

# **WBL 2.0 Third Project Partners Meeting**

Kilkis (Greece)

8 - 9 March 2018





# THIRD PARTNERS MEETING Kilkis (Greece), 8 – 9 March 2018

#### **Project Information**

- 1. Agenda of meeting
- 2. Project Presentation
- 3. Calendar of Deadlines

#### Templates and tools for carrying out the project activities

#### IO1 - Repository of E-learning Video Lessons and Interviews

Videos' List

#### SR 1 – Platform for Virtual Internship

- SR1.B Company Profile
- SR1.C Student Profile
- SR3.D Review of Assessment Tool

#### SR 2 – Guidelines for the Organisation of International Internships

• SR2.A – Guidelines to create the chapter contents



## FINAL PROJECT PARTNERS MEETING

Valencia (ES), 4 – 5 October 2018

## **AGENDA OF THE MEETING**

## **Timetable of Thursday 4 October 2018**

### 9:30 Start of the Meeting

1		Welcome of Participants	Esmovia Sistema Practices
2		Adoption of the agenda	Pixel
3		Presentation of the Intellectual Output of the WBL 2.0 Project	
	3.1	Intellectual output 1: Repository of E-learning Video Lessons and Interviews	All partners
		<ul> <li>Current situation</li> </ul>	
		<ul> <li>Finalisation of the Output contents</li> </ul>	

#### 11:00 - 11:15 Coffee Break

4		Presentation of project results	
	4.	Project Portal  • Presentation of WBL 2.0 Portal and collection of improvement proposals	Pixel
	4.2	Platform for organizing transnational internship  o Discussion on the Platform and of its finalisation	Sistema Practices and Pixel

#### 13:00 - 14:00 Lunch Break

4		Presentation of project results	
	4.3	Guidelines for the organisation of International internships  o Presentation of the Portal Section and finalization of the result	Sistema Practices and Pixel

#### 15:45 - 16:00 Coffee Break

5		Presentation of the project's events	
	5.1	Multiplayer events (ME)	Pixel
		<ul> <li>Focus group at national level</li> </ul>	

# 16:45 End of 1st Meeting Day



## **Timetable of Friday 5 October 2018**

## 9:30 - Start of the Meeting

6		Presentation of the Project Management Activities	
	6.1	Presentation and analysis of PM1: Coordination of Activities  o Finalisation and reporting issues	Pixel
	6.2	Presentation the financial reporting of the project  o Presentation of the financial rules and administrative management  o Final report preparation	Pixel

#### 11:00 - 11:15 Coffee Break

6		Presentation of the Project Management Activities	
	6.3	Dissemination  o Finalisation and reporting issues	All partners
	6.4	Presentation and analysis of: Exploitation  o Presentation of exploitation links and associated partners	All partners
8		Any Other Business	All partners
9		Meeting and project Evaluation	All partners

