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MeMeVET

**Mechatronics and Metallurgical VET
for sectors' industries**

DELIVERABLE DESCRIPTION



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REPORT

How to facilitate mobility and fast track integration into EU labour market in mechatronic and metallurgy sectors

CCIS

Italian Chamber of Commerce and Industry for Spain

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INTRODUCTION

MeMeVET included mobility for VET academic staff and learners that have tested the training of the learning outcomes developed in order to define some common paths and issues that organization interested in:

- (1) arranging mobility according to high quality standards;
- (2) to use mobility as effective tool to contribute to fast track integration into labour market must take into account.

Academic staff and learner mobility was promoted across the five EU countries involved in the project as essential part of the learning process to put into practice knowledge, skills and competences acquired and/or developed in formal, informal and no formal education and, in that way, to contribute also to the internationalization of VET system, thanks to the impact produced by the multiplier effect once participants finished their experience abroad, towards their belonging organizations and among peers.

Due to the work-charge, CCIS as coordinator of this WP, decided to start preparing material before the beginning of the WP in order to present the guidelines to carry on mobility during the internal transnational meeting done in Madrid, 24-25/03/2019, in order to allow partners to have info in advance and to have a brainstorming with all consortium about documentation prepared and schedule fixed. Therefore, the duration of the WP about mobility was since 01/03/2019 to 31/12/2019.



1. PREPARATION OF THE WP DOCS

01/03/2018 – 31/03/2019

The first and most important phase to carry out is the preparation of the following documents considered essential in order to arrange mobility and to have the same results to compare and evaluate from each mobility flow.

- ANNOUNCEMENT OF THE RECRUITMENT

The announcement of the recruitment was created to select participants to take part to the mobility abroad. In this document are explained the application modalities, the criteria and topics for the selection procedures and some practical information about the mobility abroad.

- ACCEPTANCE LETTER

The acceptance letter was created to give the formal indication to the main WP coordinator about the successful results of the applicants to the mobility abroad. This letter contains personal information filled by the participants.

- EVALUATION OF THE PARTICIPANTS TO MOBILITY

This document explains how was carried on the selection procedure, explaining the score reached by each participant according to specific criteria.

- TRAINING AGREEMENT

A training agreement was created to be sign by participants, sending organizations and host companies, which set the educational goals and skills, knowledge and competences achieved and the tasks carried out. It described the expected outcomes and results; the means to achieve them and the evaluation process, also it took into account the integration in the host community, in the working place and in the project totality. Rights and duties of each part were also included in to assure transparency and quality in the project.

- QUALITY COMMITMENT

The quality commitment document was attached to the Training Agreement in order to ensure that the traineeship was carried under quality criteria defined by Erasmus+. If the content of the agreement had not been respected implicating serious reasons to declare traineeship was not corresponding to the terms agreed, the participant was entitled to demand a new training placement.



- SHEET OF PRESENCE AND TASK
This document is used to verify and certify that the participant to the mobility abroad has carried out the number of hours foreseen by the internship. The host organization had to revise the document and sign it in order to be valid.

- FORM FOR EVALUATION OF PROJECT ACTIVITIES
This form was useful to evaluate the participant's experience from the point of view of the host organization, outlining the activities carried out and the mainly results achieved. It consisted in a complete evaluation of the strengths but also of the weakness of the entire mobility process.

For more details and templates, please refer to “GUIDELINES OF MOBILITY AND NETWORKING FOR STUDENTS AND ACADEMIC STAFF IN METALLURGY AND MECHATRONICS – Annex 2”.

<http://www.memevet.eu/wp-content/uploads/2019/09/WP8-Guidelines.pdf>

2. PROCESS OF RECRUITMENT

01/04/2019 - 30/06/2019

2.1 OPEN ANNOUNCEMENT

The process of recruitment started with an open announcement of the sending organizations in which they inform potential participants to mobility with detailed information about how to apply and the selection criteria. According to the practices carried on by the involved partners, the most effective ways to announce the recruitment are:

- Phone calls
- Interviews
- Website
- Social media

2.2 SELECTION PROCEDURE

The call for interest remained open for 20 natural days. The interested people in participating had to send a CV in Europass format, and a motivation letter in English. One coordinating organization per country was responsible of the selection procedure:

Bulgaria: University of Sofia. They worked as sending/hosting organization

Spain: IES Tirant lo Blanc, they can select participants within their organization. They worked as sending/hosting organization

Italy: Istituto Volta, they can select participants within their organization. They worked as sending/hosting organization



Slovakia: K Klaster. They had to select 1 student and 1 academics in a Vet school.

