

## **Training-Concept for Users of the EVST-database**

### Concept

The training is conceptualized for the presentation of the INTAKT-procedure in trans-national mobility for different user-groups and the explanation of functions of the INTAKT-database to participants in and coordinators of mobility-projects.

The concept is modularised in order to adopt the training to different target-groups and to integrate the it in the linguistic-intercultural preparation of mobility-participants, explaining the concept of European Vocational Skills Training (EVST-projects) and introducing in the use of the EVST-database.

Version A): Introduction of mobility-participants into the functions of the EVST-database

Version B) Introduction of project-coordinators into the function of the EVST-database

Version C) Introduction into the INTAKT-procedure.

Version A):

## Introduction of mobility-participants into the functions of the EVST-database

### Time-frame:

60 – 90 minutes

### Concept:

The training focus on the explanation of steps for setting learning-objectives and tasks for EVST-projects within the preparatory-phase of a planned internship or work-placement abroad. The applicants should learn to use the EVST-database as a platform, where they develop their personal learning settings and store experiences and learning outcomes gained abroad.

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

### Infrastructure

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 INTAKT-procedure and to give mutual support if necessary.

### Materials / Media

- Seminar-venue with internet-access
- 2 – 10 PCs, alternatively participants can use own devices
- E-Mailadresse, über die die Teilnehmer/-innen während der Fortbildung kommunizieren können
- Copies of the INTAKT-User-guide for Mobility participants
- Power-Point Presentation (intakt1.pp)

## Schedule

Time	Activity	Learning objective	Method
15 minutes	Acquaintance among participants	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.
5 minutes	Presentation of the INTAKT-procedure	The participants should estimate the background, objectives and purpose for using the EVST-database in trans-national mobility projects.	Power Point-Presentation / Facilitator
5 minutes	Login	The participants get access to the database.	Individual work / work in pairs (if this workshop is part of a preparatory seminar, this step might be set out)
10 minutes	Input of basic personal data in the database	After login the participants put in basic data, presenting themselves and answering to the guiding questions on their site „My profile“.	Individual work / work in pairs (if this workshop is part of a preparatory seminar, this step might be set out)
5 minutes	Explanation	Explanation that personal data is save and will be published only with acceptance by the participants.	Plenary discussion
10 minutes	Setting of Learning objectives and Tasks	Work on the sites „My learning objectives“ and „My project-tasks. Reflection on individual learning goals and possible task-settings for „EVST-projects“ abroad by the participants.	Individual work / work in pairs
10 minutes	Mutual presentation of the chosen Learning-objectives	The participants present each other their personal setting of learning-objectives, in order to emphasize a wider and setting and a choice of more complex task-settings (for EVST-projects in small groups too).	Discussion in pairs
BREAK			
15 minutes	Presentation of the chosen Learning-objectives	The discussion of learning goals in a plenary discussion should emphasize a realistic approach in order to set expectations not too high.	Plenary discussion
10 minutes	Adoption of Learning-objectives and task-settings to agreements between participants and sending-organisations.	The participants change adopt their settings according to the findings of the plenary-discussion before. They should have a more clear picture about their own expectations towards the internship abroad. A concretisation of learning-goals and task-settings might take place in a further dialogue-process between participant and sending-organisation.	Individual work / work in pairs
5 minutes	Final evaluation	Feedback concerning the satisfaction with working in the EVST-database and agreement on next steps concerning the preparation of individual EVST-projects.	Plenary discussion

Version B):

Introduction of project-coordinators into the function of the EVST-database

Time-frame:

120 minutes

Concept:

The training focus on the explanation of functions of the EVST-database and its use to coordinators of in trans-national mobility-projects. The audience should learn the added value of the EVST-database for the participant-management and the documentation of their individual learning-outcomes.