## 12:30 - 13:30 Lunch Break and end of the meeting



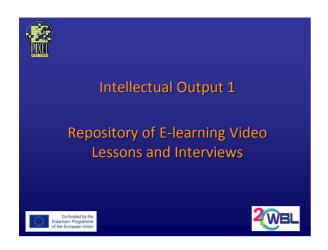








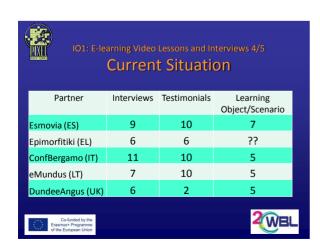


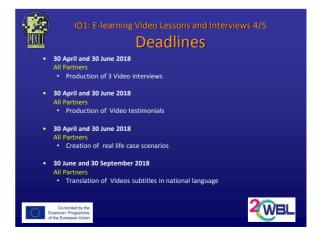












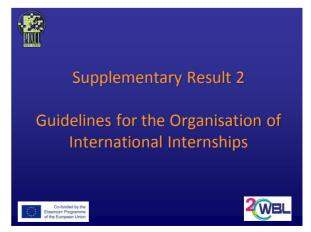




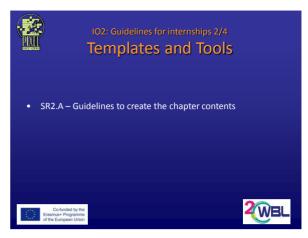








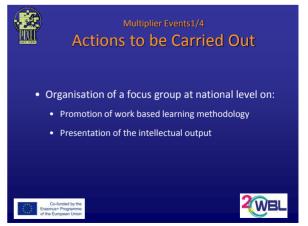




































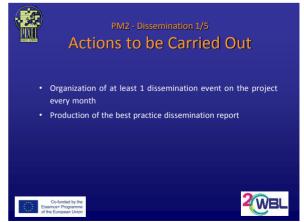




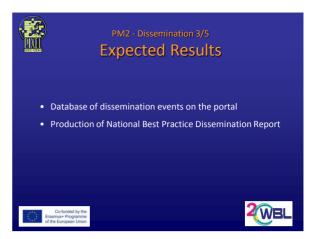








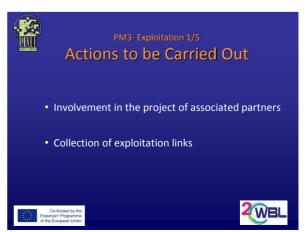






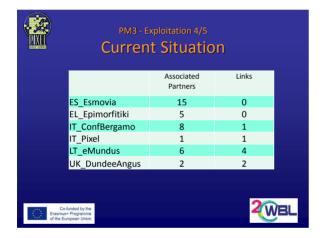


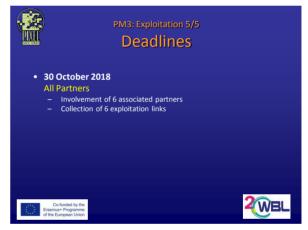


















# **NEXT PROJECT DEADLINES IO1** – Repository of E-learning Video Lessons and Interviews

Deadline	Results	Partner	Quantity
	Production of Video interviews	ESMOVIA – System Practice (ES)	2 Interviews + 1 Testimonials + 3 Case scenarios
		Epimorfotiki Kilkis (EL)	3 Interviews + 3 Testimonials + 3 Case scenarios
30 April 2018	Production of Testimonials     Production of real life case separate learning chiest	Conf. Bergamo (IT)	1 Testimonial
	<ul> <li>Production of real life case scenario learning object</li> <li>Subtitles' Translation in National Language</li> </ul>	eMundus (LT)	3 Interviews + 1 Testimonials + 3 Case scenarios
		D&A (UK)	3 Interviews + 5 Testimonials + 3 Case scenarios
	<ul> <li>Production of Video interviews</li> <li>Production of Testimonials</li> <li>Production of real life case scenario learning object</li> <li>Subtitles' Translation in National Language</li> </ul>	ESMOVIA – System Practice (ES)	2 Interviews + 1 Testimonials + 2 Case scenarios
		Epimorfotiki Kilkis (EL)	3 Interviews + 3 Testimonials + 3 Case scenarios
30 June 2018		Conf. Bergamo (IT)	1 Interview + 1 Testimonial
		eMundus (LT)	2 Interviews + 1 Testimonials + 4 Case scenarios
		D&A (UK)	3 Interviews + 5 Testimonials + 4 Case scenarios
			30 June (English version of own Videos)
30 September 2018	Subtitles' Translation in National Language	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	30 September 2018 (National version of all videos' subtitles)
			See Grid enclosed





# **SR 1 – Platform for Virtual Internship**

Deadline	Results	Partner	Template and Tools
31 May 2018	Identification and review, by each partner, of at least 2 assessment tool (validate the skills acquired by the students involved in the internship) and 2 monitoring tool (monitor the internship).		
31 July 2018	Involvement of 20 Companies interested in hosting the internship Involvement of 20 students interested in carrying out the internship	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	KRI R = LOMNANV PROTILE

# **SR 2 – Guidelines for the Organisation of International Internships**

Deadline	Results	Partners Involved	Template and Tools
31 March 2018	Proposal of the syllabus of the 5 guidelines.	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	SR2.A – Guidelines to create the chapter contents
30 June 2018	Development of the final version of the guideline for students	eMundus (LT)	SR2.A – Guidelines to create the chapter contents
30 June 2018	Development of the final version of the guideline for trainers	D&A (UK)	SR2.A – Guidelines to create the chapter contents
30 June 2018	Development of the final version of the guideline for companies	Conf. Bergamo (IT)	SR2.A – Guidelines to create the chapter contents
30 June 2018	Development of the final version of the guideline for policy makers	Epimorfotiki Kilkis (EL)	SR2.A – Guidelines to create the chapter contents
30 June 2018	Development of the final version of the guideline for VET directors and administrative staff	ESMOVIA – System Practice (ES)	SR2.A – Guidelines to create the chapter contents





# **Multiplier Events**

Deadline	Results	Partner	Template and Tools
	Organisation of a focus group with 20 VET trainers and company managers: - Promotion of work based learning methodology - Presentation of the intellectual outputs	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Pixel (IT), eMundus (LT), D&A (UK)	ME.1 - Multiplier Event Form ME.2 - Programme Template ME.3 - List of Participants Template ME.4 - Minutes form

# **Project Management**

PM1 - Coordination of Activities				
Deadline	Results	Partner	Template and Tools	
30 September 2018	Involvement, by each partner, of 20 companies and upload on the project portal of the Companies Presentation Templates	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.A - Company Information	
30 September 2018	Selection and involvement, by each partner, of 10 VET Trainers Upload on the project portal of the VET Trainers information	ESMOVIA – System Practice (ES), Epimorfotiki Kilkis (EL), Conf. Bergamo (IT), eMundus (LT), D&A (UK)	PM1.D – VET Trainers information	
July and October 2018	Production and Uploading of Project Activities Report	All partners	PM1.E – In progress activities reports	
15 November 2018	Production of Financial Reports	All partners	PM1.F - Financial Manual	





PM2 - Dissemination				
Deadline	Results	Partner	Template and Tools	
April, July, October 2018	Organization of 1 dissemination event on the project every month and uploading the dissemination events description on the project web site (every three months)		Template: PM2.A – In progress dissemination reports	
30 October 2018	Production of the progress Best Practice Dissemination Report	All partners	Template: PM2.B – How to write the Best Practice Dissemination Report	

