

Gli strumenti a supporto dei processi di mobilità: le pratiche in corso: Progetto Leonardo da Vinci E.R.M.E.S.

Enrico Bressan
Fondazione Giacomo Rumor – Centro Produttività Veneto

Il progetto E.R.M.E.S. *Enhancing Resources for Mobility Experiences and Strategies*

Progetto di Trasferimento dell'Innovazione (TOI), co-finanziato nell'ambito del Programma per l'Apprendimento Permanente – Programma Settoriale Leonardo da Vinci (2011) – finalizzato a migliorare la qualità nella gestione delle esperienze di mobilità internazionale attraverso una piattaforma web.

Lo strumento semplifica tutte le attività relative alla gestione dei progetti di mobilità consentendo a tirocinanti, aziende ospitanti ed enti di formazione di accedere ad una gamma di strumenti gestionali e di reperire facilmente informazioni rilevanti e documentazione per l'organizzazione e gestione efficace di esperienze di mobilità.

Il progetto E.R.M.E.S. *Enhancing Resources for Mobility Experiences and Strategies*

Sulla base dei **risultati positivi ed innovativi** raggiunti da due precedenti progetti Leonardo da Vinci il progetto si propone di analizzare e rivedere la struttura e i servizi offerti dall'**esistente piattaforma Campus Azione Impresa**, precedentemente sviluppata dal Proponente in collaborazione con Unioncamere, apportando miglioramenti e integrazioni nei contenuti e funzionalità garantendo, nel contempo, la coerenza con il Quadro Comune Europeo di Assicurazione della Qualità e le specifiche tecniche del Sistema europeo di crediti per l'istruzione e la formazione professionale (ECVET).

PARTNERSHIP

Coordinatore



**P0 – Fondazione Giacomo Rumor – Centro Produttività
Veneto (CPV) - IT**

Partner



P1 – DEKRA Akademie GmbH - (DE)



**P2 – EU-Geschäftsstelle Wirtschaft und Berufsbildung der
Bezirksregierung Köln – EU Agency Regional Government of
Cologne (DE)**



P3 – Regione Veneto Direzione Formazione - IT



P4 – Ufficio Scolastico Regionale per il Veneto (USRV) - IT

PARTNERSHIP



P5 – Unione Regionale delle Camere di Commercio, I.A.A. del Veneto - Eurosportello del Veneto (UCV) - IT



P6 – Albeda College - NL



P7 – KCH International (KCHI) - NL



P8 - Gospodarska zbornica slovenije Center za Poslovno usposabljan – Chamber of Commerce and Industry of Slovenia – Institute for Business Education (CPU) - SI



P9 - Primorska Gospodarska Zbornica – Chamber of Commerce and Industry of Primorska (PGZ) - SI



P10 - Višja strokovna šola za gostinstvo in turizem Maribor – Vocational College for Catering and Tourism Maribor (VSGT) - SI

The screenshot shows the homepage of the ERMES Mobility Portal. The header includes the ERMES logo, the tagline "ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES", and logos for the European Union and CPV. A navigation bar contains links: WELCOME, FOR COMPANIES, FOR TRAINEES, FOR TRAINING ORGANISATIONS, OBSERVED PROJECTS, and SIGN IN. An orange arrow points from the "SIGN IN" link to a sign-in overlay on the right. The main banner features a green background with a photo of two people and the text "WELCOME TO E.R.M.E.S. MOBILITY PORTAL" and "Companies, Trainees and Training Organisations are the three main actors in organised international mobility experiences." Below the banner are three buttons: COMPANIES, TRAINEES, and TRAINING ORGANISATIONS. The footer contains three columns of text describing the portal's goals and features.

ERMES
ENHANCING RESOURCES
FOR MOBILITY EXPERIENCES
AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS OBSERVED PROJECTS SIGN IN

WELCOME TO E.R.M.E.S. MOBILITY PORTAL

Companies, Trainees and Training Organisations
are the three main actors in organised
international mobility experiences.

COMPANIES > TRAINEES > TRAINING ORGANISATIONS >

ERMES Mobility Portal aims to improve and enhance the quality of organised mobility experiences by addressing primarily at companies and training providers whose trainees currently participate in EU mobility programmes such as those funded by Leonardo da Vinci Programme or learners who are considering becoming involved in EU mobility.

The goal of E.R.M.E.S. Mobility Portal is to enable all interested stakeholders to undertake mobility projects by giving them a access to a range of support management tools and resources that they would otherwise need to develop independently.

Having specific tools available online in simple-to-use formats allows companies, students/learners and training organisations to quickly and easily click through to the most relevant information for organising and managing a successful and rewarding work placements abroad.

The portal and tools are designed for Registered Organisations and Learners at all stages of mobility project development. (Before - During -

Sign In

Email Address
mario.rossi@gmail.com

Password

☐ Remember Me

Sign In

[Forgot Password](#)

<http://cai-eu.cpv.org>

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ENHANCING RESOURCES
FOR MOBILITY EXPERIENCES
AND STRATEGIES



Centro Produttività Veneto

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

COMPANIES

HAVING AN INTERNATIONAL TRAINEE AS
PART OF THE TEAM IS A COST EFFECTIVE
FORM OF EMPLOYING A FLEXIBLE
ADDITIONAL RESOURCE!

Why to become an international work placement company?

Benefits for the company:

- ✓ Bringing in fresh ideas from a skilled and motivated
- ✓ Bringing a European dimension to the company and
- ✓ Offering company's staff the opportunity to develop
- ✓ Having a positive impact on influencing career choices for the future

Access to E.R.M.E.S. Mobility Po

By accessing to the reserved area of E.R.M.E.S. Mob

- ✓ Update the company's data
- ✓ Visualize possible international work placement o
- ✓ Define the work placement programme by selecti
- ✓ Assess the trainee's performances by filling an o
- ✓ Visualize useful data and statistics on other regis

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ENHANCING RESOURCES
FOR MOBILITY EXPERIENCES
AND STRATEGIES



Centro Produttività Veneto

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS SIGN IN

COMPANIES REGISTRATION

Host company details

Organization name *	<input type="text"/>
Country *	<input type="text"/> <input type="button" value="v"/>
VAT number *	<input type="text"/>
Organization type	<input type="text"/> <input type="button" value="v"/>
NACE	<input type="text"/>

Legal address

Address	<input type="text"/>
Zip code	<input type="text"/>
City	<input type="text"/>

Legal representative

Full name	<input type="text"/>
Tax code / SSN	<input type="text"/>
Date of birth	<input type="text"/> <input type="button" value="v"/> <input type="button" value="v"/> <input type="button" value="v"/>

Le aziende possono accedere al **Portale per la Mobilità E.R.M.E.S.** previa registrazione

Il **Portale per la Mobilità E.R.M.E.S.** dispone di un'area riservata per la gestione dei progetti di mobilità.

La pagina di accesso all'area riservata mostra un quadro composto da **collegamenti rapidi** alle principali funzionalità e

rappresentazioni grafiche di **dati statistici** sui progetti di mobilità.

