Projects and Products Portal for Leonardo da Vinci

Perfect Match - Tools for High Quality Mobility Experiences (PM)

2012-1-FI1-LEO05-09261

http://www.adam-europe.eu/adam/project/view.htm?prj=10058

Projektinformation

Titel:	Perfect Match - Tools for High Quality Mobility Experiences (PM)
Projektnummer:	2012-1-FI1-LEO05-09261
Jahr:	2012
Projekttyp:	Innovationstransfer
Status:	abgeschlossen
Land:	FI-Finnland
Marketing Text:	The main objectives of the project are: To contribute to the quality and quantity of transnational mobility, concentrating mainly on hosting trainees in enterprises, by developing tools for intermediary organisations.

Zusammenfassung:

Definition of terminology:

trainee = student, trainee or apprentice
intermediary organisation = any organisation that works between the sending organisation and the hosting SME in the target country (VET schools, chambers, “professional” intermediary organisations)

The main objectives of the project were:

To contribute to the quality and quantity of transnational mobility, concentrating mainly on hosting trainees in enterprises, by developing concrete tools for intermediary organisations. The tools are applicable for all sectors. The purpose of those tools is:

- to encourage SMEs to host trainees from abroad
- to help match the right trainee with the right SME = Perfect Match
- to encourage VET schools etc. to become intermediary organisations
- to improve the co-operation between all parties

The other main aim of the project was to raise awareness of the benefits of mobility in Europe.

The reasons for developing these tools were the challenges for mobility experienced all around Europe: the difficulties in finding and motivating hosting SMEs that match the needs of the trainee; the SMEs getting discouraged by not receiving trainees with suitable skills. The role of the intermediary organisations in making these perfect matches is vital, but they need the Perfect Match tools for quality assurance. To increase mobility, schools, chambers etc. need these tools to work as an intermediary organisation.

The long-term impacts of Perfect Matches are important:

- more SMEs and more schools will be involved in mobility as hosting/intermediary organisations
- the quality of mobility improves due to the perfect matches, which eases the implementation of ECVET
- permanent co-operation structures are established between European VET schools for organising reciprocal placements, and between VET and SMEs
- the quality of co-operation between all actors improves
- attitudes towards mobility become more positive and a positive snowball-effect will be produced increasing mobility
- with the Perfect Matches, the mutual sharing of skills in Europe will produce more skilled employees, more competitive SMEs, improved VET; all this will improve the competitiveness of Europe

Beschreibung: The consortium

Projektinformation

Core partners:

Sastamalan koulutuskuntayhtymä/Ikaalisten käsi- ja taideteollisuusoppilaitos, FI (coordinator)
Chambre Régionale de Métiers et de l'Artisanat de Midi-Pyrénées, FR
Fundació Jesuites Educació- Escola Tècnica Professional del Clot, ES
WEXEdU Alapítvány, HU
CSCS – Centro Studi "Cultura Sviluppo", IT

Associated/ineligible partners:

Itinéraire International, FR
Societa Cooperativa sociale a r l Pantagruel Onius, IT
IPSSCTS "Luigi Einaudi" Pistoia, IT
PIMEC, Petita i Mitjana Empresa de Catalunya , ES
Suomen yrittäjät , FI
Mestarikiltaneuvosto , FI
Assemblée Permanente des chambres de métiers et de l'artisanat , FR
Genralitat de Catalunya – Departament d'Ensenyament – GD for IVET and Specialized Studies, ES
Budapesti és Kereskedelmi Iparkamara Oktatási Nonprofit Kft, HU
Grethe Stave, from Apriori as evaluator/consultant in the project
Dr. Peter Wordelmann as evaluator/consultant in the project

The core partners were a successful mix of vocational schools (FI, ES), a chamber (FR) and two "professional" intermediary organisations (HU, IT) with a lot of experience. The consortium also included umbrella organisations of SMEs and VET as associated/ineligible partners. Each core partner had also recruited a local working group involving SMEs and representatives of VET; the two most important target groups.