	PM3 - Exploitation						
Deadline	Deadline Results		Template and Tools				
30 October 2018	Involvement in the project of at least 6 organizations operating in the field of education, who will join the project as associated partner filling in the Associate partner Template. They will be also inserted as Associate Partners on the project portal.	All partners	PM3.A - Associated Partner Letter PM3.B - Associated Partner Information				
30 October 2018	Publication of announcements on 6 portals (3 per year) or websites addressed to teachers						

	Title
1	WBL 2 0 Interview MOLILAB Spain
-	WBL 2 0 Testimonial MOLILAB Spain
-	WBL 2.0 Testimonial ACICOM - Spain
	WBL 2.0 Interview ACICOM - Spain
-	
-	WBL 2.0 Interview SOCIAL NEST - Spain
	WBL 2.0 Testimonial SOCIAL NEST - Spain
	WBL 2.0 Testimonial RURALDEV - Spain
	WBL 2.0 Interview RURALDEV - Spain
9	WBL 2.0. Testimonial - Success Story -
10	Vileišiai School of Kaunas, Lithuania
10	WBL 2.0. Interview - task for students -
11	Room of Arts (Menu kambarys), Lithuania
11	WBL 2.0. Testimonial - Success Story - Room
4.2	of Arts (Menu kambarys), Lithuania
12	WBL 2.0. Interview - task for students -
	Kaunas Credit Union (Kauno kredito unija),
	Lithuania
13	WBL 2.0. Testimonial - Success Story -
	Kaunas Credit Union (Kauno kredito unija),
	Lithuania
14	WBL 2.0 Testimonial - Rizzini Marina - Italia
15	WBL 2.0 Interview - Rizzini Marina - Italia
16	WBL 2.0 Testimonial ASEPRI - Spain
17	WBL 2.0 Interview VLC - Spain
18	WBL 2 0 Interview ASEPRI Spain
19	WBL 2.0 Testimonial VLC - Spain
	WBL 2 0 Testimonial FyG - Spain
	WBL 2 0 Interview FyG - Spain
L	WBL 2 0 Interview PIXELARTE - Spain
23	WBL 2 0 Testimonial PIXELARTE - Spain
24	WBL 2.0 Interview - Soluzione Informatica -
	Italia
25	WBL 2.0 Testimonial - Soluzione Informatica -
	Italia
26	WBL 2.0 Testimonial - Marketing Km Zero -
	Italia
27	
	Italia
28	WBL 2.0 Interview - Datamove - Italia
	WBL 2.0 Testimonial - Pronto e Sano - Italia
-	WBL 2.0 Interview - Pronto e Sano - Italia
	WBL 2.0 Testimonial - Christopher
	WBL 2.0 Interview - Christopher
	WBL 2.0 - Caltech Lifts - Testimonial
34	WBL 2.0 Testimonial - Dark Dundee

-	WBL 2.0 Interview - Dark Dundee
	WBL 2.0 Testimonial - Myrepsos IKE
37	WBL 2.0 Interview - Myrepsos IKE
38	WBL 2.0 Testimonial - Koronidis Store
39	WBL 2.0 Interview - Koronidis Store
40	WBL 2.0 Interview - Caltech
41	WBL 2.0 Testimonial - Rancho Kilkis 1
42	WBL 2.0 Testimonial - Rancho Kilkis 2
43	WBL 2.0 Interview - Rancho Kilkis 2
44	WBL 2.0 Interview - Rancho Kilkis 1
45	WBL 2.0 Testimonial - Indie Studio - Italia
46	WBL 2.0 Interview - Knoweb - Italia
47	WBL 2.0 Testimonial - Multiconsult - Italia
48	WBL 2.0 Testimonial - Knoweb - Italia
49	WBL 2.0 Interview - Deliciously Dates
50	WBL 2.0 Interview - TidyGreenClean
51	WBL 2.0 Interview - Ninja Kiwi, UK
52	WBL 2.0 Interview - Indie Studio - Italia
53	WBL 2.0 Interview - Multiconsult - Italia
54	WBL 2.0 Interview - Tag Games, UK
55	WBL 2.0 Testimonial - WeelGo - Italia
56	WBL 2.0 Interview - WeelGo - Italia
57	WBL 2.0 Testimonial - SIT Srl - Italia
58	WBL 2.0 Testimonial - Sostanza srl - Italia
59	WBL 2.0 Interview - Sostanza srl - Italia
60	WBL 2.0 Interview - SIT Srl - Italia
61	WBL 2.0. Interview - task for students - JSC
	Tomegris, Lithuania
62	WBL 2.0. Testimonial - company success
	story - JSC Tomegris, Lithuania
63	WBL 2.0. Testimonial - company success
	story - JSC Web Partners, Lithuania
64	WBL 2.0. Interview - task for students - JSC
	Web Partners, Lithuania
65	WBL 2.0. Interview - task for students - cafe
	Kregždute, Lithuania
66	WBL 2.0. Testimonial - company success
	story - cafe Kregždute, Lithuania

