# Sample Memorandum of Understanding

If an adult education provider (a partner) and a community development organisation (also a partner) wish to work together in providing a programme of adult learning, a memorandum of understanding will set out the parameters of each of the partners’ responsibilities in relation to this programme of adult learning.

Take for example:

Leinstrum Community Development Project (Leinstrum CDP) works from a premises in Leinstrum (a fictional village in the EU). It has a room available which is suitable for adult education classes. It also has links with the community in the area and as part of its remit as a local community development organisation it has links with the local community. Leinstrum CDP has just completed a needs analysis of the community and has found that there is a need for an educational programme which facilitates learning in Personal Development for adults. Leinstrum CDP is happy to recruit learners and to provide classrooms for this educational programme.

The Adult Education Zone is an organisation which facilitates adult education. The Adult Education Zone employs trained adult education tutors and has been providing classes in personal development with other community development organisations. The company replied to the tender advertisement to give classes in CDP and was successful.

The following is an outline of the MoU from their points of view:

# Memorandum of Understanding

Between

Leinstrum Community Development Project

and

The Adult Education Zone

**Purpose of this Memorandum of Understanding**

The purpose of this Memorandum of Understanding is to define and clarify the roles of Leinstrum CDP and The Adult Education Zone as they relate to the development of the Leinstrum CDP *Better You Programme*.

Specifically, this MoU will define how Leinstrum CDP and The Adult Education Zone will collaborate to provide education opportunities in the form of Leinstrum CDP *Better You Programme* for adults living in the Leinstrum area from September 2019 to December 2019.

**Background**

Leinstrum Community Development Project is an independent community project managed by a voluntary board of directors. It is based in the Leinstrum area and works with members of the community and other stakeholders to develop a thriving community.

The Adult Education Zone is a company which facilitates adult education. The company has a team of qualified adult education tutors who have worked with various groups to increase the confidence and skills of the participants. The company was established over 10 years ago and has provided a wide variety of learning programmes to diverse populations.

Leinstrum Community Development Project and The Adult Education Zone have agreed to deliver the *Better You programme* in the Leinstrum CDP premises from September to December 2019.

**Guiding Principles**

Leinstrum CDP and The Adult Education Zone will work together for the sustainable development of the community in the Leinstrum area. The *Better You Programme* will be delivered in a learner - centred way. Participants will be enabled to be active in their learning, that is, decide what they wish to learn and how to achieve it. The methods of training will acknowledge the previous life-experience of participants and will ensure a safe and respectful learning environment.

**Communication**

Leinstrum CDP and The Adult Education Zone will meet fortnightly to ensure that communication about the *Better You programme* remains open.

**Responsibilities**

The *Better You programme* will consist of 10 classes of 2 hours each over a 10 week period.

Leinstrum CDP will;

* promote and advertise the *Better You programme* on its website
* recruit 12 participants for the programme
* provide a room suitable to accommodate 12 learners with teaching aids
* provide refreshments (tea/coffee and biscuits) for participants

The Adult Education Zone will;

* consult with participants on their learning goals
* develop a programme plan that will address participants learning goals
* develop teaching and learning materials suitable to address identified learning goals
* deliver training
* maintain records of attendance
* report on the development of the programme at fortnightly meetings with the CEO of Leinstrum CDP.

Both Leinstrum CDP and The Adult Education Zone are aware of their responsibilities under the General Data Protection Regulations and will comply with these regulations.

The *Better You programme* will be evaluated at the middle and end of the programme using surveys of participants. Leinstrum CDP will develop the evaluation tools and will administer this evaluation.

**Funding**

Funding for the *Better You programme* will be held and managed by Leinstrum CDP. The Adult Education Zone will submit an invoice to Leinstrum CDP every fortnight outlining the number of teaching hours and other expenses incurred in delivering the *Better You programme* with supporting receipts and attendance sheets. No payments will be made without an invoice and supporting documentation.

The agreed hourly teaching rate is €50 per teaching hour.

**Modification and Termination of this MOU**

Leinstrum CDP and The Adult Education Zone have agreed that this Memorandum of Understanding can be amended by mutual consent having discussed these changes at the fortnightly meetings.

Leinstrum CDP and The Adult Education Zone have agreed that this Memorandum of Understanding can be terminated by mutual consent in the event of a lack of funding or the numbers of participants falling below a level of 4 participants.

**Timing**

Leinstrum CDP and The Adult Education Zone have agreed that this Memorandum of Understanding will last for the duration of the project which is from the 16th Sept 2019 to the 2nd Dec 2019.

**Signatures and date**

This Memorandum of Understanding is effective from the above dates and has been authorised by.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Leinstrum CDP ) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (The Adult Education Zone) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_