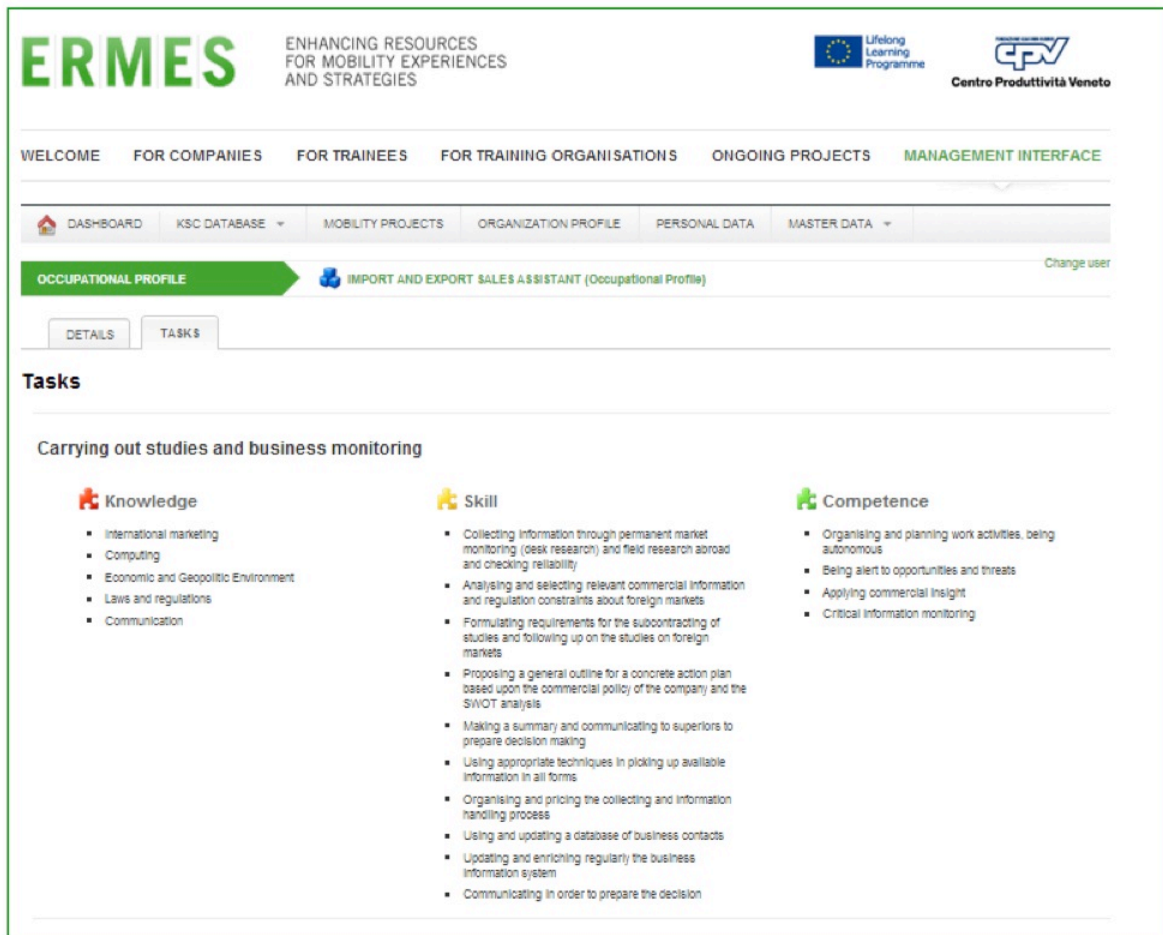
In questa pagina, è possibile scaricare il **Manuale dell'utente**.

Database KSC

Il **Portale per la Mobilità E.R.M.E.S.** prevede la gestione di due tipi di programmi di mobilità:

1. **Tirocini all'estero** come occasione di apprendimento in un contesto lavorativo;
2. Mobilità ai fini d'apprendimento nell'ambito di percorsi di istruzione e formazione professionale

Per affrontare l'eterogeneità degli elementi descrittivi e dei contenuti dei progetti di mobilità e per consentire la trasparenza e il riconoscimento dei risultati di apprendimento acquisiti durante il percorso di mobilità all'estero, il **Portale per la Mobilità E.R.M.E.S.** consente l'utilizzo di format che descrivono i profili professionali o le unità di risultati di apprendimento secondo le linee guida e le specifiche tecniche contenute nel **Quadro Europeo delle Qualifiche** e la **Raccomandazione ECVET**.



ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

OCCUPATIONAL PROFILE IMPORT AND EXPORT SALES ASSISTANT (Occupational Profile) Change user

DETAILS TASKS

Tasks

Carrying out studies and business monitoring

- Knowledge**
 - International marketing
 - Computing
 - Economic and Geopolitic Environment
 - Laws and regulations
 - Communication
- Skill**
 - Collecting information through permanent market monitoring (desk research) and field research abroad and checking reliability
 - Analysing and selecting relevant commercial information and regulation constraints about foreign markets
 - Formulating requirements for the subcontracting of studies and following up on the studies on foreign markets
 - Proposing a general outline for a concrete action plan based upon the commercial policy of the company and the SWOT analysis
 - Making a summary and communicating to superiors to prepare decision making
 - Using appropriate techniques in picking up available information in all forms
 - Organising and pricing the collecting and information handling process
 - Using and updating a database of business contacts
 - Updating and enriching regularly the business information system
 - Communicating in order to prepare the decision
- Competence**
 - Organising and planning work activities, being autonomous
 - Being alert to opportunities and threats
 - Applying commercial insight
 - Critical information monitoring

I format sono stati progettati per assegnare **Conoscenza - Abilità – Competenza (KSC)** alle attività fondamentali di una professione o di unità formativa.

Ogni profilo professionale/Unità di risultato di apprendimento è strutturato in compiti/unità che devono essere descritti in termini di KSC.

CREAZIONE DI UN PROGETTO DI MOBILITA'

ERMES

ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

Centro Produttività Veneto

WELCOME
FOR COMPANIES
FOR TRAINEES
FOR TRAINING ORGANISATIONS
ONGOING PROJECTS
MANAGEMENT INTERFACE

DASHBOARD
KSC DATABASE
MOBILITY PROJECTS
ORGANIZATION PROFILE
PERSONAL DATA
MASTER DATA

Mobility projects

Action: 0 of 6 selected

	Title	Year	Start date	End date	Status	Trainees	Host organizations
<input type="checkbox"/>	Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market	2013	Sept. 1, 2012	May 31, 2014	confirmed	208	12
<input type="checkbox"/>	TEST cpv	2013	Feb. 1, 2013	March 30, 2013	confirmed	2	2
<input type="checkbox"/>	EUROpean MObility for the commercial EXchange	2013	Sept. 1, 2012	May 31, 2014	confirmed	27	5
<input type="checkbox"/>	test 0001fa	2012	Oct. 22, 2012	Feb. 28, 2013	confirmed	1	1
<input type="checkbox"/>	Careers Promotion 2012	2012	June 3, 2012	Aug. 2, 2012	confirmed	175	10

