

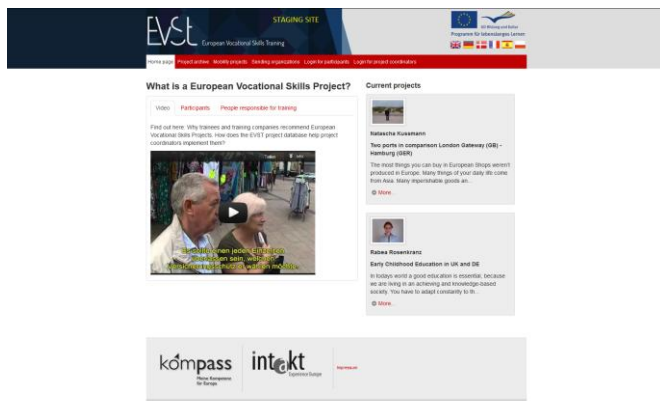
# User Manual



for Mobility-Students

# How can I apply for a Mobility-project?

Please click on: [www.evst-mobility.eu](http://www.evst-mobility.eu)



## Task of the Database

### Public area

If you are interested in an job related stay abroad, you can find information in the public area about mobility projects and sending organizations and apply for participation. You will also find examples of "European Vocational Skills Training Projects" in order to develop ideas for your own project work.

### Internal area

This area contains all functions that are required for applying for a mobility project, the coordination of learning objectives, the type of problems for "European Vocational Skills Training Projects" as well as for documentation of the learning performances acquired abroad.

## Public Section of the Database

### **Mobility projects:**

The EVST project database stores the support programs (so-called "mobility projects") with which an initial professional training internship and stays abroad for job-related advanced training can be supported.

### **Sending organisations:**

The overview contains all registered project sponsors in the EVST project database that offer trainees and graduates initial occupational training -- "European Vocational Skills Training Projects"- as part of internships and job-related further training abroad.

### **Project archive:**

Using a search function, you can filter and select saved "European Vocational Skills Training Projects" in the database.

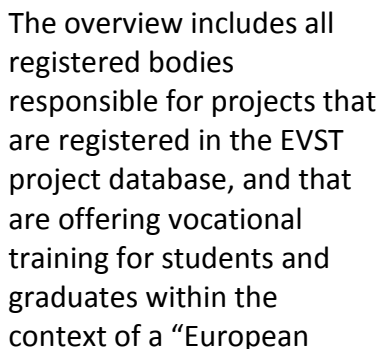
From the list fields, select the "Occupational area," "Topic area," "Aspect" and the "Task type" in question, in order to specifically find the work that has already been created in your occupational area or that particularly interests you.

# Which “mobility projects” will you find here?

The screenshot shows the EVST (European Vocational Skills Training) website. At the top, there's a navigation bar with links like 'Home page', 'Project entry', 'Results projects', 'Findings opportunities', 'Login to participants', and 'Login to project coordinators'. Below this, the 'Mobility projects' section is active. It features a search bar with 'Find a project' and dropdowns for 'Vocational area' and 'Destination country'. A table lists two projects, both titled 'EuroTrain 2012 - Berufliche Orientierung und Kompetenz in Europa - CE1154LP/LB1917/DB1000'. The first project is for 'Dispatching establishment' and the second for 'Target group'. To the right of the table, there's a section titled 'Which "mobility projects" will you find here?' which explains that support programs (so-called 'mobility projects') provide funding for initial vocational training and stays abroad for vocational training for students and graduates, and are stored in the EVST database. It also includes a 'Contact' button for each project.

Support programs (so-called “mobility projects”) which provide funding for initial vocational training and stays abroad for vocational training for students and graduates, are stored in the EVST database.

Would you like to apply for a mobility project? Look for a study abroad program in the list to the left. Click on Contact.



For more information regarding these establishments, click on the name or the email address of the establishment on the left to contact them directly.

The sending organisation (that is, the establishment that is organizing the stay abroad) will send you the login data for the internal section of this project database. This will allow you to log in under “Login for participants” and apply to participate in the mobility project.