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

Materials / Media

- Seminar-venue with internet-access
- 2 – 10 PCs, alternatively participants can use own devices
- E-Mailadresse, über die die Teilnehmer/-innen während der Fortbildung kommunizieren können
- Copies of the INTAKT-User-guide for Mobility participants
- Power-Point Presentation (intakt2.pp)

## Schedule

Time	Activity	Learning objective	Method
15 minutes	Acquaintance among participants	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.
5 minutes	Presentation of the INTAKT-procedure	The participants should estimate the background, objectives and purpose for using the EVST-database in trans-national mobility projects.	Power Point-Presentation / Facilitator
5 minutes	Login	The participants get access to the EVST-database via virtual company-profiles (look also in section: materials).	Individual work / work in pairs
15 minutes	Test of database-functions	After login the participants browse the website of a virtual mobility-participant in order to get an insight into the structure and functions.	Individual work / work in pairs
10 minutes	Explanation	Explanation of the functions for participant-management in mobility-projects.	Plenary discussion
10 minutes	Lecture of virtual EVST-projects.	The participants should get acquainted with the potential range of themes for EVST-projects.	Individual work / work in pairs
BREAK			
15 minutes	Validation of learning-outcomes	Using virtual EVST-projects, participants try to check and validate learning outcomes.	Einzelarbeit / Arbeit in Paaren
15 minutes	Discussion: How to evaluate competences?	The participants get an introduction into the concept of „competence-evaluation“ in non- and informal learning-settings.	Plenary discussion
20 minutes	Final Evaluation	Feedback on the functionality of the EVST-database, agreement of next steps for the implementation of the tool in external mobility-projects.	Plenary discussion

Version C)

## Role-play: Introduction into the INTAKT-procedure

### Time-frame:

200 – 240 minutes

### Concept:

The participants get an insight into the dialogue-based INTAKT- 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..

The training is designed as a half-day seminar in order to integrate it as a workshop-unit into the schedule of cooperating vocational schools, conferences or information-events on trans-national mobility.

### Infrastructure

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 INTAKT-procedure and to give mutual support if necessary.

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

### Materials / Media

- Seminar-venue with internet-access
- 2 – 10 PCs, alternatively participants can use own devices
- E-Mailadresse, über die die Teilnehmer/-innen während der Fortbildung kommunizieren können
- Copies of the INTAKT-User-guide for Mobility participants
- Power-Point Presentation (intakt2.pp)

## 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. Aim ist o create a dialogue between sending organisation and participants concerning learning-objectives and task-settings for EVST-projects. The training ends with a participants-feedback, where of both teams exchange impressions and experiences of using the INTAKT-procedure and database. In a second phase both teams starts an evaluation-process of learning-outcomes., Basing on virtual EVST-project reports the should establish, in which competence-area they are able to proof positive competence developments. The aim ist he testing of lerning outcomes of „EVST-projects. This section also ends with an evaluation among participants.

## Schedule

Time	Activity	Learning objective	Method
15 minutes	Acquaintance among participants	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.
5 minutes	Presentation of the INTAKT-procedure	The participants should estimate the background, objectives and purpose for using the EVST-database in trans-national mobility projects.	Power Point-Presentation / Facilitator
5 minutes	Division in Teams	The group will be devided into Team A (participants) and Team B (coordinators) of mobility-projects.	The participants can choose which of both roles they prefer.
5 minutes	Login	The participants get access to the EVST-database via virtual company-profiles (look also in section: materials).	Individual work / work in pairs
10 minutes	Reading of prepared role- and project-profiles by the participants	The participants are requested to gather information related to individual learning-objectives and characteristics of mobility-projects.	Individual work / work in pairs
20 minutes	Input of data into the database	After login the participants browse the database and establish learning-objectes (team A) and task-settings for EVST-projects (team B).	Individual work / work in pairs
10 minutes	Team A and Team B check mutually information about project-settings and learning-objectives.	Team A) tries to establish a task for an EVST-project.  Team B) check whether the given learning-objectives reflect the task-setting of the EVST-project.	work in pairs

