

COMPASS

Method and Concept Further Training

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Concept

The Further Training aims at introducing the COMPASS database to organizers of trans-national mobility projects, explaining the added value of this procedure and tools for the validation of competences and skills

The training is planned as a half-day seminar in order to fit it also into the schedule of cooperating schools and educational institutions.

The participants should get an insight into the dialogue-based COMPASS procedure by testing the tools in form of a role play. They take either the role of a mobility-student or a sending-organisation in order to test the value of the COMPASS tools for the organisation of trans-national mobility projects.

For the realisation of this training a seminar venue or classroom with PC equipment and Internet access is required. Alternatively the participants can also use own notebooks and to log into the internet by a WIFI connection. As to improve the communication between participants, it is recommended to organize them in pairs. This will make it easier to carry out the different steps of the COMPASS-procedure and to give mutual support if necessary.

The training is conceptualized for groups of 5 – 20 persons.

Infrastructure / Materials / Media

- Seminar-venue with internet-access
- 2 – 10 PCs, alternatively participants can use own devices
- e-mail address in order to organize the communication process via the COMPASS-tool during the training-session
- Copies of the game instructions for each participant of the teams A and B.

Please, add to each profile before the training an e-mail address which is accessible via internet: This is necessary to organize the communication process between mobility-students and sending-organisation during the training session.

Please, “clean” also the profiles after ending of a training session for further use. Otherwise next training participants will find already finalized profiles after login to the COMPASS-database

The Role Play

The participants are requested to divide into two groups and take over either the role of a mobility participant or a representative of a sending institution. As to make it easier to carry out the following tasks, participants should be allowed to take one role together in pairs or a small group.

Team A (mobility students) get the task to apply for a mobility project by registering in the COMPASS database and establishing a personal profile. Team B (sending organisations) is parallel requested to define learning objectives for their mobility project and to formulate a welcome for the new applicant, inviting him or her to establish a personal competence in the COMPASS-database by passing a self-assessment procedure.

The objective of this role play is to establish among sending organisation and mobility-student a dialogue-process concerning the agreement of learning objectives of the internship and placement abroad. The training ends with a plenary session where members of the teams A and B report experiences, in using the COMPASS-tool and reflect about the added value of this validation procedure for the organisation of mobility projects and the documentation of achieved learning outcomes abroad.

Overview Roles

TEAM A			TEAM B	
<i>Sending Organisation</i>	<i>Login-COMPASS:</i>	<i>Mobility-Project</i>	<i>Mobility-Student</i>	<i>Login-COMPASS:</i>
INCOME London	Login: INCOME Password: Test01	Professional Experience	Bernd Beispiel	Login: berndB Password: beispielB
Scandinavian Gateway	Login: ScanGate Password: Test02	NordPool – Auszubildende auf dem Weg nach Finnland	Claudia Beispiel	Login: claudiaB Password: beispielC
Polish College	Login: PolishCollege Password: Test03	Learning Europe	Elwira Beispiel	Login: elviraB Password: beispielE
Cultural Heritage Foundation	Login: CultHer Password: Test04	Professional Experience Handwerk mobil - Chance Europa	Anita Beispiel	Login: anitaB Password: beispielA
AC Tradiciones Academy Madrid	Login: ACtradiciones Password: Test05	Job-Center-Europe - internationale Berufspraxis für Berufsanfänger und –umsteiger	Dirk Beispiel	Login: dirkB Password: beispielD

können.

Workplan

Time:	Period	Activity	Learning Objectives	Methods
9:30	15 minutes	Accquaintance among teacher / facilitator and participants of the further training session.	Clarification of expectations and questions among participants.	Every participant introduce him-/herself by name and institution. Additionally she/he explains shortly, which experiences already exist in carrying out trans-national mobility projects.
9:45	15 minutes	Presentation of the COMPASS-Project	The participants should be able to estimate the context in which the COMPASS-database was developed and established.	Power Point-Presentation
10:00	15 minutes	Division into groups	The entire group will be divided in two teams (A = mobility students; B = sending organisations).	Either the participants chose a team independently or their team will be determined by lots.
10:15	15 minutes	Login	The participants learn to access the COMPASS-database.	The participants receive the login-details for the COMPASS-database with the game instructions
10:30	15 minutes	Lecture of the role play scenarios	All participants (team A and B) read their game instructions carefully. They receive all information on how to carry out the following tasks in the COMPASS-database and should find into the characteristic of their specific role.	
10:45	15 minutes	Input of basic data in the COMPASS-database	After login the participants reach prepared profiles (test-dummies) of mobility-students and sending organisations. Team A is requested to establish a personal profile by using and performing information given in the game instructions. Team B is requested to establish the profile of a mobility project and to write a welcome-mail, inviting potential mobility participants to undergo a competence self-assessment using the COMPASS-tools. Both teams are establishing contact via e-mails.	Self-directed learning
11:00	BREAK			