## What is a European Vocational Skills Training Project (EVST-project) ?

Unlike an internship abroad, you will not be working at a company, but instead will be working on a task (alone, in a pair or in a group) that has to do with the occupation you are training for. The possibilities are endless:

Find out, for example, how people work in your field in England, or what is different about your profession in Spain. Examine what a specific procedure, technique or product looks like in France. Or describe how economic developments affect your field in Poland. This can also be tied in with the question of what people in other countries know or think about Germany, for example.

"The task is to find the relevant information abroad, for example through conversations, interviewing people, visiting companies, doing research on the Internet or sending inquiries by email, through on-site observations, making photos or short videos. You upload your results in the form of reports, PowerPoint presentations, photos or videos to the EVST project database and can also present these at your school or training company."

If this sounds difficult, don't worry! Naturally you will get assistance in the form of a preparatory seminar, a language course in the destination country and supervision and support on site. The project task will be tailored accordingly to your interests and previous knowledge.

## Internal area for participants

In the internal area, trainees, applicants and participants can:

My Profile: Apply and create profiles (upload personal information, CV and photo, describe motivations for the stay abroad)

My Learning objectives: On the basis of guiding questions, you describe your motivation for the stay abroad and receive support in describing your learning objectives in the areas foreign languages, and social, professional and personal competencies.

Create project tasks: Either the participants receive a predetermined project task or they work out the type of problem themselves for their "Career Field Exploration" – in agreement with their project coordinator.

Upload project results: Everything that the participants create for project results on location while abroad can be uploaded here as files (PDF, doc, films, audio files...).

Since this is a protected area, the work results are only visible for the project coordinator. The results will only be visible in the public area of the website after approval by the participants and confirmation by the project coordinator.



## My profile

The screenshot shows a web form titled 'My profile'. It contains several sections for personal information:

- Personal information:** Includes fields for 'First name', 'Last name', 'Date of birth', 'Place of birth', 'Nationality', 'Current address', 'Phone number', and 'Email address'.
- Education and work experience:** Includes fields for 'Education level', 'Current occupation', 'Previous occupations', 'Year of training', and 'Year of completion'.
- Language skills:** Includes a dropdown menu for 'Language skills' and a text box for 'Please specify the language project that you want to apply for and your preferred destination country. If you do not yet have exact information about your departure and return, please specify the time period in which you plan to stay abroad'.
- Other information:** Includes a dropdown menu for 'Other information' and a text box for 'Please answer the questions in the text box below in English or the language of your desired destination country'.

Please provide some brief personal information (age, occupation or job category in which you are competing your education, year of training).

If you do not see your occupation in the “Job category” list, please enter “other”.

Please specify the mobility project that you want to apply for and your preferred destination country. If you do not yet have exact information about your departure and return, please specify the time period in which you plan to stay abroad.

Please answer the questions in the textbox below in English (or the language of your desired destination country):

## My task

**My task**

Please select the task for your project. Please select the task for your project. Please select the task for your project.

**Task type**

Type:  Aspect:

**Task**

Please describe what tasks you want to work on during your stay abroad.

**Expected results**

Please describe what results you want to achieve and how you want to proceed with them.

If you still do not find any task on this page for your "European Vocational Skills Training" this means that you can select or think up a task yourself.

There are two procedures for this:

1. From the tasks already created in the database, you select one that you want to work on during your stay abroad: First determine the type of your project work, then select its topic area and aspect. You will then receive a selection of appropriate tasks from which you choose the type of problem for your project work.

2. You already have an idea for your project work: Describe your plan in the free text field and then assign your work to one of the indicated types for "Career Field Explorations," and to one of the topic areas and aspects.

Your task is thus added to the list of already existing types of problems.

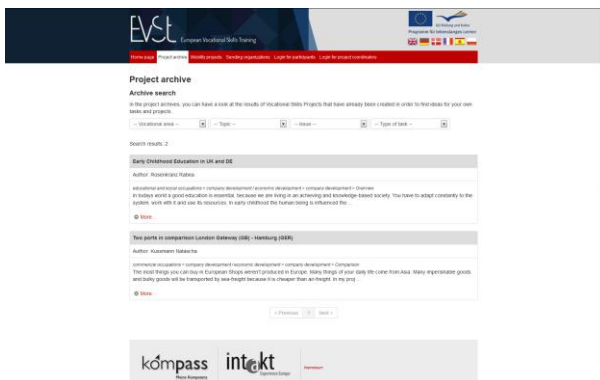
## My task

First determine the type of your project work, then select its topic area and aspect. Please describe what tasks you want to work on abroad, what results you will achieve and how you want to present them.