15 minutes	Mutual contact between Team A) and B).	Team A) and B) agree on final learning- and project –settings.	Work in small groups
20 minutes	Evaluation	Team A and Team B report their experiences with INTAKT and the EVST-.	Hint: INTAKT does not replace a face to face communication, but it offers a platform for constant dialogue between sending- / hosting-organisations and participants.
BREAK			
5 minutes	Introduction	Presentation off he task for the second phase off he workshop.	All participants receive virtual reports of EVST-projects.
30 minutes	Validation and documentation of learning-achivements.	<p>Team A) estimate own learning-achivements in relation tot he „provided“ project-report and the setting of individual learning-objectives.</p> <p>Team B) evaluate the project-report and distinguishes, which competences might be validated in relation tot he results off he project-report and compare their estimation with the reported learning-achivements by the participants</p>	Work in small groups
10 minutes	Agreement on Learning-achivements	Both teams A and B discuss discuss which learning-objectives will be validated and why.	Work in small groups
25 minutes	Final evaluation	The participants of the workshops discuss their impressions and experiences in using the approach and tools ofthe INTAKT-procedure and discuss options for using them for the coordination of own mobility-projects.	Diskussion im Plenum

## Materialies:

### Overview Roles

Team A			Team B	
<i>Sending-organisation</i>	<i>Login:</i>	<i>Mobility-project</i>	<i>Mobility-participant</i>	<i>Login:</i>
INCOME London	Login: INCOME Password: Test01	GoWest!	Bernd Beispiel	Login: berndB Password: beispielB
Scandinavian Gateway	Login: ScanGate Password: Test02	NordPool	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 Passwort: Test04	Professional Experience	Anita Beispiel	Login: anitaB Password: beispielA
AC Tradiciones Academy Madrid	Login: ACtradiciones Password: Test05	Job-Center-Europe	Dirk Beispiel	Login: dirkB Password: beispielD

## Presentation

### **Step 0: Introduction**

Welcome to the INTAKT-Training. Our objective is to give you a hands-on introduction in the EVST-database and the concept it is based on. You will learn how – hopefully effectively - the 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**

Presentation:

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

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 EVST-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.

### **Schritt 2: Registration in der EVST-Datenbank**

Presentation:

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.

Your first task is:

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

### **Step 3: Setting of Learning-objectives and EVST-tasks**

Presentation:

In the following phase you will as team A and team B undergo the steps of an applicant and a coordinator of a mobility-project and get in touch among each other.

The aim of this workshop-section is to establish a common base for the agreement of learning-objectives and task-settings for EVST-projects. Please, browse the database and try its functions. Please, do not hesitate to ask for support, if necessary.

### **Step 4: Evaluation**

Presentation:

Thank you very much for your intensive work with the database!

Please, gather in small groups, representing the related participant and sending-organisation, linked by the same mobility-project. Try to agree on learning-arrangements, including a setting for an EVST-project.

Evaluation in a plenary-session:

How is your impression about the database and its functions?

What experiences you gained with the INTAKT-approach on setting learning-objectives and EVST-task-settings?

How useful were the information, presented by applicants on there „profile“-sites? Where these dates helpful for the estimation of learning-objectives and expectations concerning the envisaged internship abroad?

### **Step 5: Validation of Learning-achievements**

Presentation:

You get now (virtual) reports, provided by the participants in EVST-projects. Both teams A and B are requested to check these reports in respect of learning-outcomes and competences, which could be validated after finalising the internship abroad.

Team A) Please, click the site „My learning-achievements“ and check, which of your established learning goals you estimate as reached after providing your project-report.

Team B) Please, check the report of your participant, reflect which competences areas are represented and stated by the results of this EVST-project. After your participant has finalized his / her self-assessment, please check on your site, whether you agree on the stated learning-results. Please, add a comment on the learning results of your participant.

Sending-organisations and participants meet afterwards again in small groups in order to discuss the evaluation of learning achievements.

## **Step 6: Evaluation**

Presentation:

What is your impression about this process of estimation and validation of learning-achievements?

Did you feel it an easy approach to detect learning-achievements in the results of the EVST-project of your participant?

Hint:

The given profiles for participants and task-settings were slightly different. In some cases the participants had pre-defined work-tasks for their EVST-projects, in other cases they were completely free to select their own task-settings.

Conclusion:

Both, a fixed task-setting and a complete free choice in the selection of settings for an EVST-project might cause problems for mobility-participants: In the first case, apprentices are often frustrated, because of lacking respect on own ideas and expectations. In the second case young applicants often feel irritated if they have no guidelines, supporting them in finding a task-setting which is close to their interests and abilities. Therefore the dialogue and the agreement of settings for the learning-process among both participating sides is important.

