, and real-world application. Throughout the 1-week internship period, participants will have opportunities for networking, cultural integration, and reflection sessions to maximise their learning experience.

The programme is described in detail below, in order to provide participants with a clear overview of the various activities and learning opportunities available during the placement:

SPACE TO DETAIL THE PROGRAMME OFFERED IN THE SPECIFIC 1-WEEK INTERNSHIP.

Learning outcomes. Competences to be acquired by the participant:

Training provided will support skills acquisition in public policy, advocacy, communication techniques and audio-visual production. On completion of the internship, participants will have acquired the following skills:

- Comprehensive understanding of public policy and advocacy strategies within the context of migrant advocacy.
- Proficient knowledge of effective communication techniques, including verbal, written, and audio-visual methods.
- Enhanced skills in audio-visual production, including planning, filming, and editing.
- Ability to apply theoretical knowledge to real-world scenarios through shadowing and hands-on experience.
- Strong interpersonal and networking skills, developed through interactions with diverse professionals and peers.
- Competence in goal setting and action planning for implementing acquired knowledge in their respective youth organisations.
- Improved cross-cultural awareness and adaptability gained through exposure to an international work environment.
- Critical thinking and problem-solving skills, honed through workshops, discussions, and collaborative projects.
- Ethical and professional conduct in the workplace, adhering to the established code of good conduct and organisational expectations.
- Effective teamwork and collaboration, demonstrated through active participation in international production teams and collaborative projects.

THESE SKILLS CAN BE ADAPTED TO THE SPECIFIC 1-WEEK INTERNSHIP OFFER.

Intended use of the results, evaluation:

This project will issue a certificate to participants in the 1-week internship of MyCOMM. The hosting organisations will fill in the certificate with the details of the participants if they consider them eligible for having successfully completed the activities. In addition, if they wish, they can indicate on the back of the certificate a detail of the activities carried out and/or the knowledge acquired during the 1-week internship.

Participants will be invited on the last day to fill in an online evaluation report (<https://forms.gle/G5EAUkLjf71CPTzYA>) which will be part of the final report of all MyCOMM 1-week internships (deliverable 3.4).

III. COMMITMENT OF THE PARTIES INVOLVED

By signing this document, the participant, the sending organisation (when needed) and the receiving organisation confirm that they will implement the detailed programme of the mobility period as described above.

THE PARTICIPANT

Participant signature

..... Date:

THE SENDING INSTITUTION

We confirm that this proposed mobility agreement is approved.

Sending organisation's signature

..... Date:



THE RECEIVING INSTITUTION

We confirm that this proposed mobility agreement is approved.
On completion of the mobility the institution will issue a certificate to the participant.

Receiving organisation's signature

..... Date:



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