After you have published your work, others will be able to understand the content of your project.

And if you can not think of the task?

Then look into the project archive:



Using a search function, you can filter and select saved "European Career Field Expectations" in the database, to gain ideas for your own theme.

# My learning objectives

Mein Profil | Meine Aufgabenstellung | **Meine Lernziele** | Meine Projektarbeit | Meine Lernleistungen | Meine Evaluation

## Meine Lernziele

Bitte geben Sie an, welche Ihrer Lernziele Sie mit Ihrem Auslandsaufenthalt verfolgen. Geben Sie an, wie wichtig Ihnen die jeweilige Zielbeschreibung ist (\* = wenig, \*\*\* = sehr).

|  |     |
|--|-----|
| <b>Fremdsprachenkompetenz (Points 52)</b><br>Ich will lernen, in einem anderen Land...                                       |     |
| <b>Berufliche Fertigkeiten (Points 47)</b><br>Ich will lernen, in einem anderen Land...                                      |     |
| <b>Soziale Kompetenzen (Points 38)</b><br>Ich will lernen, in einem anderen Land...  |     |
| <b>Persönliche Kompetenzen (Points 29)</b><br>Ich will lernen, in einem anderen Land...                                      |     |
| vorhandene und benötigte Hilfsmittel für die Erfüllung von Aufgabenstellungen realistisch zu bewerten und einzusetzen.       | *** |
| Arbeits- und Lernprozesse selbständig zu organisieren und Zeitvorgaben zu berücksichtigen.                                   | *** |
| zu orientieren und gesetzte Ziele selbständig zu erreichen.  | *** |
| vereinbarte Aufgaben selbständig umzusetzen und bei auftretenden Schwierigkeiten eigenständig Hilfestellung zu organisieren. | *** |
| bei der Erfüllung von Aufgaben Arbeitsschritte zu planen und Prioritäten zu setzen.  | *** |
| Umfangreiche Aufgabenstellungen selbständig zu bearbeiten und auch unvorhergesehene Schwierigkeiten zu bewältigen.           | *** |
| auftretende Probleme vorzusehen und alternative Handlungsmöglichkeiten und Lösungswege zu finden.                            | *** |
| Arbeitsprozesse zu planen und Vorgehensweisen auf ihre Effektivität hin zu prüfen und auszuwählen.                           | *** |

The determination of learning objectives is important because these become part of the "Learning Agreement" that you sign with the sending and accepting institution.

The more precise your learning objectives, the more

responsive the participating institutions will be to you.

Please specify which of your learning objectives you wish to pursue abroad. Rate how important to you the particular objective is.

(\* = not very, \*\*\* = very).

# INTAKT-Can-do-Descriptions:

Competence area: **Foreign language**

*I would like to learn in a different country ...*      I have learned in a different country...

to understand familiar expressions and instructions and explanations on work tasks.

to describe my own background and environment, education and training and work tasks.

to make myself understood in routine situations in everyday life and at work with other people and colleagues.

to write short notes and messages in the foreign language.

to understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc.

to express myself simply and fluently on familiar topics and personal interests, identify problems and describe proposed solutions.

to talk about experiences and events and give reasons and explanations of plans and views.

to write simple connected text on topics that are familiar and of personal interest.

to understand the content of complex texts and technical discussions in my own area of interest.

to present clear, detailed descriptions on a wide range of subjects and express myself spontaneously and fluently.

to explain a point of view on a topical issue, giving the advantages and disadvantages of various opinions.

to write clear, detailed text on a wide range of subjects, an essay or report passing on information or giving reasons in support of or against a particular point of view.

to understand long, complex texts in the foreign language and also understand their background meanings.

to express myself spontaneously and fluently abroad, without much obvious searching for expressions.

to use the foreign language flexibly and effectively for professional and social purposes and in training and studying.

to express myself in a written text clear and well-structured, expressing points of view at some length about complex subjects in an essay or report.

to understand practically everything I read or hear in the foreign language without any difficulties.

to express myself spontaneously, fluently and precisely, giving reasons and explanations in a coherent presentation.

to explain in discussions also complex topics.

to write complex reports or articles to present a subject in a well-structured manner, and summarise and discuss technical texts in writing.