5 mobility projects

Filter

By status

All

[unconfirmed](#)

[confirmed](#)

CREAZIONE DEL SITO WEB PRIVATO DEL PROGETTO DI MOBILITA'

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES
CAREERS PROMOTION 2013

caie-eu.cpv.org > Careers Promotion 2013 > HomePage > Forum

Forum

Message Boards Home | Recent Posts | My Posts | My Subscriptions | Statistics

Categories

Showing 13 results. Items per Page 20 Page 1 of 1

Category	Categories	Threads	Posts	Actions
BERLIN Berlink 2-29 giugno 2013	0	4	4	Actions
BRIGHTON Language Teaching Centre 2 - 29 giugno 2013	0	10	10	Actions
CANNES PIERRE OVERALL 2 - 29 giugno 2013	0	10	10	Actions
CORK Partnership Europe 1 - 28 giugno 2013	0	10	10	Actions
INFORMAZIONI GENERALI	0	13	17	Actions
LANDSCHUT Italcontact 9 giugno - 6 luglio 2013	0	10	10	Actions
LICHFIELD European Training Services 2-29 giugno 2013	0	10	10	Actions
LONDONDERRY North West Academy 3-30 giugno 2013	0	10	19	Actions
PORTSMOUTH Training Vision 2 - 29 giugno 2013	0	10	10	Actions
TORQUAY The Training Partnership 1 - 28 giugno 2013	0	10	10	Actions
TOTNES Language in Totnes 1 - 28 giugno 2013	0	10	10	Actions

Quando il progetto di mobilità è confermato, un file batch crea un **sito web privato** che consente l'accesso a tutti i tirocinanti e agli operatori di organismi e aziende coinvolte nel progetto.

Il sito web dispone di un **Content Management System** per consentire all'amministratore di gestire le applicazioni e contenuti.

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA IFRAME

MOBILITY PROJECTS Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

DETAILS TRAINEES HOST ORGANIZATIONS PROFILES **PLACEMENT CONTENTS** MATCHING

Change mobility project

Title: Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

Open/close registration Send result

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA IFRAME

MOBILITY PROJECTS Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

DETAILS TRAINEES HOST ORGANIZATIONS PROFILES **PLACEMENT CONTENTS** MATCHING

Export to XLS Add placement content

Placement contents

Search

Action: 0 of 3 selected

	Project name	Duration	Status	Host organization	Host company	Start date	End date
	EEFood - ETS	28	closed	ETS	EEFood	June 1, 2013	May 28, 2013
	Carota Bianca SNC - Language in Totnes	28	closed	Language in Totnes	Carota Bianca SNC	June 2, 2013	May 29, 2013
	Marita & Co. - PIERRE OVERALL	28	closed	PIERRE OVERALL	Marita & Co.	June 2, 2013	June 29, 2013

3 Placement contents

By category: All, All, By status: All, unconfirmed, proposed, validated, closed

SELEZIONE DEL PROFILO PROFESSIONALE E RELATIVE CONOSCENZE, ABILITA' E COMPETENZE (KSC)

WELCOME

FOR COMPANIES

FOR TRAINEES

FOR TRAINING ORGANISATIONS

ONGOING PROJECTS

MANAGEMENT INTERFACE

DASHBOARD

KSC DATABASE

MOBILITY PROJECTS

ORGANIZATION PROFILE

PERSONAL DATA

MASTER DATA

MOBILITY PROJECTS

PLACEMENT CONTENTS

Placement contents

Select the profiles

Select all

Select none

☐ ICT Technical Assistant

☒ Key competences

☒ Secretary and Administration Assistant

☐ Shop Assistant

☐ Worker

Confirm

DASHBOARD

KSC DATABASE

MOBILITY PROJECTS

ORGANIZATION PROFILE

PERSONAL DATA

MASTER DATA

MOBILITY PROJECTS

PLACEMENT CONTENTS

Placement contents

Select the task

Select all

Select none

Key competences

☒ Communication in a foreign language

☐ Digital competence

☒ Learning to learn

☐ Interpersonal, intercultural and social competences

☐ ENTREPRENEURSHIP

Secretary and Administration Assistant

☐ To welcome company's guests or visitors

☐ To MANAGE INFORMATION AND COMMUNICATION FLOWS

☐ To ORGANISE MEETINGS AND TRAVELS

☐ To EDIT TEXTS AND FORMAL COMMUNICATIONS

☒ To RECORD AND FILE DOCUMENTS

☐ To ACQUIRE, STORE, RECORDING, ACCOUNTING AND ADMINISTRATIVE DOCUMENTATION

☒ To PREPARE THE SYSTEM FOR THE MANAGEMENT OF ADMINISTRATIVE ACTIVITIES

☐ To DRAFT AND ISSUE SALE AND PURCHASE DOCUMENTS

☐ To ASSESS THE CORRECTNESS OF THE ADMINISTRATIVE ACTIVITIES IN CONNECTION WITH INTERNAL / EXTERNAL SERVICES AND PARTNERS

Confirm

Per ogni progetto di tirocinio, oltre al profilo professionale previsto, è necessario selezionare sempre la voce "key competences"

SELEZIONE DEL PROFILO PROFESSIONALE E RELATIVE CONOSCENZE, ABILITA' E COMPETENZE (KSC)

DASHBOARD

KSC DATABASE

MOBILITY PROJECTS

ORGANIZATION PROFILE

PERSONAL DATA

MASTER DATA

MOBILITY PROJECTS

PLACEMENT CONTENTS

Careers promotion: a Learning outcome approach

Martina & Co. - PIERRE OVERALL

Secretary and Administration Assistant

Placement contents

Select the knowledge, skills, competences

Select all Select none

Key competences

Communication in a foreign language

Knowledge

☐ Vocabulary and functional grammar, intonation and pronunciation. Awareness of various types of verbal interaction.

☒ Appropriate range of literary and non-literary texts.

☒ Main features of different styles and registers in spoken and written language.

☐ Societal conventions and cultural aspects and the variability of language in different geographical, social and communication environments.

Skill

☒ To listen to and understand in an appropriate range of situations.

☐ To read and understand texts on a range of subjects, specialist texts in a familiar.

☒ To initiate, sustain and co on topics that are familiar, o pertinent to everyday life.

☐ To write different types of text for various purposes in an appropriate range of situations.

☐ To use aids (for example, notes, diagrams, maps).

TO RECORD AND FILE DOCUMENTS

Knowledge

☐ Functionality of the main office software applications (spreadsheets, word processors, relational database, etc.).

☒ Manual and digital techniques for the storage and classification of documents and data.

☐ Type of accounting documents, their characteristics and procedures for processing and registration.

Skill

☐ To adapt procedures for the preparation and issuance of documents of sale and purchase (orders, notes, receipts, invoices).

☒ To apply techniques of storage capacity and recording of the first note of accounts with the aid of specific application software.

☐ To distinguish the constituent elements of an accounting document for archiving and registration.

