

ERASMUS + TRAINING PROGRAMME FOR VET MOBILITY

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Knowledge, skills and competence to be acquired:

- improvement of professional and entrepreneurship skills and competences related to the different professional fields of the school, namely:
 - Agricultural technician
 - Agrotourism
 - Administration
 - Commerce
 - Car Mechanics
 - Gastronomy (cook and waiter)
- the opportunity of applying the knowledge acquired to concrete activities in a real context of work
- development of work habits, entrepreneur spirit and sense of professional responsibility
- experiencing human relations at work (team work spirit)
- knowledge of corporate organization
- improvement of foreign language level
- add to their expertise new technologies & methodologies
- improvement of social skills such as adaptation, communication and cooperation
- improvement of work-related skills such as team-work, punctuality, multitasking and pro-activity
- ability to form professional relationships with a range of individuals, groups and communities
- ability to demonstrate professional conduct and attitudes
- ability to display self-confidence and present oneself in a professional manner
- ability to work on one's own initiative and in a team
- expanding horizons by acquiring knowledge of other countries and cultures.

Detailed programme of the training period:

The training programme was organized in order to improve the students employability, knowledge and skills; to obtain and improve entrepreneurship skills within these professional areas; to adapt to the new work team and environment; to acquire new professional, language and intercultural skills; to develop team work spirit; and to raise his/her self-confidence and awareness of European citizenship. Furthermore, knowledge, skills and competences expected to be acquired by the participants at the end of the mobility period include:

- understanding the relevancy of theoretical knowledge and information related to their field of work
- assessing, evaluating and interpreting facts establishing basic principles and concepts in their field of work
- understanding facts and procedures in the application of more complex tasks and instructions
- selecting and using relevant knowledge acquired on one's own initiative to accomplish specific

actions for self and others

- demonstrating a range of developed skills to carry out more than one complex task effectively and in unfamiliar and unpredictable contexts
- communicating more complex information
- solving basic problems by applying basic methods, tools, materials and information given in a restricted learning environment
- applying knowledge and skills to do specific tasks systematically
- adapting own behaviour to circumstances in solving problems
- acquiring key competences.

The trainees will be doing their work placements from Monday to Friday. The training programme is divided into 2 stages in accordance with the length of the trainees' stay in the host companies:

1st week

The trainees will be familiarising themselves with the culture of the company. The trainees will gradually be introduced to more demanding and more complex information and tasks requiring more responsibility.

2nd week

The trainees will be developing their skills further as well as starting to take up new tasks. The trainees will be given more responsibilities and tasks depending on their development and performance review.

During the last week of their work placement, the trainees should be able to carry out all the tasks envisaged for them in the programme.

Tasks of the trainees:

Trainees have to make all possible effort towards the achievement of the program's objectives and its quality assurance. Furthermore, they have to follow the program and the instructions of the staff. The group of students have different backgrounds of study; therefore they will be distributed accordingly among local companies in order to ensure the correct progression of their career and CV's.

Tasks proposed to be achieved by the group of **Agricultural technicians**:

- Getting to know the characteristics of veterinary, farming and horticulture in Portugal;
- Participating in various farm working processes, with special incidence on organic and ecological agriculture;
- Working with agricultural machinery;
- Earning first-hand experience with different working processes in the field of horticulture;
- Working on gardens, fields and/or vines;
- Soil treatment;
- Domestic animal care;
- Feeding and cleaning cattle and other farm animals;
- Experiencing an international environment;
- Reading technical documentation in foreign language;
- Permanent environmental care in the tasks performed;
- Perform other tasks as assigned by the mentor/supervisor.

Training schedule for the group of Agricultural technicians:

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work; Getting to know the characteristics of veterinary, farming and horticulture in Portugal; Participating in various farm working processes, with special incidence on organic and ecological agriculture.

Day 3 - Getting to know the characteristics of veterinary, farming and horticulture in Portugal; Participating in various farm working processes, with special incidence on organic and ecological agriculture; Working with agricultural machinery; Reading technical documentation in foreign language.

Day 4 - Working on gardens, fields and/or vines; Soil treatment; Domestic animal care; Reading technical documentation in foreign language.

