



Guidance for OLA for Traineeships for Receiving Organisation

The Traineeship Online Learning Agreement (OLA) is created through the Online Learning Agreement platform. The platform enables the creation, review and signature of OLAs digitally.

Receiving organisations are responsible for reviewing the traineeship details, confirming the proposed programme and signing the OLA in order to host Erasmus+ trainees.

The trainee first prepares and submits the Traineeship OLA. The OLA is then reviewed and signed by the Sending Institution. Once the Sending Institution has signed the OLA, an email notification is sent to the Receiving Organisation with a secure link to access the Traineeship OLA. Then, the contact person provided in the agreement can review and sign the OLA.

The Receiving Organisation should review the sections Traineeship Programme and Recognition & Support to verify that the information reflects the traineeship activities and conditions previously agreed with the trainee.

The screenshot displays the 'TRAINESHIP INFO' interface. At the top, it shows the ID (1072305), STATUS (Signed by student/sending), PLANNED PERIOD (1 Sept 2026 - 26 Feb 2027), and CREATED (27/02/2026 - 11 06:17). Below this, there are tabs for 'General Info', 'Traineeship Programme', 'Changes Traineeship Programme', and 'Recognition & Support'. The 'General Info' tab is active, showing 'Student Personal Data' and 'Receiving Organization' details.

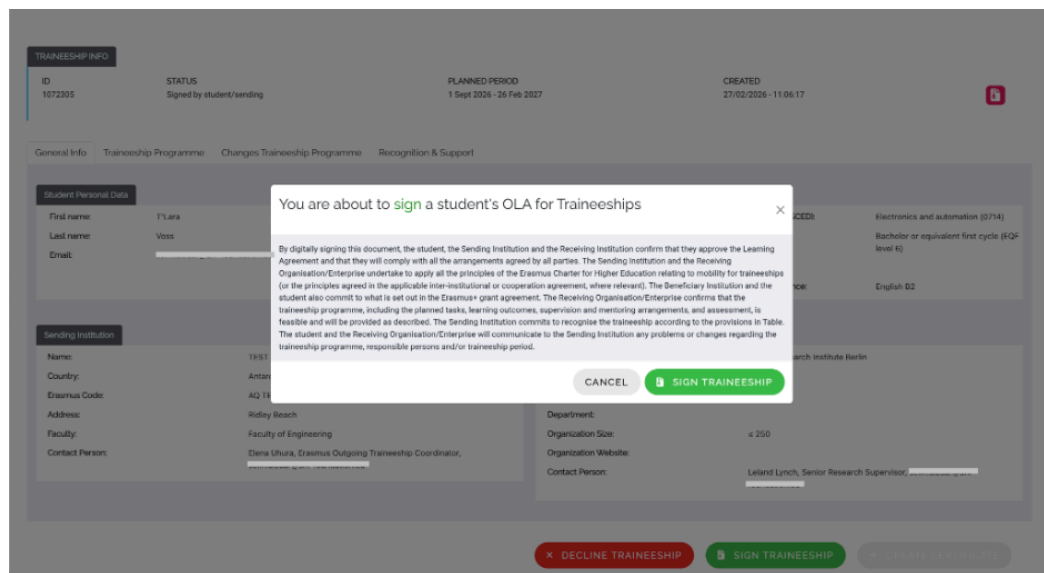
Student Personal Data	
First name:	T'Lara
Last name:	Voss
Email:
Birth date:	2004-06-25
Gender:	Female
Nationality:	Austria
Field of Education (ISCED):	Electronics and automation (0714)
Study Level:	Bachelor or equivalent first cycle (EQF level 6)
Field of Education:	
Language Competence:	English B2

Sending Institution		Receiving Organization	
Name:	TEST ENTRY	Name:	Vulcan Research Institute Berlin
Country:	Antarctica	Country:	Germany
Erasmus Code:	AQ TESTING099	Address:	Berlin
Address:	Ridley Beach	Department:	
Faculty:	Faculty of Engineering	Organization Size:	< 250
Contact Person:	Elena Uhura, Erasmus Outgoing Traineeship Coordinator,	Organization Website:	
		Contact Person:	Leland Lynch, Senior Research Supervisor,

At the bottom of the form, there are three buttons: 'DECLINE TRAINEESHIP' (red), 'SIGN TRAINEESHIP' (green), and 'CREATE CERTIFICATE' (grey).

Signing and Declining an OLA

If the information provided in the OLA is correct, the Receiving Organisation contact can sign the OLA by clicking "Sign Traineeship".



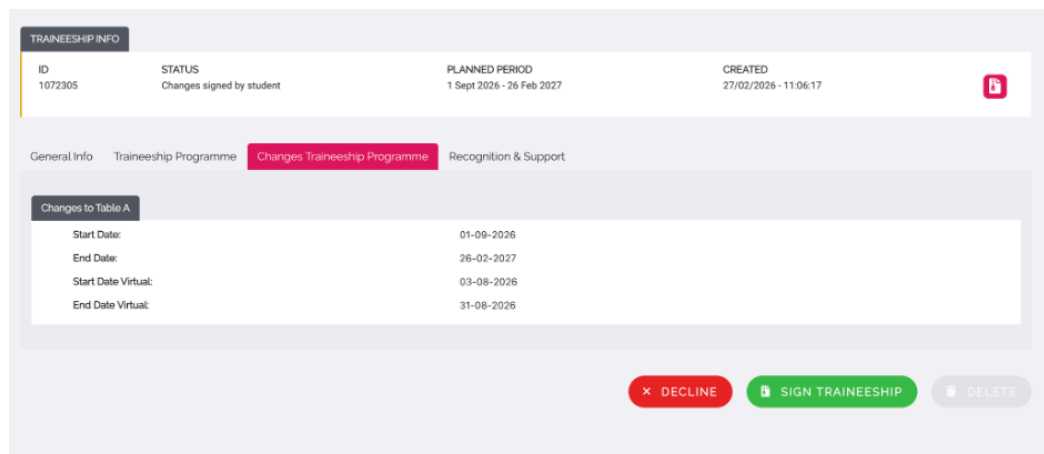
Once the Receiving Organisation signs the document, the OLA is considered finalised.

If modifications are required, the receiving organisation contact can click on "Decline Traineeship" and provide a comment explaining the requested modification.

When the OLA is declined, the trainee can edit the Traineeship and restart the signing process similar to OLA for studies workflow.

During Mobility Changes

If changes to the traineeship occur during the mobility period, the trainee can submit changes, sign and send the OLA to the Sending Institution. Once the Sending Institution signs the changes, the receiving contact receives an email notification and can review the changes under Changes Traineeship Programme. The Receiving Organisation contact may sign the OLA or decline with an explanatory comment.



Traineeship Certificate

The Receiving Contact can generate the Traineeship (After Mobility) Certificate at any time after the Online Learning Agreement for Traineeship is finalised (signed by both Sending University and Receiving Organisation) by opening the Online Learning Agreement via the secure link, clicking on Create Certificate and providing information reflecting the activities, outcomes and evaluation of the trainee's performance.

The trainee can request the Traineeship (After Mobility) Certificate from the Receiving Organisation on the Learning Agreement Platform, which triggers an email notification to the Receiving Contact.

Both the Online Traineeship Agreement and the Traineeship Certificate remain accessible with the link and can be downloaded as PDF documents at any time.

Created: 01/04/2026

Last Updated: 01/04/2026