☐ To track archived documents.

Competence

☐ To be able to acquire and record in the first note the accounting documents and to ensure the storage.

☐ To be able to update charts and tables relating to customers and suppliers, complete sales and purchase documents (orders, notes, receipts, invoices).

☒ To be able to manage the access to the archive of documents.

TO PREPARE THE SYSTEM FOR THE MANAGEMENT OF ADMINISTRATIVE ACTIVITIES

Knowledge

☐ To write different types of text for various purposes in an appropriate range of situations.

☐ To use aids (for example, notes, diagrams, maps).

Skill

☐ To write different types of text for various purposes in an appropriate range of situations.

☐ To use aids (for example, notes, diagrams, maps).

Competence

☐ To write different types of text for various purposes in an appropriate range of situations.

☐ To use aids (for example, notes, diagrams, maps).

ABBINAMENTO PROGETTO DI TIROCINIO / AZIENDA OSPITANTE E TIROCINANTE

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS **MANAGEMENT INTERFACE**

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

MOBILITY PROJECTS Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

PLACEMENT CONTENTS Martella & Co. - PIERRE OVERALL

PLACEMENT CONTENTS SELECTED OCCUPATIONAL PROFILES / UNIT OF LOS **MATCHING**

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS **MANAGEMENT INTERFACE**

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

MOBILITY PROJECTS Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

PLACEMENT CONTENTS Martella & Co. - PIERRE OVERALL

Placement contents validated successfully

Placement contents

Host company:	Martella & Co.
Host organization:	PIERRE OVERALL
Project name:	Martella & Co. - PIERRE OVERALL
Category:	

Select the trainees

Search: Search result: (150 total)

Confirm

	First name	Last name	E-mail address	Place of residence	Details
<input checked="" type="checkbox"/>					Details

1 trainee

GENERAZIONE E STAMPA DEL TRAINING AGREEMENT

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KBC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

MOBILITY PROJECTS Careers promoters: a Learning outcomes approach for a recognized mobility watching the labour market

PLACEMENT CONTEXTS Merit & Co. - PEPSEE OVERALL

MATCHING Merit & Co. - PEPSEE OVERALL - Margherita Andreola

Document Download

Document: Training agreement IT

Format: Portable Document Format

Download Cancel

Document Download

Matching

Trainee: []

Company: []

Tutor: Margherita Andreola

Time table: 0-13 of 14-17

European certificate issued by: []

Notes: []

Il Portale E.R.M.E.S. consente di generare in formato .doc o .pdf il **Training Agreement** utilizzando tutti i dati inseriti nel progetto di tirocinio.

TRAINING AGREEMENT AND QUALITY COMMITMENT LEONARDO DA VINCI PROGRAMME

I. DETAILS ON THE PARTICIPANT

Name of the participant: Margherita Andreola

Field of vocational education: []

Sending institution (name, address): Fondazione Giacomo Parini Centro Produttività Veneto, Via Guglielmone, 27 36100 Verona

Contact person (name, function, e-mail, tel): []

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME APPROVED

Receiving organisation (name address): Merit & Co., Rue Gambetta, 50 00192 Marseille

Contact Person (name, function, e-mail, tel): Margherita Andreola, Tutor, andreola20@gmail.com

Planned dates of start and end of the placement period: from 02-05-2013 to 20-06-2013

Knowledge, skills and competence to be acquired:

Unit/ Task	Knowledge	Skills	Competence
TO RECORD AND FILE DOCUMENTS	- Internal and digital techniques for the storage and classification of documents and data	- To apply techniques of storage capacity and recording of the file into of accounts with the archiving application software	- To be able to manage the accounts in the archive of documents
TO PREPARE THE SYSTEM FOR THE MANAGEMENT OF ADMINISTRATIVE ACTIVITIES	- Internal and digital techniques for the storage and classification of documents and data	- To establish codices procedures for the preparation and issuance of documents of role and procedure codes, index, receipt, virtual	- To be able to define the system for the processing of administrative data substituting procedures for file acquisition, filing and recording of administrative and accounting records
Communication in a foreign language	- Appropriate range of literary and non-literary texts - Main features of different styles and registers in spoken and written language	- To initiate, sustain and conclude conversations on topics that are familiar, of personal interest or pertinent to everyday life - To listen to and understand spoken messages in an appropriate range of communicative or situational contexts - To understand or produce written or spoken texts	- To understand, express and interpret thoughts, feelings and facts in both oral and written form in an appropriate range of societal contexts in languages other than the mother tongue according to one's needs and needs.
Learning to learn		- To reflect critically on the object and purpose of learning	- To be able to apply new knowledge and skills in a variety of contexts

Detailed programme of the training period:

The first week the trainee will attend a language training course and preparatory meetings on general practical information and security.

After the first week, the trainee will be given his/her own working position and will be fully supervised by a tutor in the company.

VALUTAZIONE DEL TIROCINANTE DA PARTE DEL TUTOR DELL'AZIENDA OSPITANTE

ERMES

ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

Lifelong Learning Programme

Centro Produttività Veneto

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

MOBILITY PROJECTS

PLACEMENT CONTENTS

MATCHING

Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

British Red Cross-Newton Abbott - Language in Totnes

British Red Cross-Newton Abbott - Language in Totnes - Giorgia De Benedetti

MATCHING

TRAINEE ASSESSMENT

COMPANY TUTOR ASSESSMENT

INDIVIDUAL WORKPLACEMENT ASSESSMENT

Pages: 1 2

Key competences

Communication in a foreign language

Vocabulary and functional grammar, intonation and pronunciation. Awareness of various types of verbal interaction	1	2	3	4	5
To listen to and understand spoken messages in an appropriate range of communicative situations	1	2	3	4	5
To understand, express and interpret thoughts, feelings and facts in both oral and written form in an appropriate range of societal contexts in languages other than the mother tongue according to one's wants and needs.	1	2	3	4	5

Learning to learn

Understanding the strengths and weaknesses of one's skills and qualifications	1	2	3	4	5
---	---	---	---	---	---

Per ogni progetto di mobilità individuale e dopo aver completato la procedura, **due diverse questionari di valutazione** vengono generati dal sistema:

- Valutazione sulla base delle KSC selezionate** che deve essere compilare sia dal **tutor aziendale** sia dal **tirocinante**
- Questionario di soddisfazione** del **tirocinante**

VALUTAZIONE DEL TIROCINANTE DA PARTE DEL TUTOR DELL'AZIENDA OSPITANTE

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

WELCOME FOR COMPANIES FOR TRAINEES FOR TRAINING ORGANISATIONS ONGOING PROJECTS MANAGEMENT INTERFACE

DASHBOARD KSC DATABASE MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA

MOBILITY PROJECTS Careers promotion: a Learning outcome approach for a recognized mobility matching the labour market

PLACEMENT CONTENTS British Red Cross-Newton Abbott - Language in Totnes

MATCHING British Red Cross-Newton Abbott - Language in Totnes - Giorgia De Benedetti

MATCHING TRAINEE ASSESSMENT COMPETENCY ASSESSMENT

Document Download

Document: **Europass**

Format: **Portable Document Format**

Download **Cancel**

Key competences

Communication in a foreign language

Vocabulary and functional grammar, intonation and pronunciation, awareness of various types of verbal interaction

To listen to and understand spoken messages in an appropriate range of communicative situations

To understand, express and interpret thoughts, feelings and facts in both oral and written form in an appropriate range of societal contexts in languages other than the mother tongue according to one's wants and needs.