\* Assignment to the European Framework of Reference for Languages.

## Competence area: **Professional Skills**

*I would like to learn in a different country ...*      I have learned in a different country...

to present observations and findings on structures, processes or developments in my own occupational field in a way that is related to topics in that field and structured.

to use digital media for orientation and communication.

to independently access information sources to work on occupational tasks.

to use standard computer programmes for text and table-calculations to present results and findings.

to practically apply occupational skills and competences to fulfil work-related tasks.

to present similarities and differences between common structures and processes in my own occupational field, to draw conclusions about possible developments and make adjustments.

to recognise and explain the importance of my own work in a broader context.

to use occupational skills and competences in calculations to identify discrepancies and undesirable developments.

to use computers and the Internet to research diverse information on developments and compile and evaluate options for action and solutions to problems.

to use occupational skills and competences to analyse data and formulate proposed solutions for special problems in the my own occupational field.



to evaluate information and critically examine contradictory information.

to present information in self-designed graphics and diagrams using standard computer programmes for text and table-calculations.

to investigate structures, processes and tendencies and from this draw conclusions about possible problems and describe alternative options for action.

to apply new knowledge and ways of working to fulfil tasks set at work and find solutions to recognised problems.

to use digital media to present the results of work in an inventive and exciting way.

to use occupational skills and competences to design innovative activity and design options and plan their implementation.

to integrate new methods und processes into my own way of working to optimise work processes and improve the quality of services and products.

to use occupational skills and competences to position familiar things in new contexts, creatively transform them and creatively design new products or services.

to organise and shape digital media and communication networks.

to use occupational skills and competences to implement unconventional ideas and creations as models.

## Competence area: **Social Competences**

*I would like to learn in a different country ...*      I have learned in a different country...

to estimate the possible consequences of my own actions on others.

to be helpful and constructively deploy my own skills in work and group processes.

to observe valid rules and regulations in carrying out work tasks.

to sophisticatedly perceive and reflect on cultural and social conditions.

to integrate in a team and coordinate my own activities with other people.

to accept an evaluation of my own views and work results by others and criticise others fairly.

to recognise different values and forms of behaviour and adapt my own behaviour.

to take responsibility for carrying out sub-tasks in work processes.

|  |
|--|
| to respect ways of behaving that differ from those in my own culture.                            |
| to adapt my behaviour to changing requirements and work situations.                              |
| to take different behavioural rules and values into account in implementing work tasks.          |
| to recognise contradictions and oppositions and consciously deal with difficulties and conflict. |
| to think in a networked way in teamwork and take part in decision-making processes.              |
| to represent my own point of view, accept different views and accept compromises.                |
| to perceive and evaluate circumstances from a different (cultural) perspective.                  |
| to mediate between different positions in problems and conflicts.                                |
| to take the ideas of others into account and set aside my own views in fulfilling tasks at work. |
| to take on a leadership function in group processes.   |
| to take responsibility for my decisions and admit mistakes.                                      |
| to develop goals together with others and work towards their implementation.                     |



Competence area: **Personal Skills**

*I would like to learn in a different country ...*      I have learned in a different country...

|  |
|--|
| to evaluate and use existing and necessary aids realistically to fulfill tasks.  |
| to independently organise work and learning processes and observe deadlines.   |
| to independently orient myself and reach goals set.  |
| to carry out agreed tasks unassisted and independently organise help in the event of difficulties.                             |
| to plan work steps in carrying out tasks and set priorities.   |
| to independently carry out comprehensive tasks and deal with unforeseen difficulties.  |
| to predict possible problems and find alternative options for action and solutions.  |
| to plan, examine and select work processes and approaches for their effectiveness.   |
| to think in new ways in fulfilling work tasks and to improvise.  |
| to take on responsibility for decisions in implementing innovative and alternative concepts for design and action.             |
| to systematically plan work steps, taking conditions in another country into account, and implement them in a targeted manner. |

# My Project

The screenshot shows the 'Meine Projektarbeit' (My Project Work) section of the intakt system. It includes a navigation bar with tabs: 'Mein Profil', 'Meine Aufgabenstellung', 'Meine Lernziele', 'Meine Projektarbeit' (selected), 'Meine Lernleistungen', and 'Meine Evaluation'. The main form area is titled 'Meine Projektarbeit' and contains the following fields and instructions:

- Titel der Projektarbeit:** A text input field containing 'Early Childhood Education in UK and DE'.
- Beschreiben Sie bitte kurz den Inhalt Ihrer Arbeit (max. 1000 Zeichen):** A text area containing the following text:
 

In today's world a good education is essential, because we are living in an achieving and knowledge-based society. You have to adapt constantly to the system, work with it and use its resources.