Many competence-based learning achievements are getting transparent only by presenting a certain range of project-products and results: For example, communication-competence is not to validate by a written report. Therefore it is necessary to motivate participants to provide different results, related to their individual learning goals. The more complex a task-setting, the better gained competences in different areas are getting transparent. Respectively it is sometimes a good solution to recommend mobility-participants to carry out a complex EVST-project in a small group, where abilities of different persons might be shared to reach the envisaged learning-achievements.

Also it is crucial to inform the hosting-organisation as soon as possible about planned EVST-projects in order to ensure, that the tasks can be realised as foreseen. Furthermore the hosting-organisations play an important role in stating learning-achievements, because they are able to follow and support the learning-process.

In this respect the EVST-database is foreseen as a tool and instrument for the organisation and coordination of this dialogue-process.

## TEAM A

### Role-play scenary Anita Beispiel

Imagine you are a vocational trainee and interested in an professional oriented internship abroad. You plan to apply for funding at a sending-organisation and you have selected a specific mobility-project fitting to your professional and personal profile.

#### **Step 1:**

In your motivation-letter you give reasons, why you would like to participate in a trans-national mobility-project.

#### Task:

Please, read the text, describing your personal profile:



**Name:**

**Anita Beispiel**

**Profession:**

*industrial business management assist*

**Mobilitätsprojekt:**

NordPool

**Motivations schreiben:** *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 assistent 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 deparment 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 2:**

Your sending-organisation has sent the following login-data for registration in a database as a tool, where you should present your application:

Login:	anitaB
Password:	BeispielA

Bitte stellen Sie sich auf der Seite „Mein Profil“ vor und beantworten anhand Ihrer Aufzeichnungen die dort angegebenen Leitfragen. Falls Sie in Ihren Aufzeichnungen keine entsprechende Antwort finden, müssen Sie improvisieren und sich eine Begründung denken.

**Step 3:**

Please, click the site „My learning objectives“. Choose the „Can-do-descriptions“ which reflect your learning-objectives for your planned internship abroad in the best way.

**Step 4:**

After establishing your learning-objectives, now the crucial question is: how to reach them? Your sending-organisation has invited you to participate in an EVST-project. You should research a specific thematic field, not necessarily linked with your profession, under a thematical aspect and present your findings in form of a report.

Task:

Choose on the site „My Task“ the setting for your personal EVST-project. Select the type of EVST-project, the thematical focus and a special aspect, which you would like to research during your stay abroad.

Give a title to your project and describe shortly the theme and in which form you would like to present the results.

**Step 5:**

You meet now with the representatives of your sending-organisation. Please try to agree on a concrete task-setting for your EVST-project and a confirmation of your setting of learning-objectives. Please, adopt after your meeting your learning-goals and tasks settings to your agreement with the sending organisation.

**Step 6:**

Imagine you have finalized your EVST-project and you have recently uploaded your report to the EVST-database. Please, read your report (again).

(Klick the site „My project“ and open the pdf-file)

Afterwards, switch to your site „My learning-achievements“ and state by your opinion, which of your learning-objectives you have reached after finalising your EVST-project.

(Please, click than the button „Finalized“ – than your learning-outcomes will displayed also for your project-coordinator.

**Step 7:**

Agree with your sending-organisation a next meeting for the agreement of learning-achievements, which will be stated and later documented in the Europass-Mobility for you.

Role-play scenary Bernd Beispiel

Imagine you are a vocational trainee and interested in an professional oriented internship abroad. You plan to apply for funding at a sending-organisation and you have selected a specific mobility-project fitting to your professional and personal profile.

**Step 1:**

In your motivation-letter you give reasons, why you would like to participate in a trans-national mobility-project.

Task:

Please, read the text, describing your personal profile:



Name:

**Bernd Beispiel**

Profession:

Technischer Zeichner

Mobilitätsprojekt:

Professional Experience

Motivationsschreiben:

*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 as Design Draughtsman in the development department.*

*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 2:**

Your sending-organisation has sent the following login-data for registration in a database as a tool, where you should present your application:

Login:	berndB
Password:	BeispielB

**Step 3:**

Please, click the site „My learning objectives“. Choose the „Can-do-descriptions“ which reflect your learning-objectives for your planned internship abroad in the best way.