Learning to learn

Understanding the strengths and weaknesses of one's skills and qualifications

EUROPASS MOBILITÀ

1. IL PRESENTE DOCUMENTO EUROPASS MOBILITÀ È RILASCIATO A

Cognome(i) (1) Nome(i) (2) Fotografia (4)

Indirizzo (numero, via, codice postale, città, paese) (3)

Data di nascita (5) 15 1 1995 Nazionalità (6) ITALY Firma del titolare (7)

2. IL PRESENTE DOCUMENTO EUROPASS MOBILITÀ È RILASCIATO A

Nome dell'organizzazione (8) Fondazione Giacomo I. Vicenza

Numero dell'Europass (9)

5.10 DESCRIZIONE DELLE CAPACITÀ E COMPETENZE ACQUISITE DURANTE IL PERCORSO EUROPASS MOBILITÀ (N.)

Attività/compiuti simili

(10a) Giorgia De Benedetti has performed the following tasks:

- To manage internal and external relations
- To manage the store
- Communication in a foreign language
- Learning to learn
- Interpersonal, intercultural and social competences

Capacità e competenze professionali o tecniche acquisite

(10b) Giorgia De Benedetti has acquired the following competences and skills:

Competences:

- To be able to manage internal and external communication
- To be able to promote and display products and services in the shop

Skills:

- To use display techniques appropriate to the product

Capacità e competenze linguistiche acquisite (al di fuori di quelle professionali o tecniche)

(11a) Vocabulary and functional grammar, intonation and pronunciation, awareness of various types of verbal interaction

- To listen to and understand spoken messages in an appropriate range of communicative situations
- To understand, express and interpret thoughts, feelings and facts in both oral and written form in an appropriate range of societal contexts in languages other than the mother tongue according to one's wants and needs

Capacità e competenze informatiche acquisite (al di fuori di quelle professionali o tecniche)

(12a)

Capacità e competenze organizzative acquisite (al di fuori di quelle professionali o tecniche)

(13a)

Capacità e competenze sociali acquisite (al di fuori di quelle professionali o tecniche)

(14a) Codes of conduct and manners generally accepted or promoted in different societies

- To communicate constructively in different social situations
- To be able to participate in an efficient, constructive way

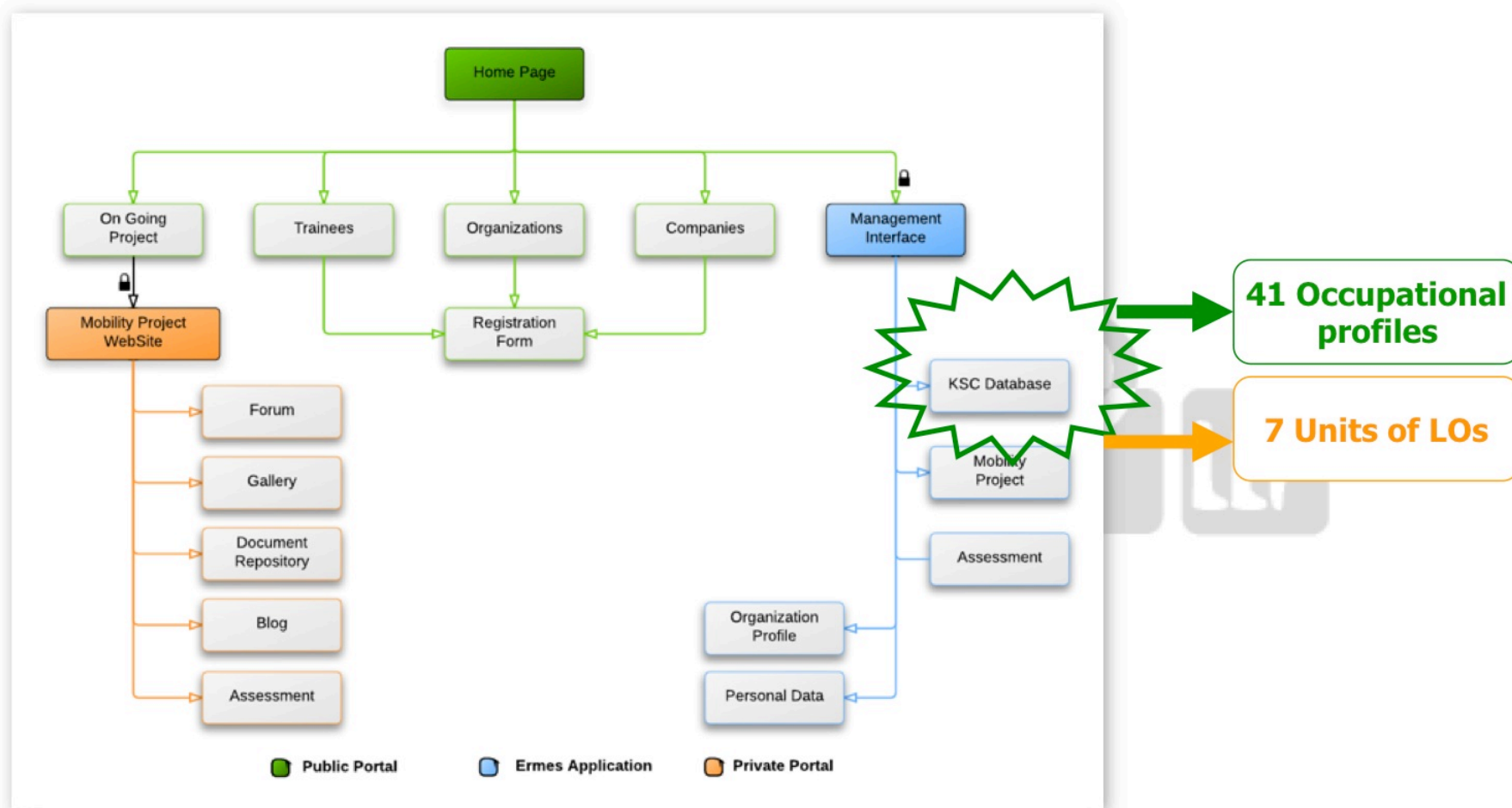
Altre capacità e competenze acquisite

(15a)