The tools were developed in co-operation with the target groups. During the testing period, the tools were tested in practical work – when arranging work placements – in each partner country. Systematical feedback was gathered from SMEs, sending organisations and trainees; the tools were improved based on the testing results and the feedback, and now they are ready and available at the project website – www.perfectmatch.fi – to be downloaded freely and to be modified according to the user's needs.

The main results of the project are the tools that have been developed, and the best way to ensure their sustainability is first, that they really work; this has been clearly demonstrated by their successful exploitation within and outside the partnership. The fact that the tools are modifiable is also one way to ensure their sustainability. The main website and the PM Feedback tool will be maintained at least until 2019 and even after that, provided that there are enough users.

The project raised a lot of positive attention during the dissemination events, and most participants of the dissemination events found the tools extremely useful and well-developed, as well as the whole system they build up. As a direct impact of the project, regional co-operation plans are being made in Finland to start building a shared database of hosting SMEs; in Spain, the tools are being adopted widely and SMEs in Catalonia are starting to ask how they could become hosting companies. The Hungarian partner was the one who was best able to observe a direct impact on the success of matching; the partner organizes a lot of placements and has been the most successful one in disseminating the tools to their own European partners. Dissemination workshops and the participants' pondering on the quality of mobility had a clear networking effect on the participants. But the work is not yet finished; every mobility coordinator in Europe should be aware of that the tools exist in order to decide if they would be useful for his/her work. Wide usage of the tools would help reach the long term impacts of Perfect Matching (see summary).

Projektinformation

Themen: *** Unternehmen, KMU
*** Erstausbildung
** Qualität
** Lebenslanges Lernen
* Anerkennung, Transparenz, Zertifizierung

Sektoren: ** Verarbeitendes Gewerbe/Herstellung von Waren
** Erbringung von Sonstigen Dienstleistungen
* Erziehung und Unterricht

Produkt Typen: Film
andere
Homepage

Produktinformation: The products of Perfect Match project comprise a complete toolkit for intermediary organisations. The tools help to make perfect matches, i.e. place the right student in the right company. The tools are available on the website in all the project languages and in German.

The content of the toolkit:

1. GUIDE OF THE HOSTING PROCESS

The guide helps to define the tasks of each party and provides a usage guide of the Perfect Match products. It is meant as a guide for a beginning intermediary organisation or as a quality management tool for a more experienced intermediary organisation. The attachments of the guide include a Flowchart of the hosting process illustrating the different phases of the process and absolute quality criteria for hosting companies.

2. REASONS FOR AN SME TO HOST TRAINEES FROM ABROAD

The purpose of this tool is to bring out the benefits an SME may get from hosting a trainee from abroad. It helps the intermediary organisations to motivate SMEs to host. The tool also includes videos in which SMEs who have hosted trainees from abroad relate their positive experiences. There are videos in English, French, Spanish, Italian, Hungarian and Finnish; the videos in other languages all have English subtitles.

3. QUESTIONNAIRE TO GATHER INFORMATION ABOUT SME INTERESTED IN HOSTING TRAINEES

The purpose of the questionnaire is to clarify the basic information of the SME and the hosting conditions it can offer the trainee on one hand – and its wishes and needs regarding the trainee on the other hand. The questionnaire helps the intermediary organisation to build up its own database of hosting companies.

4. COMPANY ANALYSIS

With the help of the company assessment the intermediary organization can give the sending organisation a detailed description of the hosting SME and justify why the SME is a perfect match for the trainee. It also serves as a model of a database of hosting companies for intermediary organisations.

5. GUIDELINES: HOW TO PREPARE APPLICATION DOCUMENTS FOR A WORK PLACEMENT?

Instructions for trainees of how to draw up good application documents (CV, motivation letter, portfolio) that provide the intermediary organisation with sufficient information to find a perfect match placement.

6. PERFECT MATCH FEEDBACK

Projektinformation

Collecting systematic feedback from the trainee and the SME is the key to improving the process. For each party to improve the way they work, it is equally important to share the feedback among the participants of the process (the trainee, the SME, the intermediary organisation, the sending organisation); this is the purpose of the feedback tool. The feedback can be collected and shared with the help of a simple and user-friendly e-tool, or the feedback sheets can be used as paper forms.

