Mobility Training Programme

for BLUE KEP students

**NOTE FOR COMPILATION**

Each receiving organisation shall complete the following Mobility Training Programme Template including the Timetable in Annex 1. The Template and the Timetable shall be completed by the host partner in collaboration with the hosting school, also by taking into account of the completed Company Info Sheet.

The purpose of the Mobility Training Programme Template is:

* to guarantee minimum standards for the organisation and carrying out the training programme (didactic school programme, international modules, apprenticeship, social and cultural activities, etc.);
* to guarantee minimum standards in relation to aspects linked to the provision of accommodation, food, transport, tutoring and monitoring activities, etc.;
* to collect information regarding the mobility programme and all practical arrangement (accommodation, food, transport, tutoring and monitoring activities) to be able to inform and prepare the students and their families for the mobility period abroad;
* to ensure mutual respect, among participating partners, of the minimum standards of the training programme and practical arrangements.

Therefore, each host/receiving organisation shall:

1. complete the MOBILITY TRAINING PROGRAMME TEMPLATE, **ONE FOR EACH GROUP/FLOW**that it will host;
2. complete ANNEX 1 – TIMETABLE, **ONE FOR EACH STUDENT** taking part in the mobility.

Remember that this Mobility Training Programme Template shall form part of the Cooperation Agreement to be signed, therefore it is important to read the Cooperation Agreement Template carefully before completing the Mobility Training Programme Template.

*Please return the completed form by* **08 February 2019** *at the latest to WP1 and WP4 leader – Informest (*[*walter.goruppi@informest.it*](mailto:walter.goruppi@informest.it)*;) and WP3 leader - Marche Region (*[*cristina.galante@regione.marche.it*](mailto:cristina.galante@regione.marche.it)*;* [*sabina.riatti@regione.marche.it*](mailto:sabina.riatti@regione.marche.it)*;* [*c.carlone@eurocentro.eu*](mailto:c.carlone@eurocentro.eu)*;).*

*THANK YOU VERY MUCH!*

**MOBILITY TRAINING PROGRAMME FOR BLUE KEP STUDENTS**

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| 1. **DIDACTIC SCHOOL PROGRAMME** | |
| The **DURATION** of the didactic school programme is foreseen to be approximately 15 days. | *Indicate exact number of days and fill in the time-table, see Annex 1:* |
| Describe the building and facilities of the hosting school (class rooms, technical laboratories, equipment, sport facilities, library, school canteen, etc.). |  |
| Indicate if the students will attend the different lessons of one single school class or if they will participate in different school classes during their stay in the host country. If yes, please describe the programme and arrangements. |  |
| Indicate the different school subjects that the students will attend at the host school, and the approximate total number of hours of lessons foreseen for each school subject.  If the students will be placed in different school classes please then give the respective information for each different student group. |  |
| Indicate if the didactic school programme will be carried out consecutively, or with one or more breaks, or alternated with the apprenticeship. Show this in an understandable way also in the time table in Annex 1. |  |
| What is the normal class composition in the host school (number of students in each class, presence of students from other countries, etc.). |  |
| Indicate any particular equipment, teaching or training method that is/will be used in the teaching of any of the different school subjects/lessons. |  |
| Indicate in what langue the lessons will be carried out in the hosting school and, if only in the language of the hosting country, how/what support will be given to the students of the sending school, to be able to understand. |  |

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| 1. **INTERNATIONAL MODULES** | |
| Students should also participate in **one of the international modules created by the project for a minimum of 5/10 hours** (included in the above 15 days didactic school programme).    Please describe:   * which of the international modules created by the project will be tried out with the students? * general subject of the module * specific content of the module * duration in hours |  |
| Describe what is the learning outcomes expected at the end of the module. |  |
| Describe the training/teaching methodology and equipment and training tools to be used. |  |
| Indicate the building/class room/facility where the lessons of the international module will be carried out. |  |