Germany: StartBahn. They had to select 1 student and 1 academics in a Vet school. Itkam actively cooperated.

Once the participants had been selected, the sending organization carried on an individual interview with each participant in order to analyze their linguistic proficiency, motivation, expectation, awareness on the tasks performed and on the experience abroad.

Criteria and topics for the selection procedure interviews fixed by the coordinator by this WP:

- Destinations and evident motivation for the project (30)
- Open attitude towards cultural exchange and socialization (30)
- Ability to work in group (10)
- Linguistic proficiency (15)
- Previous experience (15)

The final list of beneficiaries was published in the website of the sending organizations of the project with the score obtained by each applicant. The list also included applicants under reserve and those excluded by not achieving the minimum score of 70/100.

Candidates under reserve could benefit in case of renounce by one or more candidates or if more grants were available.

The promoters accepted no liability if the candidates did not take vision of communications relating to the selection or they were not available once selected. Participants had to confirm participation after selection by sending by email in 10 natural days an 'Acceptance Letter'; a form was made available.

2.3 SEARCHING OF HOSTING ORGANIZATION

To identify suitable hosting organizations, the involved partners reached stakeholders and companies through the following activities:

- make a search within their own business network
- request advice and support to the local stakeholders
- make regular social media campaign (Facebook, Twitter and LinkedIn)
- organize Info-days for stakeholders and companies
- edit Newsletters/articles to Stakeholders and companies



- present success stories and testimonials to local and regional media (TV, radio, internet).

Finally, the partners also realized concrete B2B marketing activities: research on companies' database, direct and personal contacts via calls and e-mails.

3. MOBILITY

01/07/2019 – 30/09/2019

3.1 PRE-DEPARTURE MEETING

Pre-departure meeting is a session organized a few days prior to the participants' departure. The meetings were designed to prepare participants before they leave on their trip. It aimed to:

- solve doubts;
- provide participants with relevant info;
- make sure that participants are prepared for the experience abroad;
- prepare and facilitate the integration of the participant into hosting society and working place;
- go in deep to the inputs provided by the pre-departure training.

It was carried out by sending organization through face-to-face or online session with the duration of 30 minutes - 1 hour. These sessions were useful to give to participants general info about the project, objectives and results, practical info about mobility, as hosting and sending organizations, travel, accommodation, health system, internship, job shadowing and working place. It aimed also to make participant aware that an experience abroad is an exciting opportunity to experience another culture, educational and labour system by pushing participants out of their comfort zone.

3.2 PRE-DEPARTURE TRAINING

Once the candidates were selected, sending institutions organized a meeting to introduce participants to mobility abroad. The pre-departure training was carried out thanks to the transmission of a good practice elaborated by the partner CCIS. CCIS, during its activity created a guidelines document (<http://www.memevet.eu/wp-content/uploads/2019/09/WP8-Guidelines.pdf>) whose aim was to present to the participants the project purposes, to prepare to the experience abroad and to explain the documents required to validate the mobility.

Each partner involved in the mobility action prepared a dossier about logistics matters of the travel and useful info about the hosting country. These manuals were divided in 5 sections:



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1. General Info about the Country
2. History
3. Economy
4. Culture
5. Health-care system
6. Language
7. Gastronomy
8. Info-pack about the mobility

The knowledge acquired was monitored through a google form questionnaire, in order to have a feedback about the understanding of the info provided and to have time to clarify doubts before mobility:

Mobility in Spain:

https://docs.google.com/forms/d/e/1FAIpQLSeflMU0IrobzzwTtVrH6oBVpbTw-g8mWsimfv2qZNCZVRCscA/viewform?usp=sf_link