Projektwebseite: www.perfectmatch.fi

Vertragnehmer

Name:	SASKY/Ikaalinen College of Crafts and Design
Stadt:	Ikaalinen
Land/Region:	Etelä-Suomi
Land:	FI-Finnland
Organisationstyp:	Erstausbildung
Homepage:	http://www.sasky.fi

Kontaktperson

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Homepage:	

Koordinator

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Stadt:	Ikaalinen
Land/Region:	Etelä-Suomi
Land:	FI-Finnland
Organisationstyp:	Erstausbildung
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Partner

Partner 1

Name:	Assemblée Permanente des chambres de métiers et de l'artisanat
Stadt:	Paris
Land/Region:	Ile De France
Land:	FR-Frankreich
Organisationstyp:	andere
Homepage:	http://www.artisanat.fr

Partner 2

Name:	Genralitat de Catalunya – Departament d'Ensenyament – GD for IVET and Specialized Studies
Stadt:	Barcelona
Land/Region:	Cataluna
Land:	ES-Spanien
Organisationstyp:	andere
Homepage:	http://www.gencat.cat/ensenyament

Partner 3

Name:	Suomen yrittäjat
Stadt:	Helsinki
Land/Region:	Uusimaa (Suuralue)
Land:	FI-Finnland
Organisationstyp:	andere
Homepage:	http://www.yrittajat.fi

Partner 4

Name:	Mestarikiltaneuvosto ry.
Stadt:	Helsinki
Land/Region:	Uusimaa (Suuralue)
Land:	FI-Finnland
Organisationstyp:	andere
Homepage:	http://www.yrittajat.fi

Partner

Partner 5

Name: Budapesti és Kereskedelmi Iparkamara Oktatási Nonprofit Kft
Stadt: Budapest
Land/Region: Közép-Dunántúl
Land: HU-Ungarn
Organisationstyp: andere
Homepage: http://www.bkik.hu

Partner 6

Name: CSCS – Centro Studi “Cultura Sviluppo”
Stadt: Pistoia
Land/Region: Toscana
Land: IT-Italien
Organisationstyp: andere
Homepage: http://www.cscs.it

Partner 7

Name: WEXEdU Alapítvány
Stadt: Szentendre
Land/Region: Közép-Magyarország
Land: HU-Ungarn
Organisationstyp: andere
Homepage: http://www.wexedu.hu

Partner 8

Name: FUNDACIÓ JESUITES EDUCACIÓ- ESCOLA TÈCNICA PROFESSIONAL DEL CLOT
Stadt: Barcelona
Land/Region: Cataluna
Land: ES-Spanien
Organisationstyp: andere
Homepage: http://www.clot.fje.edu

Partner

Partner 9

Name: Chambre Régionale de Métiers et de l'Artisanat de Midi-Pyrénées
Stadt: Saint-Jean
Land/Region: Midi-Pyrenees
Land: FR-Frankreich
Organisationstyp: andere
Homepage: http://www.crm-midi-pyrenees.fr

Partner 10

Name: PIMEC, PETITA I MITJANA EMPRESA DE CATALUNYA
Stadt: Barcelona
Land/Region: Cataluna
Land: ES-Spanien
Organisationstyp: andere
Homepage: http://www.pimec.org

Partner 11

Name: IPSSCTS "Luigi Einaudi" Pistoia
Stadt: Pistoia
Land/Region: Toscana
Land: IT-Italien
Organisationstyp: andere
Homepage: http://www.isteinaudi.it

Partner 12

Name: Societa Cooperativa sociale a r l Pantagruel Onius
Stadt: Pistoia
Land/Region: Toscana
Land: IT-Italien
Organisationstyp: andere
Homepage: http://www.coop-pantagruel.org

Partner

Partner 13

Name:	Itinéraire International
Stadt:	Toulouse
Land/Region:	Midi-Pyrenees
Land:	FR-Frankreich
Organisationstyp:	andere
Homepage:	http://www.itineraire-international.org

Projektdateien

PerfectMatch_Project_and_Tools.ppt

http://www.adam-europe.eu/prj/10058/prj/PerfectMatch_Project_and_Tools.ppt

A PP presentation on Perfect Match project and its products given at the final seminar in Helsinki 26.9.2014 by the project coordinator.