In early childhood the human being is influenced the most. It is a sensitive phase of cognitive, social and physical development, giving the foundation for our whole life and especially for our language competences.

It is not only a special time for our personal development, but necessary in order to provide an efficient society which enables equality of opportunity and integration for each.
- Öffentlich sichtbar?:** Radio buttons for 'Ja' (selected) and 'Nein'.
- Bitte laden Sie die Ergebnisse Ihrer Projektarbeit in die EVST-Projektdatenbank hoch. Speichern Sie Text-Dateien in pdf-Format und geben Sie die Links an, über die mit Ihrer Arbeit verbundene Videos, Audio-Dateien oder Websites einzusehen sind. Um gespeicherte Dateien oder Links zu entfernen, klicken Sie auf das jeweilige "Löschen" und speichern Sie die Änderungen.**
- Dateien:** A table with two columns: 'Link Name' and 'PDF File (max. 1MB)'. It contains one row with the link name 'Early Childhood Education in UK and DE' and the PDF file 'Early Child Education in UK and DE'. There is a 'Löschen' button next to the PDF file. Below the table, there are two empty rows with 'Durchsuchen...' buttons.

Briefly describe the content of your work (max. 1000 characters).

After you have published your work, others will be able to understand the content of your project.

You can upload your results as a PDF file, but also as video files and web links. If you want to upload the audio files, you can add images to your audio file and then upload these again.

You can find further information at:

<http://support.google.com/youtube/bin/answer.py?hl=en&answer=1696878>

# My learning achievements

Mein Profil | Meine Aufgabenstellung | Meine Lernziele | Meine Projektarbeit | **Meine Lernleistungen** | Meine Evaluation

## Meine Lernleistungen

Bitte geben Sie zum Abschluss Ihres Auslandsaufenthaltes an, welche Ihrer Lernziele Sie erreicht haben. Bewerten Sie, wie sehr die unten genannten Lernleistungen auf Sie zutreffen (\* = gar nicht, \*\*\* = sehr).

**Fremdsprachenkompetenz**  
Ich habe gelernt, in einem anderen Land...

**Berufliche Fertigkeiten**  
Ich habe gelernt, in einem anderen Land...

**Soziale Kompetenzen**  
Ich habe gelernt, in einem anderen Land...

**Persönliche Kompetenzen**  
Ich habe gelernt, in einem anderen Land...

|  |     |    |
|--|-----|----|
| vorhandene und benötigte Hilfsmittel für die Erfüllung von Aufgabenstellungen realistisch zu bewerten und einzusetzen.         | (3) | ☆☆ |
| Arbeits- und Lernprozesse selbstständig zu organisieren und Zielvorgaben zu berücksichtigen.                                   | (3) | ☆☆ |
| zu orientieren und gesetzte Ziele selbstständig zu erreichen.  | (3) | ☆☆ |
| vereinbarte Aufgaben selbstständig umzusetzen und bei auftretenden Schwierigkeiten eigenständig Hilfestellung zu organisieren. | (3) | ☆☆ |
| bei der Erfüllung von Aufgaben Arbeitsschritte zu planen und Prioritäten zu setzen.  | (3) | ☆☆ |
| umfangreiche Aufgabenstellungen selbstständig zu bearbeiten und auch unvorhergesehene Schwierigkeiten zu bewältigen.           | (3) | ☆☆ |
| auftretende Probleme voraussehen und alternative Handlungsmöglichkeiten und Lösungswege zu finden.                             | (3) | ☆☆ |
| Arbeitsprozesse zu planen und Vorgehensweisen auf ihre Effektivität hin zu prüfen und auszuwählen.                             | (3) | ☆☆ |

Please indicate at the end of your stay abroad which of your learning objectives you achieved.