Mobility in Germany:

https://docs.google.com/forms/d/e/1FAIpQLSc6k4P9z-eugYPdJ9AvzYTOZXyTbjxSACOCVadvkAutuPbYQQ/viewform?usp=sf_link

Mobility in Italy:

https://docs.google.com/forms/d/e/1FAIpQLSc5TPsVh6Jsf-IFms0NJ1xk6H1EChEdbiTx56f-iklz0tcV3g/viewform?usp=sf_link

Mobility in Bulgaria:

https://docs.google.com/forms/d/e/1FAIpQLSev5vC33YmnoWp6lqyQoWKcWRsosstd64ZtBmeTHWyrOlsCtg/viewform?usp=sf_link

Mobility in Slovakia:

The Slovak partner decided to give this information face-to-face to the Spanish participants at the beginning of their mobility.



3.3 GENERAL AND PRACTICAL INFO

Duration of mobility:

Students: 20 + 2 travel days

Staff: 5 + 2 travel days

Destination countries

Destination countries:
DE to BG
IT to ES
ES to SK
SK to DE
BG to IT

Proposed budget

CCIS, as coordinator of this WP, fixed some common rules in order to guarantee efficiency and effectiveness in human and economic resources.

Due to the fact that this project was under Erasmus+ programme, CCIS considered that for mobility could be applied the rules of mobility in KA1VET staff and learners Erasmus+ call for proposal 2017, the same of this SSA.

https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/2017-erasmus-plus-programme-guide-v1_en.pdf

For travel, distance calculator was used:

https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en

The distance calculator was designed for organisations taking part in the Erasmus+ programme to calculate travel distances for grant travel support to individuals.

Individual support

In order to avoid an excessive economic charge on sending organizations, the costs were shared between sending and hosting organizations, becoming responsible to cover all costs and sharing the incomes. Hosting organizations also provided:

- support, info, best market prices

Academic and learners travelled together, all costs were covered using the same amount per day.



According to Erasmus+ programme guide 2017, pg.51:

Destination countries*:
BG: 70€ per day
ES: 70€ per day
SL: 70€ per day
DE: 70€ per day
IT: 70€ per day

*It was the recommended amount that covered accommodation and meals

Insurance:

The insurance were contracted in the country of residence, it covered civil and penal responsibility as well as damages incurred during the travel and stay.

4. FOLLOW UP

01/10/2019 – 31/12/2019

The sending and host organizations were designed to carry on participants' follow-up during mobility abroad, according to SWOT analysis, thanks to interviews, WhatsApp, email, minimum once a week for learners, in order to analyze different aspects of the project, the traineeships and the integration process. Each hosting organization prepared a detailed activities report in which was described the day-by-day agenda and professional outputs achieved by the participants during their mobility abroad. CCIS, as WP coordinator, wrote the final report of traineeships based on the data collected from online mid-term and final questionnaires from both staff and learners as well as information given directly from the participants.

4.1 EVALUATION OBJECTIVES

- Provide tools for prevention and management of conflicts and risks
- Analyze the integration process in the training environment and host community
- Analyze participant's opinion on training experience
- Account the experience during mobility, personal objectives and expectations, professional goals, adaptation abroad, intercultural aspects, personal development and learning process.

4.2 EVALUATION TOOLS

- **Tutoring**

To each participant was assigned a **TUTOR in the sending organization** who gave support under all aspects concerning the mobility and had contact with participants to evaluate their stay. The tutor carried out the evaluation of the participant once a week and he was



responsible of the follow-up of the participants after the end of mobility. The tutor helped with bureaucratic procedures upon arrival and departure in collaboration with the intermediary organizations. The tutor contacted the participant in the suitable manner at least once a week.

The beneficiary had the support of a **tutor in the hosting country**, in one of the partner organization, as well, which helped the integration in the host organization, in the project's activities and in the local community. The tutor also provided guidance outside the work environment and assisted the participants, indicating places and occasions for leisure, organizing visits, cultural events and meeting opportunities among participants, voluntary workers and the host community in general. This person held weekly meetings with the participant to define a work schedule and verify the adaptation level in the host organization. The tutor was responsible to fill and sign the training tasks once a week. According to this, a document was provide to be filled by participants in collaboration with the tutor of the hosting organizations, in order to write down the tasks carried out by the trainees and competences acquired by them.