67 WBL 2.0. Testimonial - company success	
story - NFQ Technologies, Lithuania	
68 WBL 2.0. Testimonial - company success	
story - studio kARTu, Lithuania	
69 WBL 2.0. Interview - task for students -	
kARTu studio, Lithuania	
70 WBL 2.0. Interview - task for students - J	SC
Rubbee, Lithuania	
71 WBL 2.0. Testimonial - company success	
story - JSC Rubbee, Lithuania	
72 WBL 2.0 Testimonial - Evridiki Hotel	
73 WBL 2.0 Interview - Evridiki Hotel	
74 WBL 2.0. Testimonial - company success	
story - JSC Elinta, Lithuania	
75 Testimonial José Algarra Spain	
76 Testimonial Carlos Albo Spain	
77 Interview Exponent - Spain	

Link	Туре	Country	Portal	EN
https://www.youtube.com/watch?v=cdaUfmGFXQg	Interview	Spain	NO	NO
https://www.youtube.com/watch?v=VWudt-yF37Y	Testimonial	Spain	NO	NO
https://www.youtube.com/watch?v=OKPKcTVuO9k	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=wJkzWmdz16Y	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=XB8DlhjbJ_8&t=1s	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=HfZ9BONrpNs	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=XTmgaZS02d4	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=IVZ1mIqpc	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=50Ph0r64M	Testimonial	Lithuania	NO	NO
https://www.youtube.com/watch?v=SZwNXMY2XPM	Interview	Lithuania	NO	NO
https://www.youtube.com/watch?v=wgWMjdQwPDI	Testimonial	Lithuania	NO	NO
https://www.youtube.com/watch?v=yA-Z64OdrG4	Interview	Lithuania	NO	NO
https://www.youtube.com/watch?v=a-7DtTvdKYw&t=40s	Testimonial	Lithuania	NO	NO
https://www.youtube.com/watch?v=sXvIfoJ8Q5E	Testimonial	Italy	NO	NO
https://www.youtube.com/watch?v=oNiRuKF2hNY	Interview	Italy	NO	NO
https://www.youtube.com/watch?v=OdD2BqG1gDg	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=filtmBSutoo	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=VXcdw9CqSq4	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=UCuT9-IG6sE	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=O3K1YHouS1A	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=xmQWzFX4Tfs	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=C_R3ry4y0Ww	Interview	Spain	NO	YES
https://www.youtube.com/watch?v=bcl7HFemVbk&t=71s	Testimonial	Spain	NO	YES
https://www.youtube.com/watch?v=1XAOh8xU-b0	Interview	Italy	NO	NO
https://www.youtube.com/watch?v=IJGK60d_9xM	Testimonial	Italy	NO	NO
https://www.youtube.com/watch?v=IJGK60d_9xM	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=1gcDuRPw4Tw	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=Gt6Tfd69gCg	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=PxGQRsd3kog	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=ChmAeC5jYu8	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=V8bs_yk89bc	Testimonial	UK	NO	NO
https://www.youtube.com/watch?v=kgCtYC5rS-o	Interview	Greece	NO	NO
https://www.youtube.com/watch?v=mz6lh8YlVtw&t=3s	Testimonial	Greece	NO	YES
https://www.youtube.com/watch?v=fBwJYTtuGf8	Testimonial	UK	NO	NO

https://www.youtube.com/watch?v=5o0tzP4RY7o	Interview	UK	NO	YES
https://www.youtube.com/watch?v=nK2xVU0-mFQ	Testimonial	Greece	NO	NO
https://www.youtube.com/watch?v=ZWlaq7REkUI	Interview	Greece	NO	NO
https://www.youtube.com/watch?v=c-lFtxanlxw	Testimonial	Greece	NO	NO
https://www.youtube.com/watch?v=wYcIH0I4FW4	Interview	Greece	NO	NO
https://www.youtube.com/watch?v=2njiJZ7uhbk	Interview	UK	NO	YES
https://www.youtube.com/watch?v=uTvd7HkaaqU	Testimonial	Greece	NO	NO
https://www.youtube.com/watch?v=tyzZnhHuBWE	Testimonial	Greece	NO	NO
https://www.youtube.com/watch?v=5K-8SsODv-M	Interview	Greece	NO	NO
https://www.youtube.com/watch?v=XenqNSBCIKk	Interview	Greece	NO	NO
https://www.youtube.com/watch?v=nD7hUZe_tI4	Testimonial	Italy	NO	YES
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https://www.youtube.com/watch?v=dG5mGUjDVyE	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=1 8zmfgc7L8	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=VwYnVRao6Rg	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=BuGAmemXQgk	Interview	UK	NO	YES
https://www.youtube.com/watch?v=cJyB818DnbA	Interview	UK	NO	YES
https://www.youtube.com/watch?v=AXICDdg7TSY	Interview	UK	NO	YES
https://www.youtube.com/watch?v=XgLd_Wfaoxs	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=-SWiIQPbiU4	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=66OsxzhgZGg	Interview	ик	NO	YES
https://www.youtube.com/watch?v=yce9ejJdpjQ&t=101s		Italy	NO	YES
		,		
https://www.youtube.com/watch?v=3r3sEzLbuRQ	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=TCU-GmE2LWY	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=-qqsyWFmAog	Testimonial	Italy	NO	YES
https://www.youtube.com/watch?v=gvZYxAIs7a0	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=JLYGYXZKLDw	Interview	Italy	NO	YES
https://www.youtube.com/watch?v=bL0LooX2SnM	Interview	Lithuania	NO	YES
https://www.youtube.com/watch?v=bZ00y91l_20	Testimonial	Lithuania	NO	YES
https://www.youtube.com/watch?v=54tv4f4d2aw	Testimonial	Lithuania	NO	NO
https://www.youtube.com/watch?v=XrKWPY1yZzQ	Interview	Lithuania	NO	NO
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https://www.youtube.com/watch?v=6ZjP-Q8OaTM	Interview	Lithuania	NO	NO