Produkte

1 1. GUIDE OF THE HOSTING PROCESS

2 2. REASONS FOR AN SME TO HOST TRAINEES FROM ABROAD

3 3. SME VIDEOS

4 4. QUESTIONNAIRE TO GATHER INFORMATION ABOUT SME INTERESTED IN HOSTING TRAINEES

5 5. COMPANY ANALYSIS

6 6. GUIDELINES: HOW TO PREPARE APPLICATION DOCUMENTS FOR A WORK PLACEMENT

7 7. PERFECT MATCH FEEDBACK

Produkt '1. GUIDE OF THE HOSTING PROCESS'

Titel:	1. GUIDE OF THE HOSTING PROCESS
Produkttyp:	andere
Marketing Text:	All about the philosophy of matching of the project, the products and their usage spiced with the experiences and hints of the project partners. Also a lot of useful information for sending organisation.
Beschreibung:	The guide helps to define the tasks of each party and provides a usage guide of the Perfect Match products. It is meant as a guide for a beginning intermediary organisation or as a quality management tool for a more experienced intermediary organisation. The attachments of the guide include a Flowchart of the hosting process illustrating the different phases of the process and absolute quality criteria for hosting companies.
Zielgruppe:	Intermediary organisations: VET schools, chambers, associations and "professional" intermediary organisations, sending organisations
Resultat:	
Anwendungsbereich:	Learning mobility
Homepage:	https://docs.google.com/file/d/0B6oyAhEL1YWXQnIyWkxkdTdiZTA/edit
Produktsprachen:	Italienisch Ungarisch Deutsch Französisch Finnisch Englisch

Produkt '2. REASONS FOR AN SME TO HOST TRAINEES FROM ABROAD'

Titel:	2. REASONS FOR AN SME TO HOST TRAINEES FROM ABROAD
Produkttyp:	
Marketing Text:	Learn to see mobility from an SME's point of view - how can the SME benefit from hosting a trainee from abroad? Not all reasons are valid for all SMEs and not all benefits are such that all trainees can bring. Which reason is the one that convinces this SME to host this trainee?
Beschreibung:	The purpose of this tool is to bring out the benefits an SME may get from hosting a trainee from abroad. It helps the intermediary organisations to motivate SMEs to host.
Zielgruppe:	Intermediary organisations: VET schools, chambers, associations, "professional" intermediary organisations, SMEs
Resultat:	
Anwendungsbereich:	Learning mobility.
Homepage:	https://docs.google.com/file/d/0B6oyAhEL1YWXaUl4RUJDa3h4bFE/edit
Produktsprachen:	Ungarisch Italienisch Französisch Deutsch Englisch Finnisch

Produkt '3. SME VIDEOS'

Titel:	3. SME VIDEOS
Produkttyp:	Film
Marketing Text:	It is more convincing for SMEs to hear about the benefits of hosting from other SMEs. The videos are very different and the SMEs represent different sectors.
Beschreibung:	Videos in which SMEs who have hosted trainees from abroad relate their positive experiences. There are videos in English, French, Spanish, Italian, Hungarian and Finnish; the videos in other languages than English all have English subtitles.
Zielgruppe:	SMEs, intermediary organisations: VET schools, chambers, associations, "professional" intermediary organisations, sending organisations
Resultat:	
Anwendungsbereich:	Learning mobility
Homepage:	http://www.perfectmatch.fi/home/videos
Produktsprachen:	Italienisch Finnisch Englisch Ungarisch Französisch

Produkt '4. QUESTIONNAIRE TO GATHER INFORMATION ABOUT SME INTERESTED IN HOSTING TRAINEES'