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| 1. **WORK PLACEMENT** | |
| The **DURATION** of the work placement is foreseen to be approximately 15 days | *Indicate exact number of days and fill in the time-table, see Annex 1:* |
| **COMPANY AND SECTOR OF ACTIVITIES**  List the different companies where the students will be placed and related sector of activities.     1. Name of company:   Sector of activity:  Name of student to be hosted:   1. Name of company:   Sector of activity:  Name of student to be hosted:   1. *Add more if needed* |  |
| **APPRENTICESHIP**  Describe tasks and activities to be carried out by the student in each of the above company:   1. Name of company:   Aim of the apprenticeship incl. tasks/activities to be carried out by the student:   1. Name of company:   Aim of the apprenticeship incl. tasks/activities to be carried out by the student:   1. *Add more if needed* |  |
| Describe the modality/procedure for placing students in the selected companies (e.g. curricula matching, interviews, company visits). |  |
| Explain how the students will be prepared for the apprenticeship. How? (e.g. preparation meeting at school, written information, meeting with company tutor). |  |
| Describe how tutoring, monitoring and follow-up of students during the apprenticeship will be carried out (e.g. follow-up meetings) and frequency (where, how and by whom). |  |

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| 1. **SOCIAL AND CULTURAL ACTIVITIES** | |
| List any social and/or cultural activities foreseen/offered during the mobility period and for each of them describe:   * Type of activity and content * When (date and duration) * Where the activity/ies are planned to take place * The person in charge of the activity | **(***Please also fill in the time-table accordingly, see Annex 1)* |
| Specify how the group will travel to the various locations and, where relevant, if the students will be accompanied by a local tutor (e.g. a teacher of the receiving school or a person from the host partner organisation or a local tourist guide). |  |

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| 1. **ACCOMMODATION & FOOD** | |
| Describe the type of accommodation offered (e.g. family, hostels, school dormitory) and related facilities, e.g. canteen, gymnasium. |  |
| Arrangements/number of students accommodated in each type of accommodation and type of room (single/double room, presence of students from different countries, etc.). |  |
| Describe arrangements for the provision of meals (full-board):   * E.g.: Provision of full-board in families: breakfast and dinner with families and packed lunch, or; * E.g.: Provision of money directly to the students for breakfast and dinner, whereas lunch is provided at the school canteen(specify the amount in € for each specific meal). * Etc. |  |
| Describe practical arrangements/facilities connected to the accommodation: i.e. arrangements for laundry and ironing services/facilities, cleaning of room, personal hygiene, bedlinen, towel, Wi-Fi, etc. |  |
| Indicate rules and restrictions connected to the accommodation: E.g. pets forbidden, codes of conduct, rules for evening hours, etc.  (information also important for students with allergies). |  |

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| 1. **LOCAL TRANSPORT AND MOBILITY** | | |
| Describe local travel arrangements and type of transport necessary between accommodation/school/company  (i.e. specify how students will travel between the accommodation/school/company, e.g. on foot, by public transport). | |  |
| 1. Indicate max. travel time between accommodation and school: 2. Indicate max. travel time between accommodation and company: 3. Indicate max. travel time between school and company where relevant: | |  |
| If public transport will be needed, indicate the documents required for issuing public transport cards. | |  |
| 1. **ACCOMPANYING PERSON/TEACHER** | | |
| Indicate the type of accommodation and arrangements including provision of meals for the accompanying teacher. Specify if the accompanying person/teacher will be accommodated in the same building of the students. |  | |
| Indicate arrangements for local travel for the accompanying person/teacher (travelling between accommodation and school, and travelling in connection to its tutoring activities).  Indicate if public transport will be necessary and in such case documents required for issuing a public transport card. |  | |

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| 1. **MONITORING & FOLLOW-UP BY HOSTING PARTNER** | |
| Indicate the name and contact details of the person(s) in charge of the student group in the host country, the name(s) of the organisation(s) in which this/these person(s) work(s) and her/his/there role in the organisation(s). |  |
| List any types of activities, modalities and instruments used for monitoring and follow-up activities during the stay of the students. |  |
| Emergency contact and/or 24 hour number |  |
| Describe how coordination/cooperation between the accompanying person/teacher from the sending country and the tutor(s) of the partner organisation and/or hosting school will take place. |  |

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| 1. **ADDITIONAL ACTIVITIES / SERVICES OFFERED** | |
| Please describe any additional activities, extra-curricular activities foreseen or services offered. |  |
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| 1. **PERIOD** | |
| Indicate the length of the entire mobility period including the didactic school programme and the apprenticeship in companies.  *(If the mobility period will not be carried out consecutively, but in two separate periods, indicate each block of period. Please make this evident in the time-table - Annex 1)* | * START DATE of programme: * END DATE of programme: |

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| 1. **ORGANISATIONS INVOLVED IN THE HOST COUNTRY** | |
| Name of the **school** in the host country: |  |
| Name of **partner organisation** in the host country: |  |
| Name of **other organisation** involved in the host country: |  |

**Name of the Host Partner Organisation:**

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**Represented by:**

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