https://www.youtube.com/watch?v=KaES29W588E	Testimonial	Lithuania	NO	YES
https://www.youtube.com/watch?v=eRGLz6INGtU	Testimonial	Lithuania	NO	YES
https://www.youtube.com/watch?v=6tSBDhSz1SI&t=60s	Interview	Lithuania	NO	YES
https://www.youtube.com/watch?v=Ya8DEyd3YDc	Interview	Lithuania	NO	NO
https://www.youtube.com/watch?v=LIEcX2dKQeg	Testimonial	Lithuania	NO	NO
https://www.youtube.com/watch?v=do52WTeR4ow	Testimonial	Greece	NO	YES
https://www.youtube.com/watch?v=Pyrf90s-fuQ&t=51s	Interview	Greece	NO	YES
https://www.youtube.com/watch?v=OshYmzV-DsU	Testimonial	Lithuania	NO	YES
https://www.youtube.com/watch?v=VX4v8deLHDo	Testimonial	Spain	ОК	YES
https://www.youtube.com/watch?v=KopFTra-7To	Testimonial	Spain	ОК	YES
https://www.youtube.com/watch?v=wGFglG20RDs	Interview	Spain	OK	YES

ES	LT	EL	IT
NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	NO	NO
YES	NO	NO	NO
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NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	NO	YES
NO	NO	NO	NO
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YES	NO	NO	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	YES	NO
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NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	163	NO
NO	NO	NO	NO
NO	NO	YES	NO
NO	NO	NO	NO
NO	NO	NO	YES
NO	NO	YES	YES
NO	NO	YES	YES
NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	YES	YES
NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	YES	NO
NO	NO	NO	NO
NO	NO	NO	NO
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NO	NO	YES	NO
NO	NO	NO	NO
NO	NO	NO	NO
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NO	NO	YES	YES
NO	NO	YES	YES
NO	NO	YES	YES
NO	NO	NO	NO
NO	NO	NO	NO
NO	NO	YES	YES
NO	NO	YES	YES
NO	NO	NO	YES
NO	NO	NO	YES
NO	NO	NO	NO
NO	NO	NO	YES

#### ESMOVIA Sistema Practices - SPAIN

	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2 0 Interview MOLILAB Spain	https://www.youtube.com/watch?v=cdaUfmGFXQg	Interview	Spain	NO	NO	NO	NO	NO	NO
2	WBL 2.0 Interview ACICOM - Spain	https://www.youtube.com/watch?v=wJkzWmdz16Y	Interview	Spain	NO	YES	NO	NO	NO	NO
3	WBL 2.0 Interview SOCIAL NEST - Spain	https://www.youtube.com/watch?v=XB8DlhjbJ 8&t=1s	Interview	Spain	NO	YES	YES	NO	NO	NO
4	WBL 2.0 Interview RURALDEV - Spain	https://www.youtube.com/watch?v=IVZ1mlqp c	Interview	Spain	NO	YES	NO	NO	NO	NO
5	WBL 2.0 Interview VLC - Spain	https://www.youtube.com/watch?v=filtmBSutoo	Interview	Spain	NO	YES	NO	NO	NO	NO
6	WBL 2 0 Interview ASEPRI Spain	https://www.youtube.com/watch?v=VXcdw9CqSq4	Interview	Spain	NO	YES	NO	NO	NO	NO
7	WBL 2 0 Interview FyG - Spain	https://www.youtube.com/watch?v=xmQWzFX4Tfs	Interview	Spain	NO	YES	NO	NO	NO	NO
8	WBL 2 0 Interview PIXELARTE - Spain	https://www.youtube.com/watch?v=C R3ry4y0Ww	Interview	Spain	NO	YES	NO	NO	NO	NO
10	Interview Exponent - Spain	https://www.youtube.com/watch?v=wGFglG20RDs	Interview	Spain	ОК	YES	NO	NO	NO	YES
	Interview José Algarra Rodriguez, from									
	Cyber Computer									
	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2 0 Testimonial MOLILAB Spain	https://www.youtube.com/watch?v=VWudt-yF37Y	Testimonial	Spain	NO	NO	NO	NO	NO	NO
2	WBL 2.0 Testimonial ACICOM - Spain	https://www.youtube.com/watch?v=OKPKcTVuO9k	Testimonial	Spain	NO	YES	NO	NO	NO	NO
3	WBL 2.0 Testimonial SOCIAL NEST - Spain	https://www.youtube.com/watch?v=HfZ9BONrpNs	Testimonial	Spain	NO	YES	NO	NO	NO	NO
4	WBL 2.0 Testimonial RURALDEV - Spain	https://www.youtube.com/watch?v=XTmgaZS02d4	Testimonial	Spain	NO	YES	NO	NO	NO	NO
5	WBL 2.0 Testimonial ASEPRI - Spain	https://www.youtube.com/watch?v=OdD2BqG1gDg	Testimonial	Spain	NO	YES	NO	NO	NO	NO
6	WBL 2.0 Testimonial VLC - Spain	https://www.youtube.com/watch?v=UCuT9-IG6sE	Testimonial	Spain	NO	YES	NO	NO	NO	NO
7	WBL 2 0 Testimonial FyG - Spain	https://www.youtube.com/watch?v=O3K1YHouS1A	Testimonial	Spain	NO	YES	NO	NO	NO	NO
	WBL 2 0 Testimonial PIXELARTE - Spain	https://www.youtube.com/watch?v=bcl7HFemVbk&t=71s	Testimonial	Spain	NO	YES	NO			NO
9	Testimonial José Algarra Spain	https://www.youtube.com/watch?v=VX4v8deLHDo	Testimonial	Spain	OK	YES	NO			YES
10	Testimonial Carlos Albo Spain	https://www.youtube.com/watch?v=KopFTra-7To	Testimonial	Spain	OK	YES	NO	NO	NO	NO