Titel:	4. QUESTIONNAIRE TO GATHER INFORMATION ABOUT SME INTERESTED IN HOSTING TRAINEES
Produkttyp:	andere
Marketing Text:	Gather all the necessary information about the hosting SME in one Questionnaire instead of harrassing the SME with 20 e-mails. Tune the Questionnaire according to your needs.
Beschreibung:	The purpose of the questionnaire is to clarify the basic information of the SME and the hosting conditions it can offer the trainee on one hand – and its wishes and needs regarding the trainee on the other hand. The questionnaire helps the intermediary organisation to build up its own database of hosting companies.
Zielgruppe:	Intermediary organisations: VET schools, chambers, associations, "professional" intermediary organisations
Resultat:	
Anwendungsbereich:	Learning mobility
Homepage:	https://docs.google.com/file/d/0B6oyAhEL1YWXSWUtdzBUVWRIeEU/edit
Produktsprachen:	Englisch Italienisch Finnisch Französisch Deutsch Ungarisch

Produkt '5. COMPANY ANALYSIS'

Titel:	5. COMPANY ANALYSIS
Produkttyp:	andere
Marketing Text:	A very simple, but ingenious tool. Store the key information about your hosting SMEs in your database - and give the sending organisation a complete information package about the hosting SME.
Beschreibung:	An excel sheet summing up the results of the Questionnaire. With the help of the company assessment the intermediary organization can give the sending organisation a detailed description of the hosting SME and justify why the SME is a perfect match for the trainee. It also serves as a model of a database of hosting companies for intermediary organisations.
Zielgruppe:	Intermediary organisations: VET schools, chambers, associations, "professional" intermediary organisations, sending organisations.
Resultat:	
Anwendungsbereich:	Learning mobility
Homepage:	https://docs.google.com/file/d/0B6oyAhEL1YWXNkVOYnY2dE13aE0/edit
Produktsprachen:	Deutsch Französisch Finnisch Englisch Italienisch Ungarisch

Produkt '6. GUIDELINES: HOW TO PREPARE APPLICATION DOCUMENTS FOR A WORK PLACEMENT'

Titel:	6. GUIDELINES: HOW TO PREPARE APPLICATION DOCUMENTS FOR A WORK PLACEMENT
Produkttyp:	andere
Marketing Text:	The skill of preparing good application documents is useful for everyone. It supports self-evaluation skills, helps define the objectives of the placement clearly and match them with the qualification. It also encourages the trainee set his/her aims for the future.
Beschreibung:	Instructions for trainees of how to draw up good application documents (CV, motivation letter, portfolio) that provide the intermediary organisation with sufficient information to find a perfect match placement.
Zielgruppe:	Trainees, students, apprentices, sending organisations, teachers, intermediary organisations.
Resultat:	
Anwendungsbereich:	Learning mobility
Homepage:	https://docs.google.com/file/d/0B6oyAhEL1YWXTVRWUVJ2M2wycTQ/edit
Produktsprachen:	Deutsch Französisch Italienisch Ungarisch Englisch Finnisch

Produkt '7. PERFECT MATCH FEEDBACK'

Titel: 7. PERFECT MATCH FEEDBACK

Produkttyp: Homepage

Marketing Text: What did the SME get from hosting the trainee? Were the skills of the trainee sufficient? What did the trainee get from his/her experience? The PM feedback is very fast to fill in, for example with a mobile app, and what's best: the Hungarian SME can fill it in in their own language - and the Spanish sending organisation can read it in their own language. How often do sending organisations get direct feedback from the SMEs (not student evaluation, but feedback). How often do SMEs get feedback from the trainee?

Beschreibung: Collecting systematic feedback from the trainee and the SME is the key to improving the matching process. For each party to improve the way they work, it is equally important to share the feedback among the participants of the process (the trainee, the SME, the intermediary organisation, the sending organisation); this is the purpose of the feedback tool. The feedback can be collected and shared with the help of a simple and user-friendly e-tool, or the feedback sheets can be used as paper forms.

Zielgruppe: Intermediary organisations: VET schools, chambers, associations, "professional" intermediary organisations, sending organisations, SMEs

Resultat:

Anwendungsbereich: Learning mobility.

Homepage: http://pmfeedback.eu/welcome

Produktsprachen: Englisch
Finnisch
Französisch
Deutsch
Ungarisch
Italienisch