

ERASMUS+ LERNVEREINBARUNG FÜR MOBILITÄT IN DER BERUFSBILDUNG

ERASMUS+ LEARNING AGREEMENT FOR VET MOBILITY

I. ANGABEN ZUM/R TEILNEHMER/IN

I. DETAILS ON THE PARTICIPANT

Name des Teilnehmers / der Teilnehmerin – Name of the participant: NN

Ausbildungsberuf – Field of vocational education: Student

Entsendeeinrichtung (Name, Adresse) – Sending institution (name, address):

Bundeshandelsakademie und Bundeshandelsschule Bregenz, Hinterfeldgasse 19, 6900 Bregenz, Austria

Projektkoordinator/in (Name, Funktion, E-Mail, Tel) – Project coordinator (name, function, e-mail, tel):

Markus Erath, Lehrer, markus.erath@hakbr.snv.at, +43699/18207352

II. ANGABEN ZUM GEPLANTEN LERNAUFENTHALT IM ZIELLAND

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Aufnahmeeinrichtung (Name, Adresse) – Receiving organisation (name, address):

Language Xchange Ireland (LXI), 54 Berkley Lawn, Thomastown, Co. Kilkenny, Ireland

Kontaktperson (Name, Funktion, E-Mail, Tel) – Contact Person (name, function, e-mail, tel):

Con Furey, Managing Director, training@confurey.ie, +353 (0) 87 22 51 543

Geplanter Beginn und Ende des Aufenthalts (Datum von–bis) – Planned dates of start and end of the placement period: 30 June 2018 – 27 July 2018

Zu erwerbende Kenntnisse, Fertigkeiten und Kompetenzen – Knowledge, skills and competences to be acquired:

We are very confident that this work experience programme will be a win-win situation for everybody involved. All our students will be given communicative tasks, which will provide them with the opportunity to improve their language skills in an authentic professional environment. Besides that, they will be involved in the day-to-day business, which means that they will have to work with new computer software, will take part in team meetings and will be confronted with a lot of new ideas and approaches which will extend their horizons. Based on previous work experience programmes we know that the companies in which the students work benefit equally from this project, since our students are well-trained in social media marketing and are professional users of MS Office software and other common computer programmes.

Detaillierter Ablauf des Lernaufenthalts – Detailed programme of the training period:

After arriving in Ireland on 30 June 2018, our project partner Mr Con Furey will meet the group and introduce the students to their host families. On the next day, he will hold an orientation meeting to inform the students of their rights and duties in the workplace. The main objective of the meeting is to make sure they make a good impression right from the start and are informed about basic topics, such as business etiquette and how to stay safe at the workplace.

On Monday, 2 July, the first day of the four-week internship, Mr Furey or his representative will personally take the participants to their workplaces and introduce them to their mentors. Mr Furey will always be available in case there are any problems or queries to be dealt with. He and his colleagues will also be in close contact with the students and mentors throughout the training period to make sure everybody benefits from the experience. Besides that, there will be four cultural nights when all students meet up with a representative of Language Xchange Ireland. This will be another opportunity to discuss their first impressions of their work placement and to provide the students with some useful tips.

After the four-week programme the project will be thoroughly evaluated by Language Xchange Ireland and the sending institution.

Aufgaben des Teilnehmers / der Teilnehmerin – Tasks of the trainee:

All participants will be working in a communicative business environment in which they will be able to make use of the skills they acquired during their vocational education at school. Since they attended a number of classes with a special focus on marketing, many of them will work in offices designing brochures and flyers, updating or creating a new company website, bringing in new ideas in social media marketing, etc. Other students will work at the reception of hotels or other companies, informing customers about the services that are offered, or in back offices of a variety of different companies updating customer accounts.

Begleitung und Betreuung des Teilnehmers / der Teilnehmerin – Monitoring and Mentoring of the participant:

Both organisations make sure the students are well-prepared for their work experience programme. Language Xchange Ireland lets them go through an extensive e-Learning training to ensure they select the right candidates for the positions available. Upon arrival in Ireland, LXI hosts an orientation meeting that is based on previous experiences and aims to avoid frequent mistakes. On the first day of work, a representative of LXI personally introduces the candidate to his/her mentor and remains in close contact (via telephone) with the mentor throughout the programme. Equally, the teacher gets feedback about the first impressions of his students and in case there are any problems, they will be discussed between the teacher and LXI. The whole group of students will meet up at least seven times within the four-week programme for cultural nights and three cultural days. These are additional opportunities to talk about their experiences so far and to provide them with assistance and useful tips.

Evaluierung und Anerkennung des Lernaufenthalts – Evaluation and Validation of the training placement:

All candidates have written a Europass CV which was used for their application. Their programme in Ireland will be added to it.

After completion of the work experience programme, Language Xchange Ireland will issue a certificate to all participants. This certificate includes a grade from A – C, which is based on the feedback Language Xchange Ireland has received from the employer.

Employers will be asked to write a reference for the participant.

Additionally, students will be issued the Europass Diploma Supplement.

The work experience programme will be evaluated by both Language Xchange Ireland and the sending institution BHAK Bregenz, using questionnaires. Apart from that, a representative of both organisations will visit the students at their workplace and discuss the training experience with the participants and their mentors.

Students will be given an opportunity to complete an evaluation questionnaire on their last day in Ireland, providing LXI with feedback on their work placement and Host Family experience.

III. VEREINBARUNG DER BETEILIGTEN PARTEIEN

III. COMMITMENT OF THE PARTIES INVOLVED

Mit Unterzeichnung der Vereinbarung erklären der/die Teilnehmer/in, die entsendende und die aufnehmende Einrichtung (sowie die Mittlerorganisation, sofern zutreffend)* die Einhaltung der unten aufgeführten Prinzipien der Qualitätsvereinbarung für einen Lernaufenthalt im Rahmen des Programms Erasmus+ Berufsbildung.

By signing this document, the participant, the sending institution and the receiving organisation (and the intermediary organisation if applicable)* confirm that they will abide by the principles of the Quality Commitment for Erasmus+ VET training placements attached below.

**bitte fügen Sie unten ein Feld für die Unterschrift der Mittlerorganisation hinzu, sofern zutreffend
/ please add a box below for the signature of the intermediary organisation, if applicable*

DER/DIE TEILNEHMER/IN – THE PARTICIPANT

Datum – Date: 24 April 2018

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Unterschrift Teilnehmer/in – Participant's signature

DIE ENTSENDEEINRICHTUNG – THE SENDING INSTITUTION

Wir bestätigen die Durchführung des geplanten Lernaufenthalts.
We confirm that this proposed training programme agreement is approved.

Nach Beendigung des Lernaufenthalts wird die Einrichtung dem/der Teilnehmer/in eine Teilnahmebestätigung ausstellen.
On completion of the training programme the institution will issue a certificate to the participant.

Datum – Date: 24 April 2018



Unterschrift des Projektkoordinators / der Projektkoordinatorin – Signature of project coordinator

DIE AUFNAHMEEINRICHTUNG – THE RECEIVING ORGANISATION

Wir bestätigen die Durchführung des geplanten Lernaufenthalts.
We confirm that this proposed training programme is approved.

Nach Beendigung des Lernaufenthalts wird die Einrichtung dem/der Teilnehmer/in ein Zertifikat ausstellen.
On completion of the training programme the organisation will issue a certificate to the participant.

Datum – Date: 24 April 2018



Unterschrift Kontaktperson – Signature of contact person