# Confartigianato Bergamo - Italy

	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2.0 Interview - Rizzini Marina - Italia	https://www.youtube.com/watch?v=oNiRuKF2hNY	Interview	Italy	NO	NO	NO	NO	NO	NO
2	WBL 2.0 Interview - Soluzione Informatica - Italia	https://www.youtube.com/watch?v=1XAOh8xU-b0	Interview	Italy	NO	NO	NO	NO	NO	NO
3	WBL 2.0 Interview - Marketing Km Zero - Italia	https://www.youtube.com/watch?v=1gcDuRPw4Tw	Interview	Italy	YES	YES	YES	NO	NO	NO
4	WBL 2.0 Interview - Datamove - Italia	https://www.youtube.com/watch?v=Gt6Tfd69gCg	Interview	Italy	NO	YES	YES	NO	NO	NO
5	WBL 2.0 Interview - Pronto e Sano - Italia	https://www.youtube.com/watch?v=ChmAeC5jYu8	Interview	Italy	NO	YES	NO	NO	NO	NO
6	WBL 2.0 Interview - Knoweb - Italia	https://www.youtube.com/watch?v=dG5mGUjDVyE	Interview	Italy	YES	YES	NO	NO	NO	NO
7	WBL 2.0 Interview - Indie Studio - Italia	https://www.youtube.com/watch?v=XgLd_Wfaoxs	Interview	Italy	YES	YES	NO	NO	NO	NO
8	WBL 2.0 Interview - Multiconsult - Italia	https://www.youtube.com/watch?v=-SWiIQPbiU4	Interview	Italy	YES	YES	NO	NO	NO	NO
9	WBL 2.0 Interview - WeelGo - Italia	https://www.youtube.com/watch?v=3r3sEzLbuRQ	Interview	Italy	YES	YES	NO	NO	NO	NO
10	WBL 2.0 Interview - Sostanza srl - Italia	https://www.youtube.com/watch?v=gvZYxAIs7a0	Interview	Italy	YES	YES	NO	NO	YES	NO
11	WBL 2.0 Interview - SIT Srl - Italia	https://www.youtube.com/watch?v=JLYGYXZKLDw	Interview	Italy	YES	YES	NO	NO	NO	NO
	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2.0 Testimonial - Rizzini Marina - Italia	https://www.youtube.com/watch?v=sXvIfoJ8Q5E	Testimonial	Italy	NO	NO	NO	NO	NO	NO
2	WBL 2.0 Testimonial - Soluzione Informatica - Italia	https://www.youtube.com/watch?v=IJGK60d_9xM	Testimonial	Italy	NO	NO	NO	NO	NO	NO
3	WBL 2.0 Testimonial - Marketing Km Zero - Italia	https://www.youtube.com/watch?v=IJGK60d_9xM	Testimonial	Italy	YES	YES	YES	NO	NO	NO
4	WBL 2.0 Testimonial - Pronto e Sano - Italia	https://www.youtube.com/watch?v=PxGQRsd3kog	Testimonial	Italy	NO	YES	NO	NO	NO	NO
5	WBL 2.0 Testimonial - Indie Studio - Italia	https://www.youtube.com/watch?v=nD7hUZe_tI4	Testimonial	Italy	YES	YES	NO	NO	YES	NO
6	WBL 2.0 Testimonial - Multiconsult - Italia	https://www.youtube.com/watch?v=1_8zmfgc7L8	Testimonial	Italy	YES	YES	NO	NO	YES	NO
7	WBL 2.0 Testimonial - Knoweb - Italia	https://www.youtube.com/watch?v=VwYnVRao6Rg	Testimonial	Italy	YES	YES	NO	NO	NO	NO
8	WBL 2.0 Testimonial - WeelGo - Italia	https://www.youtube.com/watch?v=yce9ejJdpjQ&t=101s	Testimonial	Italy	YES	YES	NO	NO	NO	NO
9	WBL 2.0 Testimonial - SIT Srl - Italia	https://www.youtube.com/watch?v=TCU-GmE2LWY	Testimonial	Italy	NO	YES	NO	NO	YES	NO
10	WBL 2.0 Testimonial - Sostanza srl - Italia	https://www.youtube.com/watch?v=-qqsyWFmAog	Testimonial	Italy	YES	YES	NO	NO	YES	NO