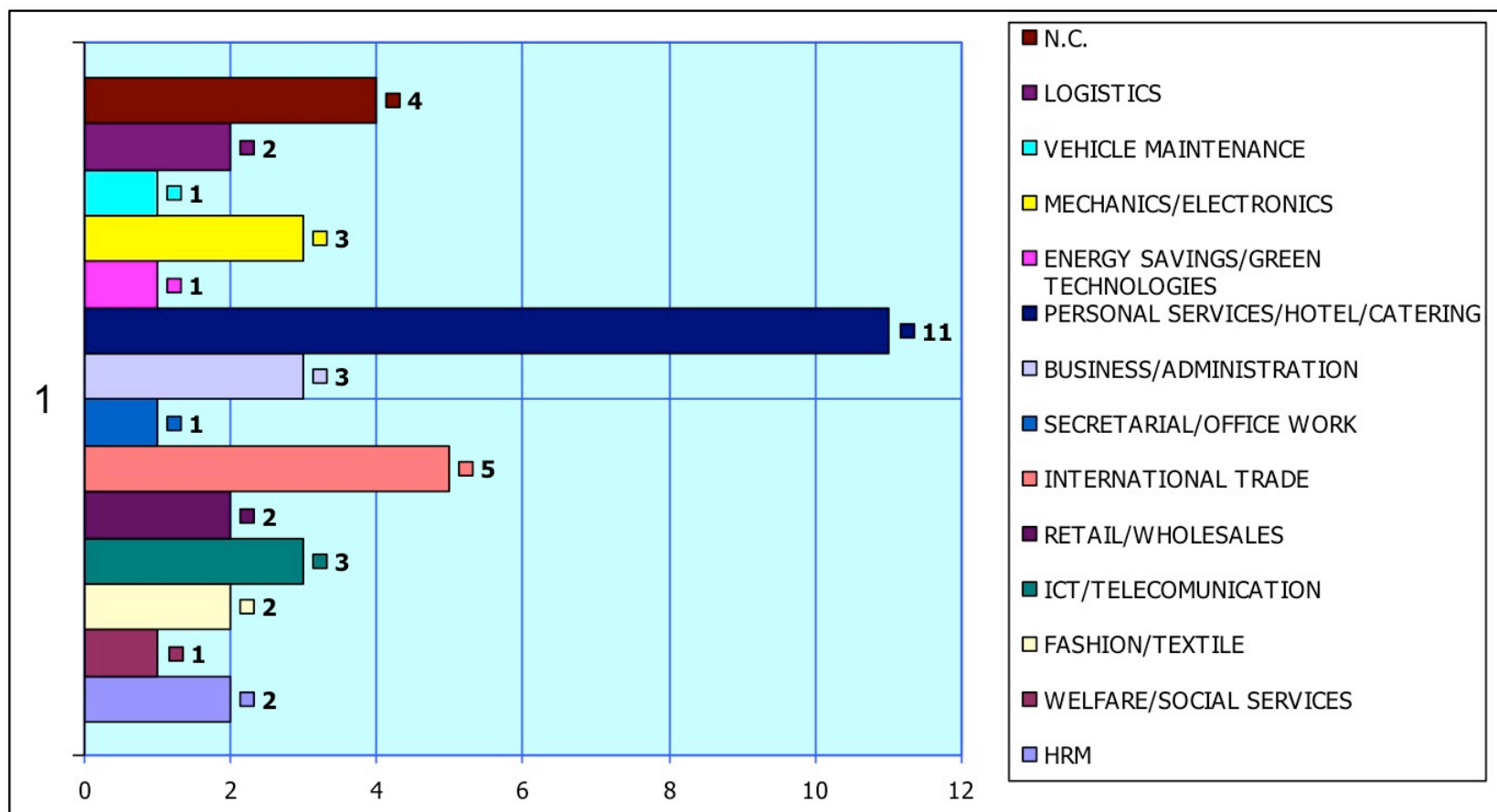
- Understanding the strengths and weaknesses of one's skills and qualifications
- To reflect critically on the object and purpose of learning
- To be able to manage one's time effectively, to solve problems, to acquire, process, evaluate and assimilate new knowledge

Data (16a) 2 6 2013 Firma della persona di riferimento/tutor (17a) Firma del titolare (18a)

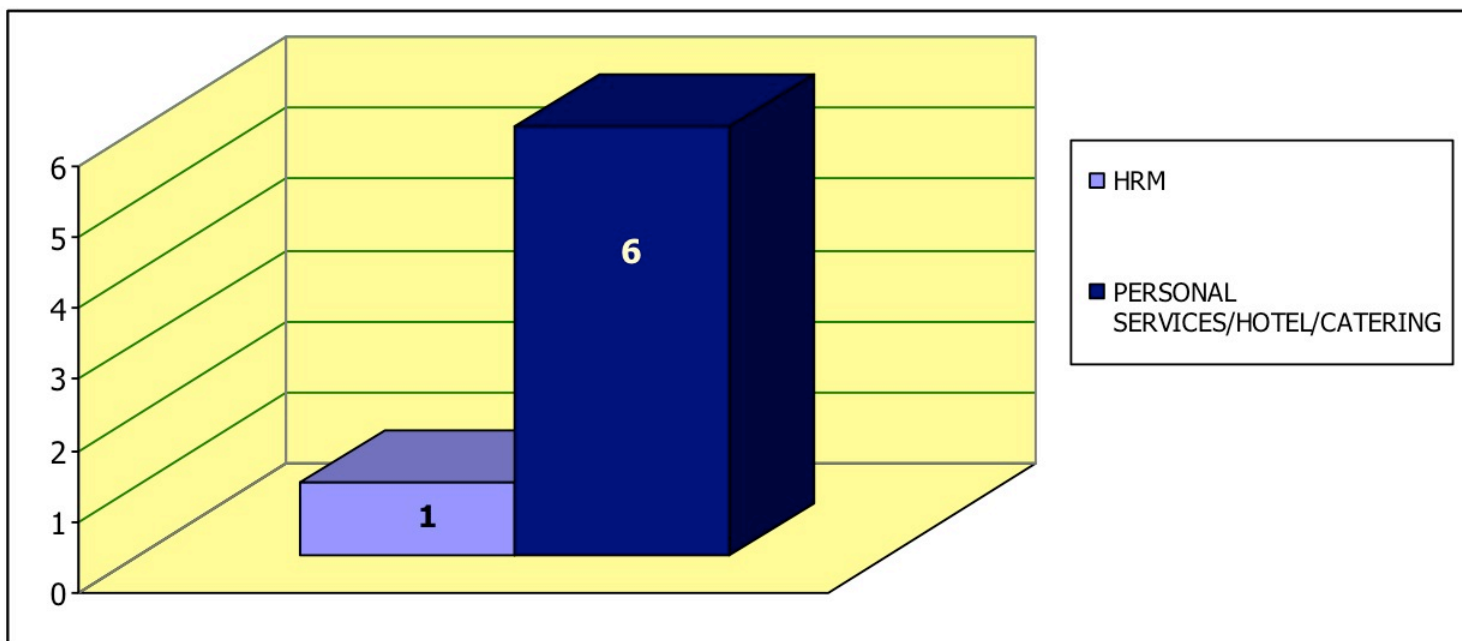
NB: Questo parte non è valida senza la firma della persona di riferimento/tutor e del titolare di Europass Mobilità. Le voci contraddittorie da un sistema devono essere completate obbligatoriamente.