11:00	BREAK			
11:30	15 minutes	<p>Team A answers to questionnaire 1 and the guiding questions.</p> <p>Team B reads the personal profile of Team A.</p> <p>Team B gets acquainted with the "Can-do-descriptions" of the COMPASS-competence map.</p>	Both teams are working with the „COMPASS competence map“ in order to get acquainted with the „Can-Do-Descriptions“ and the competence systematic behind.	Self directed learning
11:45	5 minutes	Mutual sending of filled questionnaires 1 (Team A), questionnaire 2 (Team B)	In between: Clarification of questions related to the systematic of „Can-do-Descriptions“ of the COMPASS-Competence Map“	Plenary Session, Working in pairs
11:50	15 minutes	Answering to questionnaire 2 (Team A), Evaluation of questionnaire 1 (Team B)	After receiving questionnaire 1 Team B gets the task to publish the first „Competence-Radar“ in the COMPASS-database using the user-manual	Working in pairs
12:05	5 minutes	Sending of the filled questionnaire from Team A to Team B.	Team B publishes the second „Competence-Radar“	Working in pairs
12:10	5 minutes		Seminar-Facilitator: Check whether all Radar-Tests are published	
12:15	45 minutes	Evaluation	Team A und Team B report made experiences by using the COMPASS-tool. All participants discuss in a plenary session the added value of the COMPASS-tool for the organisation of trans-national mobility projects.	Hint facilitator: COMPASS does not replace a real dialogue between applicant and sending organisation, but supports to structurise this dialogue and to save the results.

Presentation

Step 0: Introduction

Welcome to the COMPASS Method and Concept Further Training

Our objective is to give you a hands-on introduction in the COMPASS method and the concept it is based on. You will learn how – hopefully effectively - the COMPASS database works by testing it yourselves.

Some background information will round our practical training off.

Before we get started, we would like to know what your expectations are concerning this training.

(Presentation compass1.pp)

Step 1: Dividing in Teams

Moderation:

For the procedure of the following part carried out as a role play, we need to divide you in two team:

Team A: Mobility students

Team B: Partners from mobility institutions

Task:

You are going to role play a dialog process between a mobility student and a mobility institution. The aim is to match the student's learning objectives with his/her self-assessed competences.

Team building:

The teams should be built according to their experiences with the COMPASS - database tool.

Those who are already experienced should choose Team B, the others Team A. In any case, experiences and less experienced students should work together.

Step 2: Registration in the COMPASS- Database

Moderation:

We have prepared a couple of imaginary scenarios for both teams in order to simulate the COMPASS process.

You will receive your login data.

There after you follow the steps written on the material papers.

Please read the instructions carefully.

First task:

Get registered in the COMPASS - database by making use of your login data.

If you have any questions, please feel free to ask one of your trainers.

Please have also a look at the “**user manuals**” for students and institutions at the COMPASS welcome site. Here you find a step by step explanation which can also be down loaded.

Step 3: Creation of Competence Portfolios and Learning Objectives

Moderation:

In this phase both teams will fulfil the tasks of an applicant and a sending organisation during the COMPASS procedure. You will start getting in contact with the concerned partner.

Task:

Do the tasks written on your paper and try to follow the steps as independently as you possibly can. In case of need we will certainly assist.

Aim:

The aim of this phase is to establish a basis that helps both students and sending organisation to come to an agreement about learning objectives.

Step 4: Evaluation of the Portfolios

Moderation:

Many thanks for having worked with the COMPASS - database tool !

Step 4a: Finding agreements for learning objectives in small groups

Task:

Please simulate an interview with an applicant and a sending organisation and study the “Competence - radar”. Give advices and negotiate possible learning objectives.

Step 4 b: Evaluation in the Plenum

Evaluation:

Team A + B

How did you like working with the COMPASS - database?

Team A

How did it feel assessing yourself by using the “can do” descriptors?

Team B

Was it helpful for you to use the COMPASS - “Competence sheet” for defining the learning objectives in the frame of your mobility project?

Team A + B

Which conclusions can you draw from the “Competence – radars” and the indications of the Portfolio?