Day 5 - Feeding and cleaning cattle and other farm animals; Earning first-hand experience with different working processes in the field of horticulture; Perform other tasks as assigned by the supervisor.

Week 2

Day 1 - Getting to know the characteristics of veterinary, farming and horticulture in Portugal; Participating in various farm working processes, with special incidence on organic and ecological agriculture; Working with agricultural machinery; Reading technical documentation in foreign language; Perform other tasks as assigned by the supervisor.

Day 2 - Working on gardens, fields and/or vines; Soil treatment; Domestic animal care; Reading technical documentation in foreign language; Perform other tasks as assigned by the supervisor.

Day 3 - Feeding and cleaning cattle and other farm animals; Earning first-hand experience with different working processes in the field of horticulture; Perform other tasks as assigned by the supervisor.

Day 4 - Reading technical documentation in foreign language; Participating in various farm working processes, with special incidence on organic and ecological agriculture; Working with agricultural machinery; Feeding and cleaning cattle and other farm animals; Perform other tasks as assigned by the supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Tasks proposed to be achieved by the group of Agrotourism:

- Getting to know the characteristics of veterinary, farming and horticulture in Portugal;
- Support in cleaning/maintenance in houses of rural tourism;
- Responding to public inquiries and helping customers;
- Answering and directing messages;
- Receptionist-related and clerical tasks;
- Event planning;
- Formally receiving tourists;
- Preparing tourist or visitor information;

- Playing an active role in the agricultural activity of the company, from product production to completion;
- Experiencing an international environment;
- Work in a team environment and open to performing other duties;
- Perform other tasks as assigned by the mentor/supervisor.

Training schedule for the group of Agrotourism:

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work; Responding to public inquiries and helping customers; Working in a team environment and open to performing other duties.

Day 3 - Responding to public inquiries and helping customers; Answering and directing messages; Preparing the reception of tourists; Working in a team environment and open to performing other duties.

Day 4 - Receptionist-related and clerical tasks; Support in cleaning/maintenance in houses of rural tourism; Preparing tourist or visitor information; Working in a team environment and open to performing other duties.

Day 5 - Playing an active role in the agricultural activity of the company, from product production to completion; Preparation and planning of itineraries and activities for tourists; Formally receiving tourists; Preparation and planning of itineraries and activities for tourists.

Week 2

Day 1 - Responding to public inquiries and helping customers; Preparing tourist or visitor information; Work in a team environment and open to performing other duties; Perform other tasks as assigned by the mentor/supervisor.

Day 2 - Formally receiving tourists; Receptionist-related and clerical tasks; Preparation and planning of itineraries and activities for tourists; Playing an active role in the agricultural activity of the company, from product production to completion; Perform other tasks as assigned by the mentor/supervisor.

Day 3 - Event planning; Formally receiving tourists; Support in cleaning/maintenance in the house of rural tourism; Perform other tasks as assigned by the mentor/supervisor.

Day 4 - Work in a team environment and open to performing other duties; Playing an active role in the agricultural activity of the company, from product production to completion; Support in cleaning/maintenance in the house of rural tourism; Perform other tasks as assigned by the mentor/supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Tasks proposed to be achieved by the group of **Administration**:

- Using the MS Office Suite for Word processing, databases and others;
- Creating and maintaining filing systems;

- Using a variety of relevant software packages;
- Devising and maintaining office systems;
- Liaising with staff in other departments and with external contacts;
- Sorting and distributing incoming post and organising and sending outgoing post;
- Organising and storing paperwork, documents and computer-based information;
- Photocopying and printing various documents, sometimes on behalf of other colleagues;
- Overseeing day-to-day operations in the business area;
- Assimilating the software used by the company;
- Word processing;
- Performing tasks assigned by the supervisor.

Training schedule for the group of Administration:

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Using the MS Office Suite for Word processing, databases and others; Organising and storing paperwork, documents and computer-based information; Overseeing day-to-day operations in the business area; Performing other tasks assigned by the supervisor.

Day 3 - Creating and maintaining filing systems; Devising and maintaining office systems; Liaising with staff in other departments and with external contacts; Creating and maintaining filing systems; Sorting and distributing incoming post and organising and sending outgoing post; Performing other tasks assigned by the supervisor.

