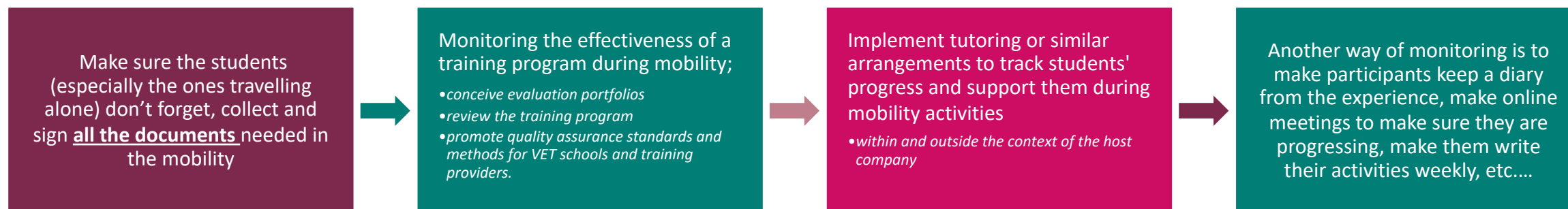


# MOBILITIES

*Practical Arrangements during the mobility*

# MONITORING



# TUTORING

Depending on the participants profile the mobility can include professionals accompanying the students

- *Young students*
- *Students with special needs*

Some of these extra costs may be covered by the project, depending on the National Agency's criteria

- You should ask for it and include it in the project budget

Support teachers/staff don't need any learning agreement or programme, but they will need an agreement with the sending institution

# EVALUATION

**Questionnaire** to get the opinion of the mobility participants, to be completed during the mobility:

- *In which workplace do you carry out your internship in the company?*
- *Do you handle work activities?*
- *Does the workplace where you work meet your expectations?*
- *Is there a mentor to help you carry out your work activities?*
- *Do you receive adequate support from the accompanying teachers?*
- *Does the accommodation and food meet your expectations?*



# E.U. BUDGET

- **All the mobilities are funded by the EU Budget**
- **Concerning the grant for the learners there are different options:**
  - The participant receives the money
  - The sending organization keeps the money and provides the necessary services (travel, subsistence etc.).
  - The sending organization can keep an amount for some of the expenses and give the rest to the participant
  - This normally depends on the companies that the sending organization works with, the age of the participants, etc....



**Thank you for  
your attention  
!**

# TUTORING

*The evaluation process during the  
Mobility*

# TASKS OF A COMPANY TUTOR

MONITORING THE AGREEMENT OF  
THE TRAINING ACTIVITY

RECEPTION AND ORIENTATION IN  
THE COMPANY TO NEWCOMERS

## ORGANIZE THE POST OF LEARNING

- Determine the number of students who can be assisted simultaneously.
- Programming training activities
- Directing training activities
- Guidance to students
- Assessing student progress

## MANAGING STUDENT QUALIFICATIONS

- What, who, how and when the assessments of student skills must be conducted

COORDINATION WITH TRAINING  
CENTER

MANAGEMENT TRAINING ACTIVITIES  
OF STUDENTS IN THE WORKPLACE

PREPARATION OF THE REPORT ON  
THE PERFORMANCE OF THE  
ACTIVITY IN THE POST OF LEARNING



# THE EVALUATION PROCESS

**In the workplace during the mobility there is an evaluation of:**

- individual aspects affecting students
- global aspects of dual vocational training process

**The company focuses its evaluation function in the individual aspects, mainly in:**

- The expertise.
- The completion of the tasks.
- The attitude.
- The student job placement in the company.