**Step 4:**

After establishing your learning-objectives, now the crucial question is: how to reach them? Your sending-organisation has invited you to participate in an EVST-project. You should research a specific thematic field, not necessarily linked with your profession, under a thematical aspect and present your findings in form of a report.

Task:

Choose on the site „My Task“ the setting for your personal EVST-project. Select the type of EVST-project, the thematical focus and a special aspect, which you would like to research during your stay abroad.

Give a title to your project and describe shortly the theme and in which form you would like to present the results.

**Step 5:**

You meet now with the representatives of your sending-organisation. Please try to agree on a concrete task-setting for your EVST-project and a confirmation of your setting of learning-objectives. Please, adopt after your meeting your learning-goals and tasks settings to your agreement with the sending organisation.

**Step 6:**

Imagine you have finalized your EVST-project and you have recently uploaded your report to the EVST-database. Please, read your report (again).

(Klick the site „My project“ and open the pdf-file)

Afterwards, switch to your site „My learning-achievements“ and state by your opinion, which of your learning-objectives you have reached after finalising your EVST-project.

(Please, click than the button „Finalized“ – than your learning-outcomes will displayed also for your project-coordinator.

**Step 7:**

Agree with your sending-organisation a next meeting for the agreement of learning-achievements, which will be stated and later documented in the Europass-Mobility for you.

Role-play scenary Claudia Beispiel

Imagine you are a vocational trainee and interested in an professional oriented internship abroad. You plan to apply for funding at a sending-organisation and you have selected a specific mobility-project fitting to your professional and personal profile.

**Step 1:**

In your motivation-letter you give reasons, why you would like to participate in a trans-national mobility-project.

Task:

Please, read the text, describing your personal profile:



**Name:** Claudia Beispiel

**Profession:** Zimmerin

**Mobility-project:** Handwerk Mobil

**Motivation-letter:** *My name is Claudia Beispiel and I live in Neuwied near Koblenz. I am a friendly and and 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 school career I got the chance to take place in a school-exchange in England for two 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 life of an English family.*

*I would like to do an internship in a foreign country because I want to improve my English. The exchange with England at school was quite a short time, so I would like to do such an internship for a longer period now.*

**Step 2:**

Your sending-organisation has sent the following login-data for registration in a database as a tool, where you should present your application:

<b>Login:</b>	claudiaB
<b>Password:</b>	BeispielC

**Step 3:**

Please, click the site „My learning objectives“. Choose the „Can-do-descriptions“ which reflect your learning-objectives for your planned internship abroad in the best way.

**Step 4:**

After establishing your learning-objectives, now the crucial question is: how to reach them? Your sending-organisation has invited you to participate in an EVST-project. You should research a specific thematic field, not necessarily linked with your profession, under a thematical aspect and present your findings in form of a report.

Task:

Choose on the site „My Task“ the setting for your personal EVST-project. Select the type of EVST-project, the thematical focus and a special aspect, which you would like to research during your stay abroad.

Give a title to your project and describe shortly the theme and in which form you would like to present the results.

**Step 5:**

You meet now with the representatives of your sending-organisation. Please try to agree on a concrete task-setting for your EVST-project and a confirmation of your setting of learning-objectives. Please, adopt after your meeting your learning-goals and tasks settings to your agreement with the sending organisation.

**Step 6:**

Imagine you have finalized your EVST-project and you have recently uploaded your report to the EVST-database. Please, read your report (again).

(Klick the site „My project“ and open the pdf-file)

Afterwards, switch to your site „My learning-achievements“ and state by your opinion, which of your learning-objectives you have reached after finalising your EVST-project.

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**Step 7:**

Agree with your sending-organisation a next meeting for the agreement of learning-achievements, which will be stated and later documented in the Europass-Mobility for you.

Role-play scenary Dirk Beispiel

Imagine you are a vocational trainee and interested in an professional oriented internship abroad. You plan to apply for funding at a sending-organisation and you have selected a specific mobility-project fitting to your professional and personal profile.