Game Instructions

Team A:

Profile Anita Beispiel
Profile Bernd Beispiel
Profile Claudia Beispiel
Profile Dirk Beispiel
Profile Elvira Beispiel

Team B:

Profile INCOME London
Profile Scandinavian Gateway
Profile Polish College
Profile Cultural Heritage Foundation
Profile AC Tradiciones Academy Madrid

Game Instruction Team A Anita Beispiel

Step 1: Registration in the COMPASS - database

Imagine you are interested in undergoing a work placement abroad. You have already received the assignment of the sending organisation for mobility projects to apply for this by means of the COMPASS – database.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the manual for “Mobility Students”.)

Your login data are:

Login: **anitaB**

Password: **beispielA**

Step 2: Creating a Profile

You are now at your portfolio site. Please write a short description of yourself and your motivation why you want to participate in a mobility programme.

Please answer the following questions:

1. What are the reasons for your interest in a mobility programme?

2. Have you ever been abroad? If so, please describe how long and for what purpose you have been there.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Indications for your profile:

My Name is Anita Beispiel. I am eighteen years old and I live in Emden in the north of Germany. Currently I undergo my vocational education as industrial business management assistant at Anlagenbau Werner GmbH, which concentrates on technical development and manufacture of mobile and stationary machinery for water cleaning.

I'd like to participate in a mobility-programme for a practical training abroad. Above all, I want to improve my English knowledge and get to know the people and the country. Last year I was in Malta and there I had to use my English. It was a good experience.

In an ever more globalized world the experience of staying abroad and getting to know intercultural differences is very important. I think it is very exciting to get to know how foreign companies work. At the moment I work in the service department but I am general open to any other sector. I would like to learn many new duties and responsibilities and I hope also to contribute with my own ideas. I am interested to find out a lot of new aspects in

my occupational area in another country to amplify my know-how and to advance my performance on the job.

Step 3: Answering the COMPASS - Questionnaires

The name of your sending organisation is : **Cultural Heritage Foundation**

You apply for the mobility project. **Handwerk mobil - Chance Europa**

Please inform your sending organisation by sending an e-mail after having finished your profile.

Hereafter, you will receive two e-mails with links to two questionnaires and a “Competence sheet” with „Can do descriptions“.

Please open the “Competence sheet” and decide which of the “Can do descriptions” match with your capabilities as you feel it at the present moment on a scale from 0 – 6.

COMPASS – Assessment scale:

Assessment	Wissen	Erfahrung	Knowledge	Experience
0.0	Das weiß ich nicht, das habe ich noch nie ausprobiert.		I do not know that, I did not do that before	
0.5	Das habe ich gelernt, aber noch nie ausprobiert.		I have learnt that, but I have not done this yet	
1.0	Das habe ich schon einmal gemacht, darin habe ich ein wenig Erfahrung		I have done this before, I have a little experience in that.	
1.5	Das habe ich gelernt, aber erst wenig Erfahrung gesammelt		I have learnt this, but only little experience gathered yet	
2.0	Das kann ich ganz gut, darin habe ich einige Erfahrung		I am quite good at that, I have some experience in that	
2.5	Das kann ich gut, darin habe ich viel Erfahrung		I am good at that, I have much experience in that	
3.0	Das ist mein Spezialgebiet, darin habe ich umfassende Erfahrungen		This is my special subject, I have profound experience in that	

Step 4: Supplement to your COMPASS - Portfolios

Having answered the „Can do descriptions“ of the two questionnaires, be so kind and add the additional details concerning the leading questions outlined in the mail you have been sent by the sending organisation in.

After having completed your personal profile, please inform your sending organisation.

Your application procedure is now accomplished.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Step 5: Evaluation

Thanks for your intensive contribution to the work with the COMPASS – database !

Please have a look at the two “Competence – radars”:

Does the visualisation of the “Competence – radars” match with your expectations?

Where would you see your strengths and where would you assume your needs ?

Game Instruction Team A Bernd Beispiel

Step 1: Registration in the COMPASS - database

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www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the manual for “Mobility Students”.)

Your login data are:

Login: **berndB**
Password: **beispielB**

Step 2: Creating a Profile

You are now at your portfolio site. Please write a short description of yourself and your motivation why you want to participate in a mobility programme.

Please answer the following questions:

- 1. What are the reasons for your interest in a mobility programme?**
- 2. Have you ever been abroad? If so, please describe how long and for what purpose you have been there.**

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Indications for your profile:

My training manager informed me that we are allowed to pass a placement abroad in April next year. I would like to take this chance, because in a global company it is very important to speak different languages.

On the one hand I want to improve my English skills in this practical training and furthermore to learn something about an unknown country and culture is a very interesting possibility.

At our company only a few meetings and reports are in English, my ambition is to speak and write in English with out thinking about the German translation. At the moment I work in the technical procurement.