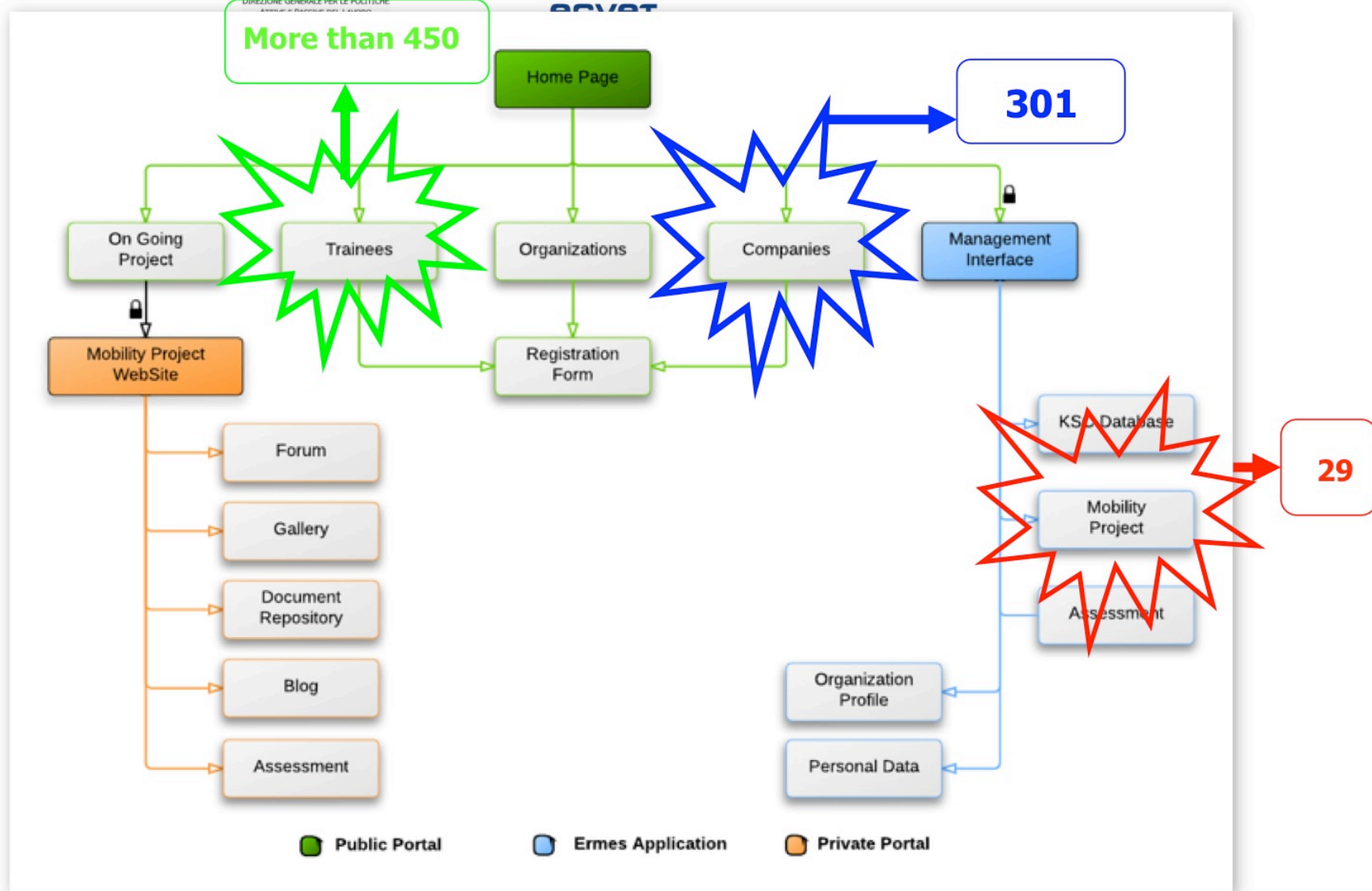


PROFILI PROFESSIONALI PER SETTORE (Luglio 2013)

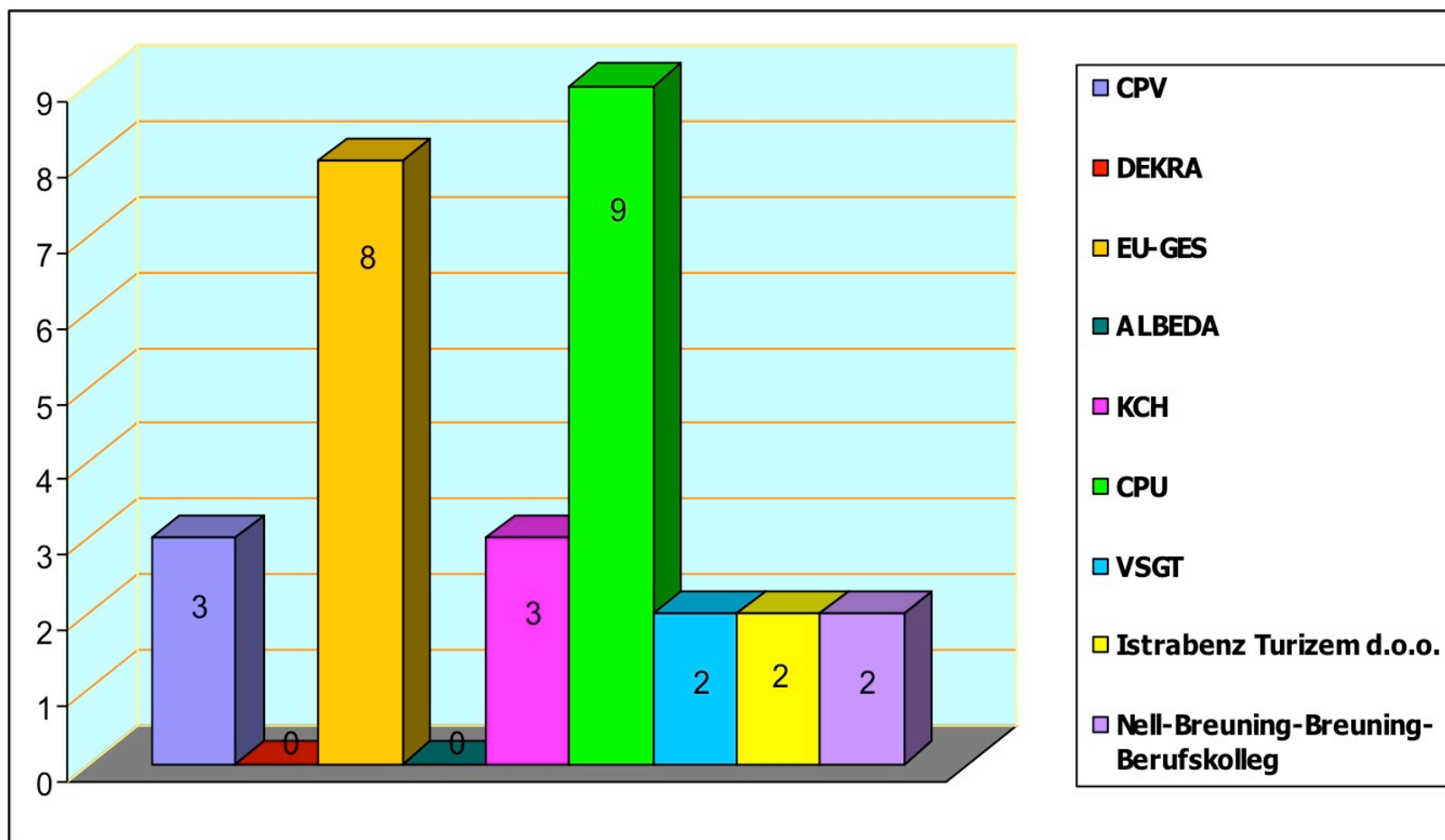


UNITA' DI RISULTATI DI APPRENDIMENTO (Luglio 2013)