**Step 1:**

In your motivation-letter you give reasons, why you would like to participate in a trans-national mobility-project.

Task:

Please, read the text, describing your personal profile:



Name:

**Dirk Beispiel**

Profession:

Versicherungskaufmann

Mobility-Project:

Job-Center- Europe

Motivation-Letter:

*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 London. The reasons why exactly I want to go to London are the following: Firstly, this would strengthen my English language skills. After the internship, I would be able to communicate safely without any problems. Secondly, I would have a better overview of the English banking system. Thirdly, before I will start my 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 my 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 2:**

Your sending-organisation has sent the following login-data for registration in a database as a tool, where you should present your application:

Login:	dirkB
Password:	BeispielD

**Step 3:**

Please, click the site „My learning objectives“. Choose the „Can-do-descriptions“ which reflect your learning-objectives for your planned internship abroad in the best way.

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Give a title to your project and describe shortly the theme and in which form you would like to present the results.

**Step 5:**

You meet now with the representatives of your sending-organisation. Please try to agree on a concrete task-setting for your EVST-project and a confirmation of your setting of learning-objectives. Please, adopt after your meeting your learning-goals and tasks settings to your agreement with the sending organisation.

**Step 6:**

Imagine you have finalized your EVST-project and you have recently uploaded your report to the EVST-database. Please, read your report (again).

(Klick the site „My project“ and open the pdf-file)

Afterwards, switch to your site „My learning-achievements“ and state by your opinion, which of your learning-objectives you have reached after finalising your EVST-project.

(Please, click than the button „Finalized“ – than your learning-outcomes will displayed also for your project-coordinator.

**Step 7:**

Agree with your sending-organisation a next meeting for the agreement of learning-achievements, which will be stated and later documented in the Europass-Mobility for you.

Role-play scenary Elvira Beispiel

Imagine you are a vocational trainee and interested in an professional oriented internship abroad. You plan to apply for funding at a sending-organisation and you have selected a specific mobility-project fitting to your professional and personal profile.

**Step 1:**

In your motivation-letter you give reasons, why you would like to participate in a trans-national mobility-project.

Task:

Please, read the text, describing your personal profile:



Name:

**Elvira Beispiel**

Profession:

Hotel-receptionist

Mobility-Projekt:

Learning Europe

Motivation-Letter:

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 English 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 English language is really small. Next month I will visit an intensive language course in Germany.

During my training as a hotel receptionist I learned 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 learned 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 2:**

Your sending-organisation has sent the following login-data for registration in a database as a tool, where you should present your application:

<i>Login:</i>	elviraB
<i>Password:</i>	BeispielE

**Step 3:**

Please, click the site „My learning objectives“. Choose the „Can-do-descriptions“ which reflect your learning-objectives for your planned internship abroad in the best way.

**Step 4:**

After establishing your learning-objectives, now the crucial question is: how to reach them? Your sending-organisation has invited you to participate in an EVST-project. You should research a specific thematic field, not necessarily linked with your profession, under a thematical aspect and present your findings in form of a report.

Task:

Choose on the site „My Task“ the setting for your personal EVST-project. Select the type of EVST-project, the thematical focus and a special aspect, which you would like to research during your stay abroad.

Give a title to your project and describe shortly the theme and in which form you would like to present the results.

**Step 5:**

You meet now with the representatives of your sending-organisation. Please try to agree on a concrete task-setting for your EVST-project and a confirmation of your setting of learning-objectives. Please, adopt after your meeting your learning-goals and tasks settings to your agreement with the sending organisation.

**Step 6:**

Imagine you have finalized your EVST-project and you have recently uploaded your report to the EVST-database. Please, read your report (again).

(Klick the site „My project“ and open the pdf-file)

Afterwards, switch to your site „My learning-achievements“ and state by your opinion, which of your learning-objectives you have reached after finalising your EVST-project.

(Please, click than the button „Finalized“ – than your learning-outcomes will displayed also for your project-coordinator.

**Step 7:**

Agree with your sending-organisation a next meeting for the agreement of learning-achievements, which will be stated and later documented in the Europass-Mobility for you.