Day 4 - Assimilating the software used by the company; Word processing; Performing other tasks assigned by the supervisor; Photocopying and printing various documents, sometimes on behalf of other colleagues; Performing other tasks assigned by the supervisor.

Day 5 - Creating and maintaining filing systems; Devising and maintaining office systems; Liaising with staff in other departments and with external contacts; Assimilating the software used by the company; Word processing; Performing other tasks assigned by the supervisor.

Week 2

Day 1 - Liaising with staff in other departments and with external contacts; Photocopying and printing various documents, sometimes on behalf of other colleagues; Assimilating the software used by the company; Performing other tasks assigned by the supervisor.

Day 2 - Creating and maintaining filing systems; Organising and storing paperwork, documents and computer-based information; Overseeing day-to-day operations in the business area; Word processing; Performing other tasks assigned by the supervisor.

Day 3 - Creating and maintaining filing systems; Devising and maintaining office systems; Liaising with staff in other departments and with external contacts; Creating and maintaining filing systems; Sorting and distributing incoming post and organising and sending outgoing post; Performing other tasks assigned by the supervisor.

Day 4 - Assimilating the software used by the company; Word processing; Performing other tasks assigned by the supervisor; Photocopying and printing various documents, sometimes on behalf of other colleagues;

Performing other tasks assigned by the supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Tasks proposed to be achieved by the group of **Commerce**:

- Working in retail and wholesale within administrative–clerical activity as well as trade;
- Conducting full documentation of selling process;
- Using a variety of relevant software packages;
- Organisation of the selling process;
- Organising and storing paperwork, documents and computer-based information;
- Financial filing of the shop and other trade units;
- Overseeing day-to-day operations in the business area;
- Preparing goods for sale;
- Supplying retail units;
- Quality inspection of sold goods;
- Maintaining financial security by following internal controls;
- Performing other tasks as assigned by the supervisor.

Training schedule for the group of Commerce:

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work; Using a variety of relevant software packages; Organisation of the selling process.

Day 3 - Overseeing day-to-day operations in the business area; Quality inspection of sold goods; Maintaining financial security by following internal controls; Performing other tasks as assigned by the supervisor.

Day 4 - Using a variety of relevant software packages; Organisation of the selling process; Preparing goods for sale; Supplying retail units; Performing other tasks as assigned by the supervisor.

Day 5 - Working in retail and wholesale within administrative–clerical activity as well as trade; Conducting full documentation of selling process; Organising and storing paperwork, documents and computer-based information; Financial filing of the shop and other trade units; Performing other tasks as assigned by the supervisor.

Week 2

Day 1 - Overseeing day-to-day operations in the business area; Quality inspection of sold goods; Maintaining financial security by following internal controls; Performing other tasks as assigned by the supervisor.

Day 2 - Conducting full documentation of selling process; Organising and storing paperwork, documents and computer-based information; Using a variety of relevant software packages; Performing other tasks as assigned by the supervisor.

Day 3 - Working in retail and wholesale within administrative–clerical activity as well as trade; Conducting full documentation of selling process; Organising and storing paperwork, documents and computer-based information; Financial filing of the shop and other trade units; Performing other tasks as assigned by the supervisor.

Day 4 - Supplying retail units; Overseeing day-to-day operations in the business area; Quality inspection of sold goods; Performing other tasks as assigned by the supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Tasks proposed to be achieved by the group of **Car Mechanics**:

- Determining vehicle condition by conducting inspections and computer diagnostic tests; identifying worn and damaged parts;
- Keeping equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures;
- Complying with national vehicle requirements by testing engine, safety, and combustion control standards;
- Maintaining vehicle appearance by cleaning and washing;
- Maintaining vehicle records by annotating services and repairs;
- Keeping shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance;
- Keeping supplies ready by inventorying stock;
- Performing other tasks as assigned by the mentor/supervisor.

Training schedule for the group of Car mechanics:

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work; Determine vehicle condition by conducting inspections and computer diagnostic tests; Identifying worn and damaged parts.

Day 3 - Keep equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures; Keep shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; Keep supplies ready by inventorying stock; Perform other tasks as assigned by the supervisor.