To attain this a stay at Great Britain or Ireland would be very helpful for me. I prefer these two countries because these once are native English speaker.

On the other hand to learn something about a new company with different processes and work fields is a good preparation to get a global employee. In addition new contacts for the future are a second positive effect.

Concluding this placement is a good first step in to the global playing companies all over the world.

Step 3: Answering the COMPASS - Questionnaires

The name of your sending organisation is : **INCOME London**

You apply for the mobility project: **Professional Experience**

Please inform your sending organisation by sending an e-mail after having finished your profile.

Hereafter, you will receive two e-mails with links to two questionnaires and a “Competence sheet” with „Can do descriptions“.

Please open the “Competence sheet” and decide which of the “Can do descriptions” match with your capabilities as you feel it at the present moment on a scale from 0 – 6.

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Step 4: Supplement to your COMPASS - Portfolios

Having answered the „Can do descriptions“ of the two questionnaires, be so kind and add the additional details concerning the leading questions outlined in the mail you have been sent by the sending organisation in.

After having completed your personal profile, please inform your sending organisation.

Your application procedure is now accomplished.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Step 5: Evaluation

Thanks for your intensive contribution to the work with the COMPASS – database !

Please have a look at the two “Competence – radars”:

Does the visualisation of the “Competence – radars” match with your expectations?

Where would you see your strengths and where would you assume your needs ?

Game Instruction Team A Claudia Beispiel

Step 1: Registration in the COMPASS - database

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Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the manual for “Mobility Students”.)

Your login data are:

Login: **claudiaB**
Password: **beispielC**

Step 2: Creating a Profile

You are now at your portfolio site. Please write a short description of yourself and your motivation why you want to participate in a mobility programme.

Please answer the following questions:

- 1. What are the reasons for your interest in a mobility programme?**
- 2. Have you ever been abroad? If so, please describe how long and for what purpose you have been there.**

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Indications for your profile:

My name is Claudia Beispiel and I live in Neuwied near Koblenz. I am a friendly and an open-minded person. I have one older sister named Andrea and one younger sister named Anika. My family is very important for me but of course my friends and my pets, too. I like to ride my horse called Pan Tau at least twice per week and I like my cat called Gromit. Since two years I take part in a course of artistic education in painting and drawing. I also like listening and singing to almost every kind of music. Moreover I like doing sports at a gym.

Currently I am an employee as a carpenter at a middle size firm at Neuwied. In this position I deal with all kinds of professional tasks, including the customer service.

During my vocational training I got the chance to take place in an internship in England for four weeks. It was a great experience for me and I could improve my English and gain new life experience. I also could gain an insight into the everyday work of an English company. There I could deal with incoming and outgoing post, provide the phone service, look after

guests, arrange conferences, work at the reception, update clients information and work at the office.

I would like to do an internship in a foreign country because I want to improve my English and I want to learn Finnish as well. The internship in England was quite a short time, so I would like to do such an internship for a longer period now.

Step 3: Answering the COMPASS - Questionnaires

The name of your sending organisation is : **Scandinavian Gateway**

You apply for the mobility project: **NordPool – Auszubildende auf dem Weg nach Finnland**

Please inform your sending organisation by sending an e-mail after having finished your profile.

Hereafter, you will receive two e-mails with links to two questionnaires and a “Competence sheet” with „Can do descriptions“.

Please open the “Competence sheet” and decide which of the “Can do descriptions” match with your capabilities as you feel it at the present moment on a scale from 0 – 6.

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2.0	Das kann ich ganz gut, darin habe ich einige Erfahrung		I am quite good at that, I have some experience in that	
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Step 4: Supplement to your COMPASS - Portfolios

Having answered the „Can do descriptions“ of the two questionnaires, be so kind and add the additional details concerning the leading questions outlined in the mail you have been sent by the sending organisation in.

After having completed your personal profile, please inform your sending organisation.

Your application procedure is now accomplished.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Step 5: Evaluation

Thanks for your intensive contribution to the work with the COMPASS – database !

Please have a look at the two “Competence – radars”:

Does the visualisation of the “Competence – radars” match with your expectations?

Where would you see your strengths and where would you assume your needs ?

Game Instruction Team A Dirk Beispiel

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Your login data are:

Login: **dirkB**

Password: **beispielD**

Step 2: Creating a Profile

You are now at your portfolio site. Please write a short description of yourself and your motivation why you want to participate in a mobility programme.