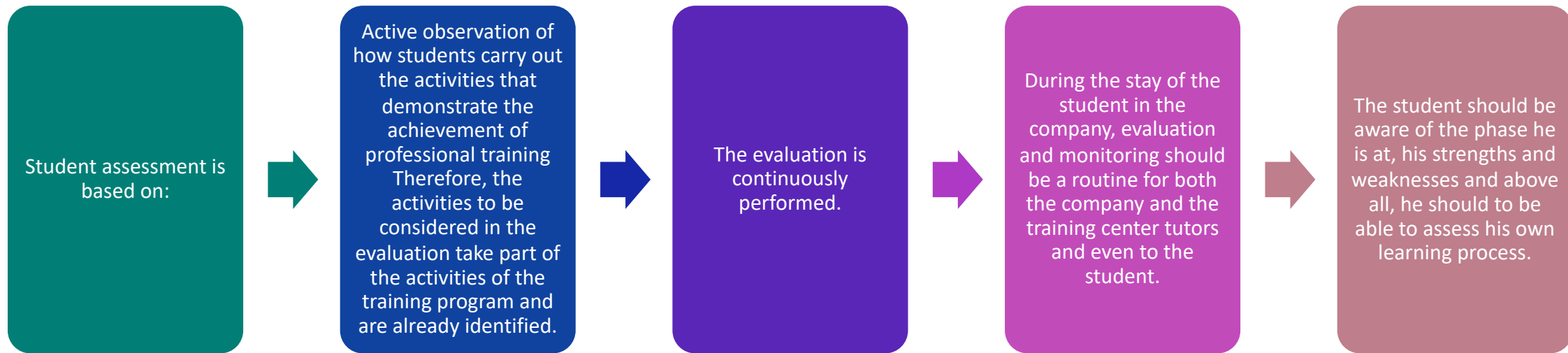
# THE EVALUATION PROCESS

Those responsible for student assessment are the company tutor and the tutor of training center

- The company tutor coordinates the activities of students in the workplace; he also makes an assessment report of the professional competence of the student.
- The tutor training center is responsible for formal training of students, based on the report of the company tutor and some student information.



# THE EVALUATION PROCESS



# PROCEDURE FOR TECHNICAL EVALUATION

The technical skill is the ability to develop the concrete tasks of the profession, by a training process.

It is also assessed by using indicators set watching the steps that must follow the student upon receiving work instructions:

- Organisation and work planning.
- Monitoring an appropriate method that leads to a result or quality of work.
- Pace of work.
- The final result (product) to be expected from the quality point of view.

In order to do this evaluation, a set of measurable and measurable criteria are defined.

The company tutors check whether the criteria have been met and to what extent and with all these results they develop a report on a prescribed format.

# EVALUATION

*Practical Arrangements during the mobility*

# *THE INTERNSHIP*

The objectives of the Erasmus internship:

to contribute to the adaptation of students to the demands of the job market at the European Union level

to acquire specific aptitudes and to improve their understanding of the economic and social environment of the country at hand

acquiring work experience.

# HOW?

The characteristics of these internships are:

The home teaching institution should grant full recognition to the period of internship abroad.

The student should receive a training agreement related to the programme of the period of internship

This agreement should be approved by:

The home institution of higher learning

The host organisation

So that, internships may receive academic recognition, it is necessary for the tutor of the company to evaluate the progress made during the internship.

# EVALUATION CRITERIA

For the purpose of helping the tutor to provide a final mark on progress made during the internship, a series of criteria are suggested that could be taken into account:

## Professional skills:

- Technical skills
- Personal efficiency
- Organisation and planning
- Practical creativity
- Will power and perseverance
- Dynamic attitude and involvement
- Autonomy and initiative
- Expression and communication skills
- Sense of responsibility

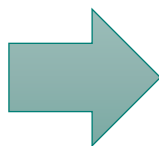
## Personal skills:

- Willingness to accept criticism
- Personal appearance and image
- Inter-personal relations
- Punctuality, attendance and presence on the job
- Ability to adapt easily
- Relations with superiors
- Collaboration and team spirit



# EVALUATION CRITERIA (example)

These criteria are  
solely for the  
purpose of  
orientation



This mark should respond to the following academic  
scale:

Fail : The majority of the requirements for the  
position have not been met.

Pass The demands of the position have been met and  
its principal activities have been accomplished.

Excellent : The intern has stood out in certain  
important aspects of the position. This is an  
appropriate mark/grade for individuals who are  
effective at work.

Outstanding: The intern has surpassed expectations  
concerning the most important aspects of the  
position. This is an appropriate mark for individuals  
who are very affective at work.