Rate the degree to which the learning achievements specified below apply to you.

(\* = not at all,

\*\*\* = very)

Next to the individual descriptions, you will find the values that you have indicated as learning objectives. In this way, you can compare in which areas you feel an improvement of your abilities.

Give reasons for your self-assessment. This will make it easier to confirm your learning performance.

The learning performances assessed by you as important and very important will be incorporated into the INTAKT certificate and can be added to your Europass Mobility.

## My evaluation

At the end of your stay abroad, we would like to ask you to answer a few questions for us.

Here you can evaluate individual aspects of their stay abroad, convey experiences and make suggestions for improvement. The results are only visible for the project coordinator and will not be published.

Please rate the statements below: \* = I completely disagree to \*\*\* = I completely agree.

Thank you for your cooperation!

| Mein Profil   | Meine Aufgabenstellung | Meine Lernziele | Meine Projektarbeit | Meine Lernleistungen | Meine Evaluation |
|---|------------------------|-----------------|---------------------|----------------------|------------------|
| <b>Meine Evaluation</b>   |                        |                 |                     |                      |                  |
| Zum Abschluss Ihres Auslandsaufenthaltes möchten wir Sie bitten, uns einige Fragen zu beantworten. Bitte bewerten Sie die unten stehenden Aussagen: * = ich stimme überhaupt nicht zu bis *** = ich stimme völlig zu. |                        |                 |                     |                      |                  |
| Während der Vorbereitung wurden unsere Projektaufgaben abgestimmt.  |                        |                 |                     | ★★★                  |                  |
| Der Auslandsaufenthalt gab mir Gelegenheit, viel über mich selbst zu lernen.  |                        |                 |                     | ★★★                  |                  |
| Ich hatte die Möglichkeit, während des Auslandsaufenthaltes meine Fremdsprachkenntnisse zu verbessern.  |                        |                 |                     | ★★★                  |                  |
| Ich war mit meiner Unterbringung zufrieden.   |                        |                 |                     | ★★★                  |                  |
| Ich habe während meines Auslandsaufenthaltes viel über andere Kultur(en) gelernt.   |                        |                 |                     | ★★★                  |                  |
| Ich habe persönlich davon profitiert, im Ausland zu leben.  |                        |                 |                     | ★★★                  |                  |
| Aufgrund der gewonnenen Erfahrungen kann ich mir vorstellen, künftig in einem anderen Land zu leben.  |                        |                 |                     | ★★★                  |                  |
| Ich hatte die Gelegenheit, vor Ort mit Menschen ins Gespräch zu kommen.   |                        |                 |                     | ★★★                  |                  |
| Mit den im Ausland gewonnenen Erfahrungen fühle ich mich selbstbewusster im Umgang mit neuen Situationen.   |                        |                 |                     | ★★★                  |                  |
| Die Förderung durch das Leonardo da Vinci-Programm half mir, meine Projektarbeit / mein Praktikum erfolgreich durchzuführen.  |                        |                 |                     | ★★★                  |                  |
| Ich würde einem Freund empfehlen, an einem solchen Projekt teilzunehmen.  |                        |                 |                     | ★★★                  |                  |
| Haben Sie Vorschläge zur Verbesserung dieses Projektes?   |                        |                 |                     |                      |                  |
| <div></div>   |                        |                 |                     |                      |                  |
| Für mich war in diesem Projekt die beste Erfahrung...   |                        |                 |                     |                      |                  |
| <div></div>   |                        |                 |                     |                      |                  |

Further information about the INTAKT-project you find on:

[www.intakt-mobility.eu](http://www.intakt-mobility.eu)



[www.arbeitundleben.de](http://www.arbeitundleben.de)



[www.fls-international.de](http://www.fls-international.de)



[www.sde.dk](http://www.sde.dk)



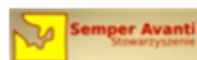
[www.culture-et-liberte.asso.fr](http://www.culture-et-liberte.asso.fr)



[www.westbourneacademy.com](http://www.westbourneacademy.com)



[www.partnershipeurope.com](http://www.partnershipeurope.com)



[www.semperavanti.org](http://www.semperavanti.org)



[www.esmovia.es](http://www.esmovia.es)