Regarding **staff mobility** a tutor was provided for all the period, a staff member of the partner organization, to support staff during mobility, he/she translated during the visits and managed eventual logistic problems that could occur.

- **Online Evaluation Questionnaires**

At mid-term and at the end of the mobility, learners and staff evaluated the experience abroad thanks to a questionnaire in google form, made starting from the EU Mobility tool Survey.

Intermediate evaluation: Intermediate questionnaire: after the first half of the mobility, participants were invited to submit an intermediate questionnaire on google form to evaluate their satisfaction rate and send comments on project execution.

Student:

https://docs.google.com/forms/d/e/1FAIpQLSc3gpNlItD4zB93h971nrwSFn7UFqeSrQrivrP-uDR2TH_Zzg/viewform?usp=sf_link

Staff:

https://docs.google.com/forms/d/e/1FAIpQLSfc_gDLc0avSwRoyjbKNHtEV4Vxi98JH-vCNuOBEWGD0wSs1w/viewform?usp=sf_link

Final Evaluation: by the end of mobility participants were required to submit:

- A free-text final report on their mobility;
- Evaluation questionnaire, self-evaluation of the goals achieved, on google form.

Student:



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https://docs.google.com/forms/d/e/1FAIpQLSfe92qju5p0MQM6FeFcjxagXIWiHQwVJW61S_GlY4ZQrXWm_Q/viewform?usp=sf_link

Staff:

https://docs.google.com/forms/d/e/1FAIpQLSf2BbeNnDUhvb2lwg0qnlWrQ6v7FAJagGtwFS9s8PddOu43gw/viewform?usp=sf_link

- **Europass Mobility**

At the end of the mobility abroad, the Europass Mobility certificate was given to the participants. This document, managed both by sending and hosting organization to certify mobility, records the knowledge and skills acquired in another European country during an education period.

<http://europass.cedefop.europa.eu/documents/european-skills-passport/europass-mobility>



CONCLUSIONS

Mobility is a very powerful tool that can be used to acquire, improve and develop skills, knowledge and competences.

The consortium strongly believes that mobility, considered as above, can be very useful to guarantee fast track integration into labour market, to have a first contact with labour market for learners, and to create a suitable environment for best practices' exchange for staff. The consortium partners aimed to increase the practical dimension of the training courses through the setting-up of programs that had the purpose to get professional growth and give concrete experience about the topics that students had learned attending the training course.

The results, obtained by the questionnaires administered both to learners and staff participants at mid-term of their mobility experience, showed that the main motivations that drove people to participate into mobility are:

- I. Learn or improve a foreign language;
- II. Personal and professional development;
- III. Increase the possibilities to find a (better) job in the future
- IV. Learn or deepen my knowledge about a subject;
- V. Living in a different country;
- VI. Discover new cultures and lifestyles;
- VII. Discover new cultures and lifestyles;
- VIII. Feeling more European;
- IX. Meet new friends;

During mobility, learners asserted that they mainly improved competences in these specific fields: mathematics, science and technology, digital, social and civic, sense of initiative and entrepreneurship, Cultural awareness and expression. Regarding the results of the skills developed with mobility, emerged that most of the learners noticed an improvement in their analytical, practical, emotional skills as well as their teamwork abilities.

During the mobility all the staff participants noticed some improvement of technical skills related to their professional profile. At the end of it, the majority of them believed that mobility will have an impact on their sending institution in terms of creating opportunities for them to share the knowledge acquired through their mobility activity with colleagues; creating opportunities for the launch or development of new educational activities such as curriculum development, development of joint courses or modules, academic networks; reinforcing a positive attitude of their sending institution towards sending more staff on teaching assignments, job shadowing or training abroad; strengthening their sending institution's efforts to internationalize its activities; starting or joining new European/international projects.

In conclusion, all the participants remarked that mobility corresponded to their expectations.