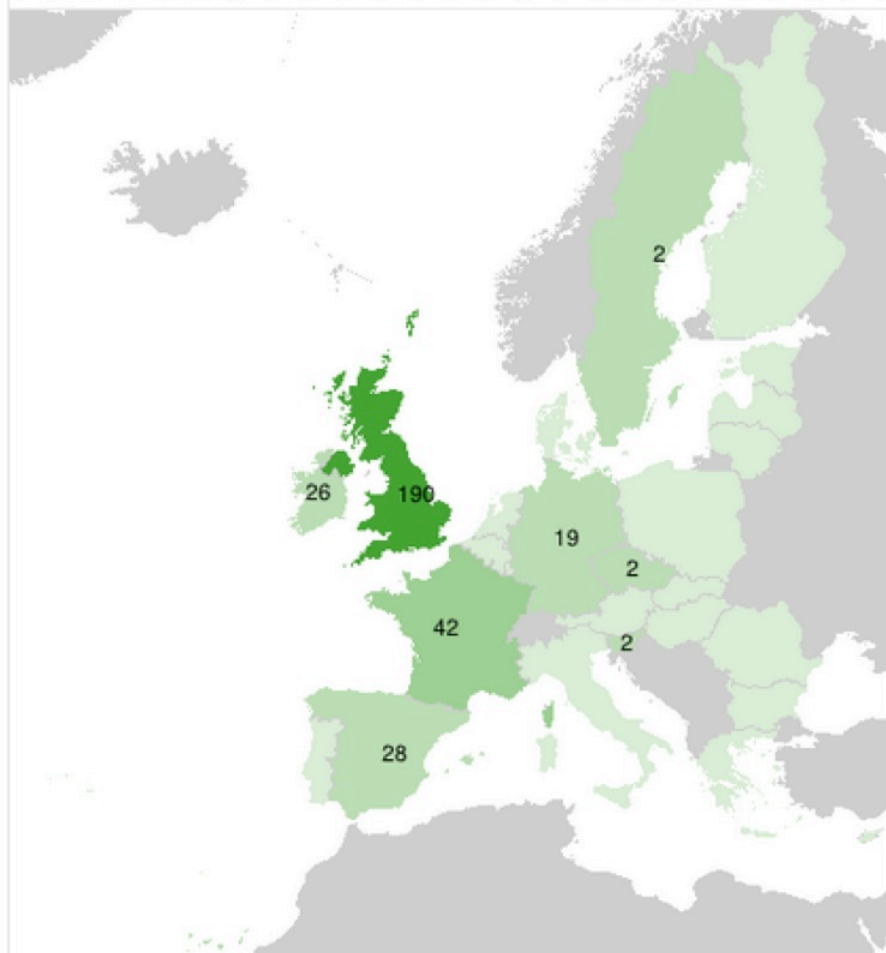




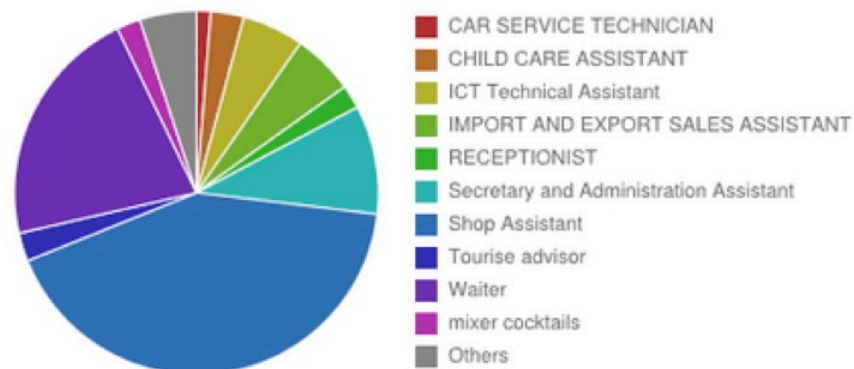
PROGETTI DI MOBILITA' (Luglio 2013)





Geographic distribution of placements



Profile distribution among matchings



WP7 Testing reporting templates

E.R.M.E.S. Project
Enhancing Resources for Mobility Experiences and Strategies
LLP-LdV-TOI-11-IT-592 CUP G32F11000090006


Work package 7
Implementation & testing

TEST PLANS

PARTNER ORGANISATION:

PLANNED MOBILITY FLOWS	PLANNED START AND END DATES OF MOBILITY FLOWS	OCCUPATIONAL PROFILE/UNIT OF LOS	DESTINATION COUNTRY	NUMBER OF TRAINEES	TRAINEES (TYPE, TRAINING/PROFESSIONAL AREA, LEVEL OF TRAINING (INCLUDING EQF LEVEL IF APPLICABLE))	HOW TRAINEES WILL BE SUPERVISED DURING THEIR WORKPLACEMENT AND WHO WILL MONITOR THEIR PROGRESS?

* If the mobility project applies elements of ECVET, please describe and explain also the documents and procedures agreed among the partners, relating to the validation and recognition of the learning outcomes.



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E.R.M.E.S. Project
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Work package 7
Implementation & testing



TESTING STATUS REPORTING

Test status reporting will play a key role in the implementation and improvement of E.R.M.E.S. Mobility Portals' main functionalities. Therefore, partners involved in the testing phase are kindly invited to track accomplishments, issues and pending tasks. Effective test status report notifies project management and all members of the project team of test results, constraints and problems encountered during testing and helps to determine the needs for actions items. When preparing a test status reporting, it would be useful to include information such as n° of test cases and their states as well as patterns and trends observed during testing, risks, schedule changes, etc.

Prepared by Partner:

Testing Report Delivery date:

N° Mobilities	

% of cases (beneficiaries) involved in the testing phase)	N° test cases	Estimated deadline

Detailed description of the test cases (how the testing phase is performed, specification of the beneficiaries involved in the testing phase, etc.)

ERMES

ENHANCING RESOURCES
FOR MOBILITY EXPERIENCES
AND STRATEGIES

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