## TEAM B

### Role-play scenary INCOME London

#### Step 1:

Imagine you are organizer of a trans-national mobility-project and you plan to use the EVST-database for the user-management. The administrator of the databse forwarded the following login-data to you. Please register under: [www.evst-mobility.eu](http://www.evst-mobility.eu).

Login:	<b>INCOME</b>
Password:	<b>Test01</b>

#### Step 2:

Please, add your mobility-project with the following information:

##### **GoWest!**

*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 compeanies, schools, vacation times etc.*

*Professions: different*

*Host Countries: United Kingdom, Italy*

#### Step 3:

Establish for your mobility-project the settings for EVST-projects:

(Please, switch to your site „Project Tasks“ and click „Create Project Task“)

Professional area: technical-trade occupations

Type of EVST-project: Thematical overview

Thematic area: Company development

Aspect: Company development

Title: ----

Format:

Describe the profile of your company, where you are working within of your vocational training. Prepare a report of 10-pages in English, structure it in chapters. Describe also the product and service offer, its position on national and international markets. Add graphs and tables to illustrate your findings.

**Step 4:**

Check the setting of learning-objectives and the task-setting of your participant.

(Switch to your site „My participants“, click one of the marked boxes. There you get insight into the portfolio of the related participant, but you can not carry out any changes.)

**Step 5::**

Your participant has uploaded her/his report for the EVST-project.

(Click your site „My project“ and open the file by clicking the given link).

Which learning achievements from different competence-areas you detect by reading the report?:

Compare also the learning-objectives and stated achievements of your participant.

**Step 6:**

Your participant has finalized her / his estimation of learning achievements. Please, enter your site „Document learning-achievements“ and confirm or reject the given statements.

Agree a meeting with your participant in order to explain your statement and agree on a final setting for the documentation of learning-outcomes, published in the Europass-Mobility.

## Role-play scenary Scandinavian Gateway

### Step 1:

Imagine you are organizer of a trans-national mobility-project and you plan to use the EVST-database for the user-management. The administrator of the databse forwarded the following login-data to you. Please rgister under: [www.evst-mobility.eu](http://www.evst-mobility.eu).

Login:	<b>ScanGate</b>
Password:	<b>Test02</b>

### Step 2:

Please, add your mobility-project with the following information:

***NordPool – Auszubildende auf dem Weg nach Finnland***

*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

### Step 3:

Establish for your mobility-project the settings for EVST-projects:

(Please, switch to your site „Project Tasks“ and click „Create Project Task“)

Professional area: craft sector

Type of EVST-project: Thematical overview

Thematic area: Production/ Service-delivery

Aspect: Production-process

Title: ----

Format:

Describe the profile of your company, where you are working within of your vocational training. Prepare a report of 10-pages in English, structure it in chapters. Describe also the product and service offer, its position on national and international markets. Add graphs and tables to illustrate your findings.

### Step 4:

Check the setting of learning-objectives and the task-setting of your participant.

(Swith to your site „My participants“, click one oft he marked boxes. There you get insight into the portfolio of the related participant, but you can not carry out any changes.)

**Step 5:**

Your participant has uploaded her/his report for the EVST-project.

(Click your site „My project“ and open the file by clicking the given link).

Which learning achievements from different competence-areas you detect by reading the report?:

Compare also the learning-objectives and stated achievements of your participant.

**Step 6:**

Your participant has finalized her / his estimation of learning achievements. Please, enter your site „Document learning-achievements“ and confirm or reject the given statements.

Agree a meeting with your participant in order to explain your statement and agree on a final setting for the documentation of learning-outcomes, published in the Europass-Mobility.

## Role-play scenary Polish College

### Step 1:

Imagine you are organizer of a trans-national mobility-project and you plan to use the EVST-database for the user-management. The administrator of the databse forwarded the following login-data to you. Please rgister under: [www.evst-mobility.eu](http://www.evst-mobility.eu).

Login:	<b>PolishCollege</b>
Password:	<b>Test03</b>

### Step 2:

Please, add your mobility-project with the following information:

#### **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 schoolbased 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*

### Step 3:

Establish for your mobility-project the settings for EVST-projects:

(Please, switch to your site „Project Tasks“ and click „Create Project Task“)

Professional area: commercial occupations

Type of EVST-project: Comparision

Themenfeld: Company-development

Aspekt: ----

Title: ----

Format:

Please, compare a specific aspect in the thematical field „Company-Development“. Compare your findings with structures and developments in your home-country. Name similarities and differences.