Outstanding cum laude : The intern has surpassed  
expectations concerning the demands of the position  
in a brilliant manner. This mark/grade is only  
applicable for exceptional individuals in carrying out  
their work.

# EVALUATION QUESTIONNAIRE (example)

## **EVALUATION QUESTIONNAIRE:**

Name of the **organisation**: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Field of activity: \_\_\_\_\_  
 Web page of the organisation: \_\_\_\_\_  
 Name of the person in charge of the internship: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Size of the company/institution:

☐ "PYME" (Small and medium-sized companies- <500 employees)

☐ Large companies (>500 employees)

Name of the **student**: \_\_\_\_\_  
 University center in which he/she is enrolled: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Internship period: from: \_\_\_\_\_ to: \_\_\_\_\_  
 Field in which the internship is to be carried out: \_\_\_\_\_

**Mark/grade for the internship (1 to 10):** \_\_\_\_\_

Comments of note on the progress made during the internship:

Description of the job carried out by the student:

Strong points and weak points of the student:

General evaluation of the experience of working with European students:

Did the Organisation provide compensation to the student in any way for the job? ☐ Yes ☐ No

*If the answer is yes, by means of:*

☐ A sum in money. Amount: \_\_\_\_\_

☐ Certificates for meals. Amount: \_\_\_\_\_

☐ Transportation expenses. Amount: \_\_\_\_\_

☐ Other. Amount: \_\_\_\_\_

In general, what did the student contribute to the organisation during the internship?

☐ Beneficial help in the daily work of the organisation

☐ Being able to delegate important tasks to the student

☐ Advantages and aid in the department in which he/she worked

☐ Constant interruptions to be able to solve problems

☐ No advantages

Is this the first time that you have had students of another nationality at your organisation?

☐ Yes

☐ No

# BEING A HOST WITH ECVET CREDITS

*Practical Arrangements during the mobility*

Before the internship make sure you receive:

- List of the Learning Outcomes
- The learners Europass
- The Learning Agreement
  - Make sure you can provide an appropriate internship according to the learning outcomes
  - Select an appropriate mentor for the incoming learner
  - Know exactly what do you have to evaluate

## Assisiting the learner:

Make sure you are giving clear tasks and according to the learning outcomes



Make sure that all your task has been understood by the student



Try to go ahead posible problems such as language barriers, organization rules...)



Share with him/her the learning outcomes he is suppose to achieve and link them with the task your agiving him/her