Day 4 - Maintain vehicle appearance by cleaning and washing; Maintain vehicle records by annotating services and repairs; Perform other tasks as assigned by the supervisor.

Day 5 - Comply with national vehicle requirements by testing engine, safety, and combustion control standards; Keep equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures; Perform other tasks as assigned by the supervisor.

Week 2

Day 1 - Keep supplies ready by inventorying stock; Keep shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; Perform other tasks as assigned by the supervisor.

Day 2 - Comply with national vehicle requirements by testing engine, safety, and combustion control standards; Determine vehicle condition by conducting inspections and computer diagnostic tests; Identifying worn and damaged parts; Perform other tasks as assigned by the supervisor.

Day 3 - Keep shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; Keep supplies ready by inventorying stock; Keep equipment available for use by completing preventive maintenance schedules; installing component and part upgrades; controlling corrosion; completing winterization procedures; Perform other tasks as assigned by the supervisor.

Day 4 - Maintain vehicle records by annotating services and repairs; Maintain vehicle appearance by cleaning and washing; Keeping shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; Perform other tasks as assigned by the supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Tasks proposed to be achieved by the group of **Restaurant** (cook and waiter):

- Interact with customers, take orders and serve snacks and drinks;
- Assess customers' needs and preferences and make recommendations;
- Support in cleaning/maintenance of the workplace;
- Planning and preparing the service table/bar;
- Helping the cook in his activity;
- Preparing food for processing;
- Preparing and serving fish courses, pastries, salads;
- Setting tables and serving food;
- Learning about local traditional ingredients, wines and cheese;
- Implementing the national Health and Safety laws;
- Performing other tasks as assigned by the mentor/supervisor.

Training schedule for the group of Restaurant (cook and waiter):

Week 1

Day 1 - Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work; Meeting the staff and getting acquainted with the workplace.

Day 2 - Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 3 - Implementing the national Health and Safety laws; Preparing and serving fish courses, pastries, salads; Planning and preparing the service table/bar; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 4 - Implementing the national Health and Safety laws; Helping the cook in his activity; Preparing food for processing; Setting tables and serving food; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 5 - Implementing the national Health and Safety laws; Preparing and serving fish courses, pastries, salads; Planning and preparing the service table/bar; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Week 2

Day 1 - Implementing the national Health and Safety laws; Preparing food for processing; Setting tables and serving food; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 2 - Implementing the national Health and Safety laws; Preparing and serving fish courses, pastries, salads; Interact with customers, take orders and serve snacks and drinks; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 3 - Implementing the national Health and Safety laws; Setting tables and serving food; Preparing food for processing; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 4 - Implementing the national Health and Safety laws; Interact with customers, take orders and serve snacks and drinks; Preparing and serving fish courses, pastries, salads; Support in cleaning/maintenance of the workplace; Performing other tasks as assigned by the mentor/supervisor.

Day 5 - Perform tasks as assigned by the supervisor; Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Monitoring and Mentoring of the participants:

The trainees will be evaluated and monitored on an on-going basis during the whole duration of their work placement by their supervisor in cooperation with their mentor.

The trainees will be asked to participate in a performance review during which they will be given feedback and guidance on what has been done correctly and what needs further improvement. The performance review will be delivered in the middle and at the end of the work placement.

Evaluation and Validation of the training placement:

Evaluation and validation will be carried out regularly during the course of the participants' placement and at the end of it by all the parties involved: the hosting and intermediary organisation (evaluation sheets), the student as well as the sending organisation.

ERASMUS+ VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization

- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (e.g. those with special learning needs or those with physical disabilities).
- **Prepare** participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the host organization to ensure the validation and recognition of the knowledge, skills and competences acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the host organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognise** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.

- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.

Obligations of the Sending and Host Organization

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits)
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
- **Agree** monitoring and mentoring arrangements
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Host Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant

Obligations of the Participant

- **Establish** the Learning Agreement with the sending organization and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality.

- **Communicate** with the sending organization and host organization about any problems or changes regarding the training placement.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

Obligations of the Intermediary Organization

- **Select** suitable host organizations and ensure that they are able to achieve the placement objectives
- **Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.