Please answer the following questions:

1. What are the reasons for your interest in a mobility programme?

2. Have you ever been abroad? If so, please describe how long and for what purpose you have been there.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Indications for your profile:

I already have had the possibility to gain experience abroad. In order to be well prepared for the job market in the financial industry, I want to gain practical experience abroad. Right now I am living in Hamburg. I am looking for the possibility to finance an internship in a bank in Madrid. I believe working for half a year abroad would be a great opportunity.

The reasons why exactly I want to go to Madrid are the following: Firstly, this would strengthen my Spanish language skills. After six month, I would be able to communicate safely without any problems. Secondly, I would have a better overview of the Spanish banking system. Thirdly, before I will start my prober job, I should absolve an internship because I do not feel well prepared for the labour market. I believe an internship would allow me to have a better start in my later job. Fourthly, through an internship I could specialise in professional field. Finally, I think after an internship I am more demanded in the labour market – be it in Hamburg or through new job opportunities within Europe.

Step 3: Answering the COMPASS - Questionnaires

The name of your sending organisation is: **AC Tradiciones Academy Madrid**

You apply for the mobility project: **Job-Center-Europe - internationale Berufspraxis für Berufsanfänger und –umsteiger**

Please inform your sending organisation by sending an e-mail after having finished your profile.

Hereafter, you will receive two e-mails with links to two questionnaires and a “Competence sheet” with „Can do descriptions“.

Please open the “Competence sheet” and decide which of the “Can do descriptions” match with your capabilities as you feel it at the present moment on a scale from 0 – 6.

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Having answered the „Can do descriptions“ of the two questionnaires, be so kind and add the additional details concerning the leading questions outlined in the mail you have been sent by the sending organisation in.

After having completed your personal profile, please inform your sending organisation.

Your application procedure is now accomplished.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Step 5: Evaluation

Thanks for your intensive contribution to the work with the COMPASS – database !

Please have a look at the two “Competence – radars”:

Does the visualisation of the “Competence – radars” match with your expectations?

Where would you see your strengths and where would you assume your needs ?

Game Instruction Team A Elvira Beispiel

Step 1: Registration in the COMPASS - database

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www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the manual for “Mobility Students”.)

Your login data are:

Login: **elviraB**

Password: **beispieleE**

Step 2: Creating a Profile

You are now at your portfolio site. Please write a short description of yourself and your motivation why you want to participate in a mobility programme.

Please answer the following questions:

1. What are the reasons for your interest in a mobility programme?

2. Have you ever been abroad? If so, please describe how long and for what purpose you have been there.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Indications for your profile:

I would like to work abroad to make new experiences, to learn more about foreign countries and their culture. I have never been abroad for a longer time, only on Holiday.

The most important reason why I want to work abroad is that I want to learn the Polish language.

To speak different languages becomes more and more important in todays working enviroment and especially in the Tourist-Sector, where I want to work in the future. Till now my ability to talk the Polish language is really small. Next month I will visit an insentive language course in Germany and I will also visit a language course in Italy.

During my training as a hotel receptionist I learnt to communicate with clients, to coordinate reservations and to carry out the necessary administrative tasks. It was also important to know everything about the city and the actual offer of cultural events. During my training I

worked also as a eventmanager and I learnt to organize events, to work in a team and to lead assistants.

I want to develop my knowledge and skills in a foreign country in a new situation. With the experience of working abroad and talking another language I will have more opportunities in the professional world.

Step 3: Answering the COMPASS - Questionnaires

The name of your sending organisation is: **Polish College**

You apply for the mobility project: **Learning Europe**

Please inform your sending organisation by sending an e-mail after having finished your profile.

Hereafter, you will receive two e-mails with links to two questionnaires and a “Competence sheet” with „Can do descriptions“.

Please open the “Competence sheet” and decide which of the “Can do descriptions” match with your capabilities as you feel it at the present moment on a scale from 0 – 6.

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0.5	Das habe ich gelernt, aber noch nie ausprobiert.		I have learnt that, but I have not done this yet	
1.0	Das habe ich schon einmal gemacht, darin habe ich ein wenig Erfahrung		I have done this before, I have a little experience in that.	
1.5	Das habe ich gelernt, aber erst wenig Erfahrung gesammelt		I have learnt this, but only little experience gathered yet	
2.0	Das kann ich ganz gut, darin habe ich einige Erfahrung		I am quite good at that, I have some experience in that	
2.5	Das kann ich gut, darin habe ich viel Erfahrung		I am good at that, I have much experience in that	
3.0	Das ist mein Spezialgebiet, darin habe ich umfassende Erfahrungen		This is my special subject, I have profound experience in that	

Step 4: Supplement to your COMPASS - Portfolios

Having answered the „Can do descriptions“ of the two questionnaires, be so kind and add the additional details concerning the leading questions outlined in the mail you have been sent by the sending organisation in.