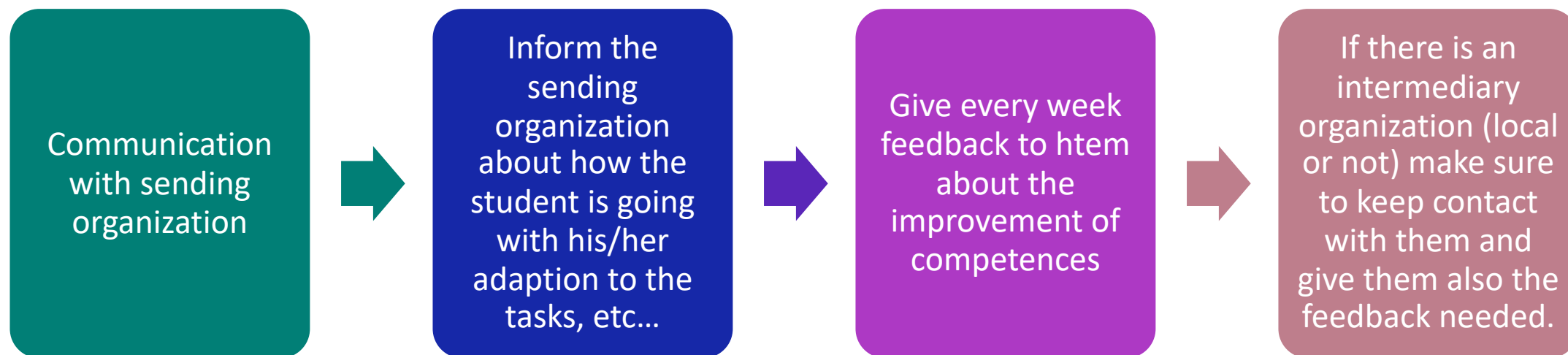
## Supervising the students

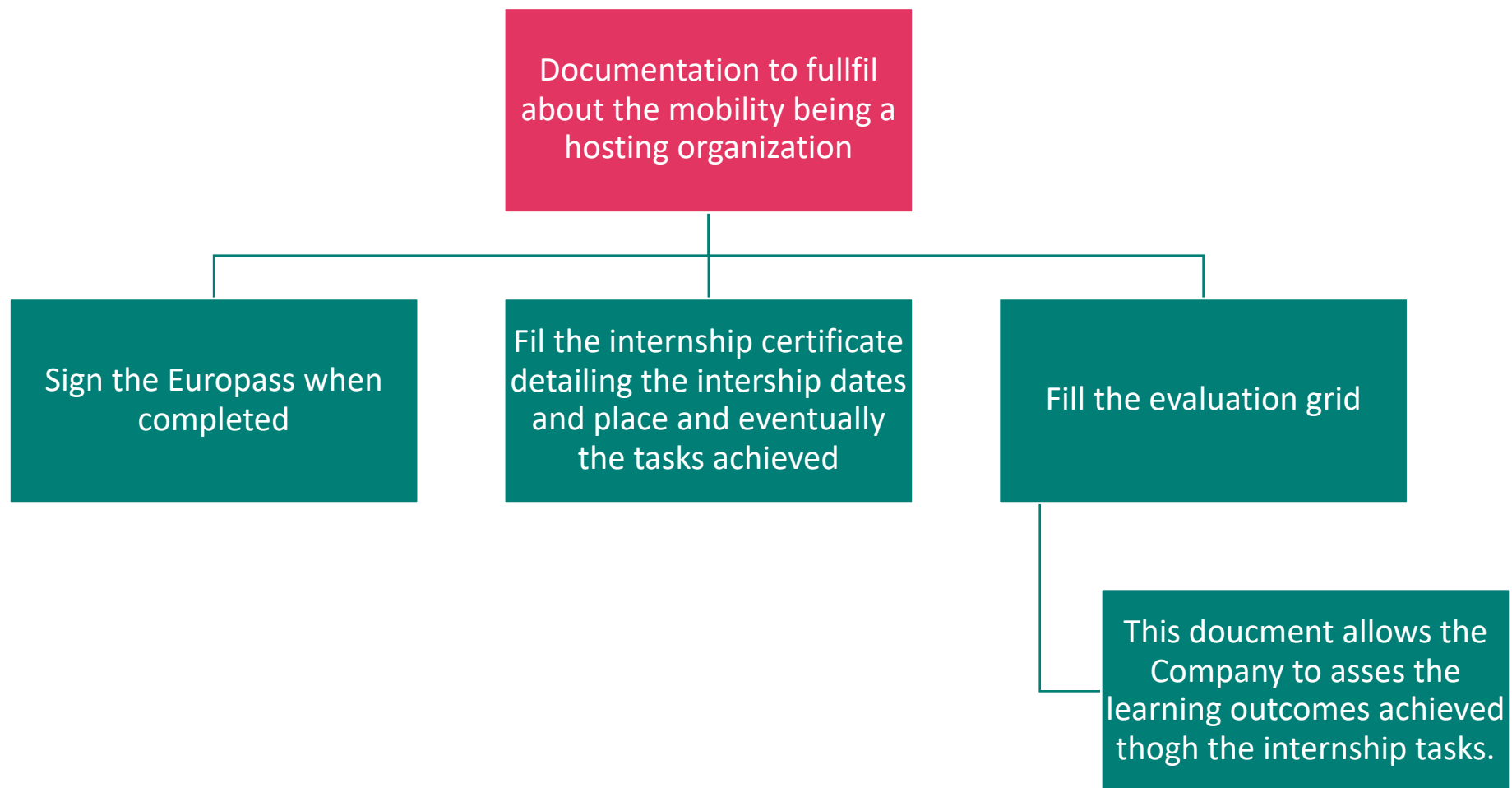
Make sure they feel comfortable during the internship and with the rest of the team

Make sure you give him/her feedback about the progress he/she is making

Try to help if there are language barriers

Every time he/she achieved a learning outcome let him/her know







# ECVET

*Practical Arrangements during the mobility*

# Participation in learning activities

The host partner  
must be aware of  
the conditions for  
the mobility



They must be  
relevant for the  
students



They should  
prepare the  
students for the  
learning outcomes.