**Step 4:**

Check the setting of learning-objectives and the task-setting of your participant.

(Switch to your site „My participants“, click one of the marked boxes. There you get insight into the portfolio of the related participant, but you can not carry out any changes.)

**Step 5:**

Your participant has uploaded her/his report for the EVST-project.

(Click your site „My project“ and open the file by clicking the given link).

Which learning achievements from different competence-areas you detect by reading the report?:

Compare also the learning-objectives and stated achievements of your participant.

**Step 6:**

Your participant has finalized her / his estimation of learning achievements. Please, enter your site „Document learning-achievements“ and confirm or reject the given statements.

Agree a meeting with your participant in order to explain your statement and agree on a final setting for the documentation of learning-outcomes, published in the Europass-Mobility.

## Role-play scenary Cultural Heritage Foundation

### Step 1:

Imagine you are organizer of a trans-national mobility-project and you plan to use the EVST-database for the user-management. The administrator of the databse forwarded the following login-data to you. Please rgister under: [www.evst-mobility.eu](http://www.evst-mobility.eu).

Login:	<b>CultHer</b>
Password:	<b>Test04</b>

### Step 2:

Please, add your mobility-project with the following information:

#### *Professional Experience*

*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 proffessional 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*

### Step 3:

Establish for your mobility-project the settings for EVST-projects:

(Please, switch to your site „Project Tasks“ and click „Create Project Task“)

„Free choice of task“.

### Step 4:

Check the setting of learning-objectives and the task-setting of your participant.

(Swith to your site „My participants“, click one oft he marked boxes. There you get insight into the portfolio of the related participant, but you can not carry out any changes.)

### Step 5::

Your participant has uploaded her/his report fort he EVST-project.

(Click your site „My project“ and open the file by clicking the given link).

Which learning achievements from different competence-areas you detect by reading the report?:

Compare also the learning-obejectives and stated achievements of your participant.

**Step 6:**

Your participant has finalized her / his estimation of learning achievements. Please, enter your site „Document learning-achievements“ and confirm or reject the given statements.

Agree a meeting with your participant in order to explain your statement and agree on a final setting for the documentation of learning-outcomes, published in the Europass-Mobility..

## Role-play scenary AC Tradiciones Madrid

### Step 1:

Imagine you are organizer of a trans-national mobility-project and you plan to use the EVST-database for the user-management. The administrator of the databse forwarded the following login-data to you. Please rgister under: [www.evst-mobility.eu](http://www.evst-mobility.eu).

Login:	<b>ACtradiciones</b>
Password:	<b>Test05</b>

### Step 2:

Please, add your mobility-project with the following information:

*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 proffessional 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*

### Step 3:

Establish for your mobility-project the settings for EVST-projects:

(Please, switch to your site „Project Tasks“ and click „Create Project Task“)

Professional area: commercial occupations

Type of EVST-project: Comparison

Thematic area: Economic development

Aspekt: Branchentrends

Title: ----

Format:

Compare the organisational structure of the insurance-sector in UK with related structures in Germany. Name similarities and differences . Provide a 10-page report and a power-point presentation in English. Add a creative work-result, summarising your experiences abroad.

### Step 4:

Check the setting of learning-objectives and the task-setting of your participant.

(Swith to your site „My participants“, click one oft he marked boxes. There you get insight into the portfolio of the related participant, but you can not carry out any changes.)

**Step 5:**

Your participant has uploaded her/his report for the EVST-project.

(Click your site „My project“ and open the file by clicking the given link).

Which learning achievements from different competence-areas you detect by reading the report?:

Compare also the learning-objectives and stated achievements of your participant.

**Step 6:**

Your participant has finalized her / his estimation of learning achievements. Please, enter your site „Document learning-achievements“ and confirm or reject the given statements.

Agree a meeting with your participant in order to explain your statement and agree on a final setting for the documentation of learning-outcomes, published in the Europass-Mobility.