After having completed your personal profile, please inform your sending organisation.

Your application procedure is now accomplished.

(For further instructions go to the welcome site of the COMPASS – database, press „user manuals“ and choose „User manual for mobility students“.)

Step 5: Evaluation

Thanks for your intensive contribution to the work with the COMPASS – database !

Please have a look at the two “Competence – radars”:

Does the visualisation of the “Competence – radars” match with your expectations?

Where would you see your strengths and where would you assume your needs ?

Game Instruction Team B: INCOME London

Step 1: Registration in the COMPASS - Database

You are an association providing mobility projects who wants to motivate a potential student to take part in the COMPASS - procedure while self-assessing her/his given competences.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the “User manual for organisations of mobility projects”.)

Your login data are:

Login: **INCOME**
Password: **Test01**

**Step 2: Sending of the two Questionnaires
 (“Language and professional skills” and “Social and Personal Competences”)**

You are located at your Portfolio site. Here you will find a short description of your organisation. You are carrying out the following mobility project which you present as follows:

Professional Experience

Duration: 01.01.2019 - 31.05.2021

Description: Closing date for applications is the 1st of December, 2020 for a 3-week placement which may take place in the abovementioned period. As this mobility project is conceptualized as a “pool-project”, trainees are invited to apply for 10 placements in UK (London) and 5 placements in Italy - (Florence). The realisation of the internships is carried out individually in accordance to arrangements with partner-organisations, sending companies, schools, vacation times etc.

Professions: different

Host Countries: United Kingdom, Italy

The applicant’s name for this mobility project is: **Bernd Beispiel**

Please send the following two questionnaires as an e-mail and write a text in which you ask for answering the additional questions. Make a choice of the listed questions and/or ask other questions in case you find them more relevant.

- 1. What kind of language skills do you have to communicate in the hosting country ?**
- 2. What are your current professional fields you are working in ?**
- 3. What are your professional objectives for your work placement ?**
- 4. Which learning objectives for your work placement do you want to achieve ?
What would you like to have achieved after having finished your placement?**
- 5. Which challenges do you think you will be confronted with during your stay abroad
and how do you think you will handle them?**
- 6. Considering the time after your stay abroad, how would you imagine your life?**

Go again through Questions 1 – 6 for the sending of the second Questionnaire.

(Please note: For the filling- out of the COMPASS – profiles, go to the welcome site of the COMPASS- database, press the button “User Manuals”. Choose “User manual for organisations of mobility projects”.)

Step 3: Defining Learning Objectives for Mobility Projects

After having sent the questionnaires to your applicant, go to the welcome site of the COMPASS – database and press the button „User Manuals”. Choose and open the link to “Can do descriptions”.

Please go through the „Can do descriptions“ of the COMPASS - Competence sheet and discuss with the partners of your group which of the learning objectives you consider most relevant for your mobility project.

Now, add these learning objectives in short to the description of your mobility project.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 4: Publication of the „Competence-Radars“

Right after having received the first filled-out questionnaire of your student, make the Competence-radar of the results visible.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Game Instruction Team B: Scandinavian Gateway

Step 1: Registration in the COMPASS - Database

You are an association providing mobility projects who wants to motivate a potential student to take part in the COMPASS - procedure while self-assessing her/his given competences.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the “User manual for organisations of mobility projects”.)

Your login data are:

Login: **ScanGate**
Password: **Test02**

Step 2: Sending of the two Questionnaires (“Language and professional skills” and “Social and Personal Competences”)

You are located at your Portfolio site. Here you will find a short description of your organisation. You are carrying out the following mobility project which you present as follows:

NorthPool – Trainees in Vocational Training on their Way to Finland

Duration: 07.03.2019 - 01.11.2021

Description: *The project is directed at trainees from different trades.*

Professions: *slate, tiler, gardener, carpenter, plumber, painter, car mechatronics*

Host Countries: *Finland*

The applicant's name for this mobility project is: **Claudia Beispiel**

Please send the following two questionnaires as an e-mail and write a text in which you ask for answering the additional questions. Make a choice of the listed questions and/or ask other questions in case you find them more relevant.

- 1. What kind of language skills do you have to communicate in the hosting country ?**
- 2. What are your current professional fields you are working in ?**
- 3. What are your professional objectives for your work placement ?**

**4. Which learning objectives for your work placement do you want to achieve ?
What would you like to have achieved after having finished your placement?**

**5. Which challenges do you think you will be confronted with during your stay abroad
and how do you think you will handle them?**

6. Considering the time after your stay abroad, how would you imagine your life?

Go again through Questions 1 – 6 for the sending of the second Questionnaire.