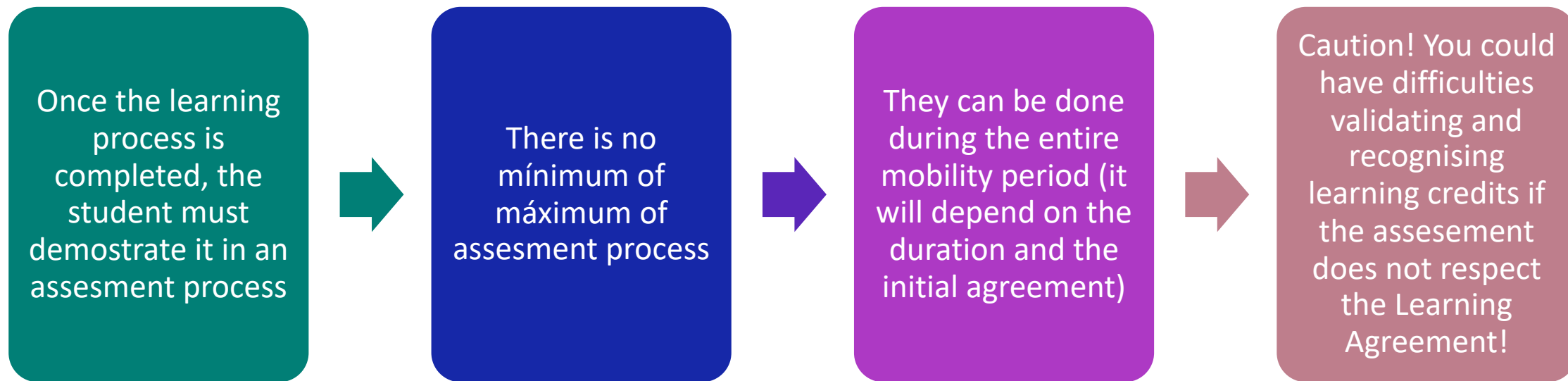
# Other activities

Learning activities should not be restricted to the only ones defined in the Learning Agreement

It is always a good experience to go beyond the Learning Agreement

Make sure the students get the concept and encourage them and guide them to do other activities (extra is always better)

# Demostration of the learning outcomes achieved



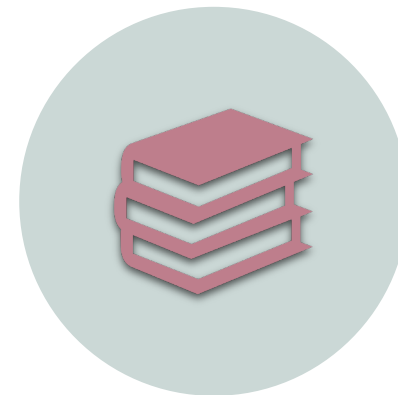
# Documentation



THE USE OF STANDARDISED ASSESSMENT GRIDS IN WHICH THE ASSESSORS RECORD LEARNERS' PERFORMANCE.



WRITTEN STATEMENT BY THE ASSESSOR ABOUT WHAT HAS BEEN ACHIEVED FULLY, PARTIALLY, ETC.



GRADES, IN WHICH CASE IT IS IMPORTANT THAT THERE IS A COMMON UNDERSTANDING OR A TRANSLATION MECHANISM BETWEEN THE PARTNER INSTITUTIONS AS MANY EDUCATION AND TRAINING SYSTEMS HAVE VERY DIFFERENT APPROACHES TO GRADING.

# Recommendations

01

Use Europass  
Mobility to facilitate  
the recording of the  
learners learning  
outcomes achieved

02

Make sure the  
students understand  
hoe the ECVET  
Works

03

Make sure the staff  
from the hosting  
know the learning  
outcomes to be  
achieved in advance