(Please note: For the filling- out of the COMPASS – profiles, go to the welcome site of the COMPASS- database, press the button “User Manuals”. Choose “User manual for organisations of mobility projects”.)

Step 3: Defining Learning Objectives for Mobility Projects

After having sent the questionnaires to your applicant, go to the welcome site of the COMPASS – database and press the button „User Manuals”. Choose and open the link to “Can do descriptions”.

Please go through the „Can do descriptions“ of the COMPASS - Competence sheet and discuss with the partners of your group which of the learning objectives you consider most relevant for your mobility project.

Now, add these learning objectives in short to the description of your mobility project.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 4: Publication of the „Competence-Radars“

Right after having received the first filled-out questionnaire of your student, make the Competence-radar of the results visible.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Game Instruction Team B: Polish College

Step 1: Registration in the COMPASS - Database

You are an association providing mobility projects who wants to motivate a potential student to take part in the COMPASS - procedure while self-assessing her/his given competences.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the “User manual for organisations of mobility projects”.)

Your login data are:

Login: **PolishCollege**
Password: **Test03**

**Step 2: Sending of the two Questionnaires
 (“Language and professional skills” and “Social and Personal Competences”)**

You are located at your Portfolio site. Here you will find a short description of your organisation. You are carrying out the following mobility project which you present as follows:

Learning Europe

Duration: 01.10.2019 - 31.05.2022

Description: This project is directed at trainees in initial vocational training at the hotel-, catering- and tourism-sector as well as in business administration. Applications are accepted as well from trainees in the dual vocational training system as from trainees from a school-based vocational training. The participants are offered placements from a 4 to 8-weeks period. Partners support the participants in finding suitable companies.

Professions: hotel-, catering- and tourism-sector, business-administration

Host Countries: all EU-Member States

The applicant's name for this mobility project is: **Elvira Beispiel**

Please send the following two questionnaires as an e-mail and write a text in which you ask for answering the additional questions. Make a choice of the listed questions and/or ask other questions in case you find them more relevant.

1. What kind of language skills do you have to communicate in the hosting country ?

- 2. What are your current professional fields you are working in ?**
- 3. What are your professional objectives for your work placement ?**
- 4. Which learning objectives for your work placement do you want to achieve ?
What would you like to have achieved after having finished your placement?**
- 5. Which challenges do you think you will be confronted with during your stay abroad
and how do you think you will handle them?**
- 6. Considering the time after your stay abroad, how would you imagine your life?**

Go again through Questions 1 – 6 for the sending of the second Questionnaire.

(Please note: For the filling- out of the COMPASS – profiles, go to the welcome site of the COMPASS- database, press the button “User Manuals”. Choose “User manual for organisations of mobility projects”.)

Step 3: Defining Learning Objectives for Mobility Projects

After having sent the questionnaires to your applicant, go to the welcome site of the COMPASS – database and press the button „User Manuals”. Choose and open the link to “Can do descriptions”.

Please go through the „Can do descriptions“ of the COMPASS - Competence sheet and discuss with the partners of your group which of the learning objectives you consider most relevant for your mobility project.

Now, add these learning objectives in short to the description of your mobility project.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 4: Publication of the „Competence-Radars“

Right after having received the first filled-out questionnaire of your student, make the Competence-radar of the results visible.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 1: Registration in the COMPASS - Database

You are an association providing mobility projects who wants to motivate a potential student to take part in the COMPASS - procedure while self-assessing her/his given competences.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the “User manual for organisations of mobility projects”.)

Your login data are:

Login: **CultHer**
Password: **Test04**

Step 2: Sending of the two Questionnaires (“Language and professional skills” and “Social and Personal Competences”)

You are located at your Portfolio site. Here you will find a short description of your organisation. You are carrying out the following mobility project which you present as follows:

Handicraft Mobility - Chance Europe

Duration: 01.10.2019 - 31.05.2021

Description:

Appointments for placements abroad can be determined individually, agreed with the sending company and the vocational school. Nevertheless, because of the summer holiday time in Italy no internship is recommended during the summer months July and August. Also during Christmas no placements are possible. As far as it is possible, to organize the departure of different participants as a group-trip in order to make the travel organisation easier.

The training periods in Mantua/Italy are directed at apprentices of the building trade. The linguistic and intercultural preparation takes place in the sending country. The training periods in Vicenza/Italy are directed in particular at bakers, confectioners, metal workers, electronic technicians and mechatronic engineers. The linguistic and intercultural preparation takes place at Vicenza. The organisation of placements in other professional fields is possible on inquiry.

Professions: bakers, confectioners, metal workers, electronic technicians and mechatronic engineers.

Host Countries: Italy, France

The applicant's name for this mobility project is: **Anita Beispiel**

Please send the following two questionnaires as an e-mail and write a text in which you ask for answering the additional questions. Make a choice of the listed questions and/or ask other questions in case you find them more relevant.

- 1. What kind of language skills do you have to communicate in the hosting country ?**
- 2. What are your current professional fields you are working in ?**
- 3. What are your professional objectives for your work placement ?**
- 4. Which learning objectives for your work placement do you want to achieve ?
What would you like to have achieved after having finished your placement?**
- 5. Which challenges do you think you will be confronted with during your stay abroad and how do you think you will handle them?**
- 6. Considering the time after your stay abroad, how would you imagine your life?**

Go again through Questions 1 – 6 for the sending of the second Questionnaire.

(Please note: For the filling- out of the COMPASS – profiles, go to the welcome site of the COMPASS- database, press the button “User Manuals”. Choose “User manual for organisations of mobility projects”.)

Step 3: Defining Learning Objectives for Mobility Projects

After having sent the questionnaires to your applicant, go to the welcome site of the COMPASS – database and press the button „User Manuals”. Choose and open the link to “Can do descriptions”.

Please go through the „Can do descriptions“ of the COMPASS - Competence sheet and discuss with the partners of your group which of the learning objectives you consider most relevant for your mobility project.

Now, add these learning objectives in short to the description of your mobility project.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 4: Publication of the „Competence-Radars“

Right after having received the first filled-out questionnaire of your student, make the Competence-radar of the results visible.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Game Instruction Team B:

AC Tradiciones Madrid

Step 1: Registration in the COMPASS - Database

You are an association providing mobility projects who wants to motivate a potential student to take part in the COMPASS - procedure while self-assessing her/his given competences.

Please get registered by using your login data which you find under the following internet address:

www.international2.ots.dk

(You will find more advices concerning registration at the welcome site of the COMPASS – database when you press the button “User Manuals”. Choose the “User manual for organisations of mobility projects”.)

Your login data are:

Login: **ACtradiciones**
Password: **Test05**

Step 2: Sending of the two Questionnaires (“Language and professional skills” and “Social and Personal Competences”)

You are located at your Portfolio site. Here you will find a short description of your organisation. You are carrying out the following mobility project which you present as follows:

Job-Center-Europe – international professional Experience for Job-Starter and Job-Seeker

Duration: 03.10.2019 - 31.05.2021

Description: The journey will be organized individually. The day after arriving starts a 4-week language course at the host-organisation. Afterwards begins the 13-week training period in bigger companies of the hotellery sector. Sectors of professional activities are mainly oriented on administrative tasks. Employment in the customer service depends from professional prequalification and the foreign linguistic skills.

Professions: *different*

Host Countries: *France, Spain*

The applicant's name for this mobility project is: **Dirk Beispiel**

Please send the following two questionnaires as an e-mail and write a text in which you ask for answering the additional questions. Make a choice of the listed questions and/or ask other questions in case you find them more relevant.

- 1. What kind of language skills do you have to communicate in the hosting country ?**
- 2. What are your current professional fields you are working in ?**
- 3. What are your professional objectives for your work placement ?**
- 4. Which learning objectives for your work placement do you want to achieve ?
What would you like to have achieved after having finished your placement?**
- 5. Which challenges do you think you will be confronted with during your stay abroad
and how do you think you will handle them?**
- 6. Considering the time after your stay abroad, how would you imagine your life?**

Go again through Questions 1 – 6 for the sending of the second Questionnaire.

(Please note: For the filling- out of the COMPASS – profiles, go to the welcome site of the COMPASS- database, press the button “User Manuals”. Choose “User manual for organisations of mobility projects”.)

Step 3: Defining Learning Objectives for Mobility Projects

After having sent the questionnaires to your applicant, go to the welcome site of the COMPASS – database and press the button „User Manuals”. Choose and open the link to “Can do descriptions”.

Please go through the „Can do descriptions“ of the COMPASS - Competence sheet and discuss with the partners of your group which of the learning objectives you consider most relevant for your mobility project.

Now, add these learning objectives in short to the description of your mobility project.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)

Step 4: Publication of the „Competence-Radars“

Right after having received the first filled-out questionnaire of your student, make the Competence-radar of the results visible.

(For more details concerning the processing of your mobility project, go to the welcome site of the COMPASS - database and press the button „User Manuals“. Here you choose: „User Manual for organisations of mobility projects“.)