## eMundus - Lithuania

	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
	WBL 2.0. Interview - task for students - Room of Arts (Menu kambarys),	https://www.youtube.com/watch?v=SZwNXMY2XPM	Interview	Lithuania	NO	ОИ	NO	NO	NO	NO
1	Lithuania									
	WBL 2.0. Interview - task for students - Kaunas Credit Union (Kauno	https://www.youtube.com/watch?v=yA-Z64OdrG4	Interview	Lithuania	NO	ОИ	NO	NO	NO	NO
2	kredito unija), Lithuania									
3	WBL 2.0. Interview - task for students - JSC Tomegris, Lithuania	https://www.youtube.com/watch?v=bL0LooX2SnM	Interview	Lithuania	YES	YES	NO	NO	NO	NO
4	WBL 2.0. Interview - task for students - JSC Web Partners, Lithuania	https://www.youtube.com/watch?v=XrKWPY1yZzQ	Interview	Lithuania	YES				YES	
	WBL 2.0. Interview - task for students - cafe Kregždute, Lithuania	https://www.youtube.com/watch?v=6ZjP-Q8OaTM	Interview	Lithuania	YES	NO	NO	NO	NO	NO
5									<u> </u>	
	WBL 2.0. Interview - task for students - kARTu studio, Lithuania	https://www.youtube.com/watch?v=6tSBDhSz1SI&t=60s	Interview	Lithuania	YES				_	YES
7	WBL 2.0. Interview - task for students - JSC Rubbee, Lithuania	https://www.youtube.com/watch?v=Ya8DEyd3YDc	Interview	Lithuania	YES	NO	NO	NO	NO	NO
		,								
	Title	Link	Туре	Country	Portal			LT		IT
	WBL 2.0. Testimonial - Success Story - Vileišiai School of Kaunas,	https://www.youtube.com/watch?v=50Ph0r64M	Testimonial	Lithuania	NO	ОИ	NO	NO	NO	NO
1	Lithuania								<u> </u>	
	WBL 2.0. Testimonial - Success Story - Room of Arts (Menu kambarys),	https://www.youtube.com/watch?v=wgWMjdQwPDI	Testimonial	Lithuania	NO	NO	NO	NO	NO	NO
2	Lithuania								<u> </u>	
	WBL 2.0. Testimonial - Success Story - Kaunas Credit Union (Kauno	https://www.youtube.com/watch?v=a-7DtTvdKYw&t=40s	Testimonial	Lithuania	NO	NO	NO	NO	NO	NO
	kredito unija), Lithuania								<u> </u>	
4	WBL 2.0. Testimonial - company success story - JSC Tomegris, Lithuania	https://www.youtube.com/watch?v=bZ00y91I_20	Testimonial	Lithuania	YES				NO	
	WBL 2.0. Testimonial - company success story - JSC Web Partners,	https://www.youtube.com/watch?v=54tv4f4d2aw	Testimonial	Lithuania	YES	NO	NO	NO	NO	NO
5	Lithuania									
	WBL 2.0. Testimonial - company success story - cafe Kregždute,	https://www.youtube.com/watch?v=5IVjfDFBIm8	Testimonial	Lithuania	YES	NO	NO	NO	NO	NO
6	Lithuania									
	WBL 2.0. Testimonial - company success story - NFQ Technologies,	https://www.youtube.com/watch?v=KaES29W588E	Testimonial	Lithuania	YES	YES	NO	NO	YES	YES
7	Lithuania									
	WBL 2.0. Testimonial - company success story - studio kARTu, Lithuania	https://www.youtube.com/watch?v=eRGLz6INGtU	Testimonial	Lithuania	YES	YES	NO	NO	YES	YES
8										
	WBL 2.0. Testimonial - company success story - JSC Rubbee, Lithuania	https://www.youtube.com/watch?v=LIEcX2dKQeg	Testimonial	Lithuania	YES				NO	
10	WBL 2.0. Testimonial - company success story - JSC Elinta, Lithuania	https://www.youtube.com/watch?v=OshYmzV-DsU	Testimonial	Lithuania	YES	YES	NO	NO	NO	YES

# Epimorfitiki - Greece

	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2.0 Interview - Christopher	https://www.youtube.com/watch?v=kgCtYC5rS-o	Interview	Greece	NO	NO	NO	NO	YES	NO
2	WBL 2.0 Interview - Myrepsos IKE	https://www.youtube.com/watch?v=ZWlaq7REkUI	Interview	Greece	NO	NO	NO	NO	YES	NO
3	WBL 2.0 Interview - Koronidis Store	https://www.youtube.com/watch?v=wYcIH0l4FW4	Interview	Greece	NO	NO	ОИ	NO	YES	NO
4	WBL 2.0 Interview - Rancho Kilkis 2	https://www.youtube.com/watch?v=5K-8SsODv-M	Interview	Greece	NO	NO	NO	NO	YES	NO
5	WBL 2.0 Interview - Rancho Kilkis 1	https://www.youtube.com/watch?v=XenqNSBCIKk	Interview	Greece	NO	NO	NO	NO	YES	NO
6	WBL 2.0 Interview - Evridiki Hotel	https://www.youtube.com/watch?v=Pyrf90s-fuQ&t=51s	Interview	Greece	YES	YES	NO	NO	YES	YES

	Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
1	WBL 2.0 - Caltech Lifts - Testimonial	https://www.youtube.com/watch?v=mz6Ih8YIVtw&t=3s	Testimonial	Greece	NO	YES	ОИ	NO	NO	YES
2	WBL 2.0 Testimonial - Myrepsos IKE	https://www.youtube.com/watch?v=nK2xVU0-mFQ	Testimonial	Greece	NO	NO	NO	NO	YES	NO
3	WBL 2.0 Testimonial - Koronidis Store	https://www.youtube.com/watch?v=c-lFtxanlxw	Testimonial	Greece	NO	NO	NO	NO	YES	NO
4	WBL 2.0 Testimonial - Rancho Kilkis 1	https://www.youtube.com/watch?v=uTvd7HkaaqU	Testimonial	Greece	NO	NO	NO	NO	YES	NO
5	WBL 2.0 Testimonial - Rancho Kilkis 2	https://www.youtube.com/watch?v=tyzZnhHuBWE	Testimonial	Greece	NO	NO	NO	NO	YES	NO
6	WBL 2.0 Testimonial - Evridiki Hotel	https://www.youtube.com/watch?v=do52WTeR4ow	Testimonial	Greece	YES	YES	NO	NO	YES	YES

# Dundee & Angus College - UK

Title	Link	Туре	Country	Portal	EN	ES	LT	EL	IT
WBL 2.0 Interview - Dark Dundee	https://www.youtube.com/watch?v=5o0tzP4RY7o	Interview	UK	NO	YES	YES	NO	NO	NO
WBL 2.0 Interview - Caltech	https://www.youtube.com/watch?v=2njiJZ7uhbk	Interview	UK	NO	YES	NO	NO	YES	NO
WBL 2.0 Interview - Deliciously Dates	https://www.youtube.com/watch?v=BuGAmemXQgk	Interview	UK	NO	YES	NO	NO	NO	YES
WBL 2.0 Interview - TidyGreenClean	https://www.youtube.com/watch?v=cJyB818DnbA	Interview	UK	NO	YES	NO	NO	YES	YES
WBL 2.0 Interview - Ninja Kiwi, UK	https://www.youtube.com/watch?v=AXICDdg7TSY	Interview	UK	YES	YES	NO	NO	YES	YES
WBL 2.0 Interview - Tag Games, UK	https://www.youtube.com/watch?v=66OsxzhgZGg	Interview	UK	YES	YES	NO	NO	YES	YES

Title	Link	Туре	Country	Portal	ΕN	ES		EL	IT
WBL 2.0 Testimonial - Christopher	https://www.youtube.com/watch?v=V8bs_yk89bc	Testimonial	UK	NO	NO	NO	NO	YES	NO
WBL 2.0 Testimonial - Dark Dundee	https://www.youtube.com/watch?v=fBwJYTtuGf8	Testimonial	UK	NO	NO	NO	NO	NO	NO



## SR1.B - COMPANY PROFILE

#### **COMPANY**

Name of the Company	
Name of the Manager	
Address	
Town	
Country	
Telephone	
Web site	
e-mail	
Facebook Page	
LinkedIn Page	
Picture of the Company	Please enclose a jpg image of the school

#### **DESCRIPTION OF THE COMPANY**

Company Profile	Please describe the company: history, mission, activities, etc.
Economic Sector	
Number of Employee	

#### **INTERNSHIP OFFER**

INTERNSHIP OFFER	
Title of the internship	
Task to be performed	Please describe the task that the intern will be assigned with
Profile of the wanted intern	Please describe the profile of the wanted intern in terms of:  - Skills and competences  - Languages knowledge  - Organizational Skills  - Communication skills  - Transversal skills (initiative, autonomy, innovation, team working, self confidence, capacity of solving problems)  - Social Skills (flexibility, adaptability)  - Intercultural skills(recognition of the value of other cultures, equity, resilience)
Duration	Please indicate the period of the internship
Timetable	Please indicate the number of hours per day that the intern will be asked to spend for the internship
Benefits	In case the company is interested in an internship in person (not virtual), please describe the eventual benefits: e.g. support for accommodation, expenditure reimbursement),
Name of the tutor	
e-mail of the tutor	
Role in the company	



Years of experience	
Picture of the tutor	Please enclose a jpg picture of the tutor

Duplicate the table above according to the number of internships available



### **SR1.C – STUDENT PROFILE**

- \* Compulsory Information
- ° This information will be visible only for the company registered on the platform

#### DEPSONAL INCOPMATION

PERSONAL INFORMATION	
* First name(s)	
* Surname(s)	
* Date of Birth	
* ° Email address	
* City	
* Country	Choose from a drop down menu
Personal Social Media	
Skype Contact	
° Picture of the Student	Please upload a jpg picture of your self
WORK EXPERIENCE  ☐ Yes ☐ No	
EDUCATION	
☐ Qualification awarded	
☐ Qualification not awarded	
In case of qualification awarded	
Typology	
Qualification Awarded	
Final Grade	/



#### Personal Skills

LANGUAGE								
Mother tongue(s)	Choose from a drop	hoose from a dropdown menu of languages						
•								
OTHER LANGUAGES <sup>1</sup>								
Specify the language	□ A1	□ B1	□ <i>C</i> 1					
(Choose from a dropdown	□ <i>A2</i>	□ B2	□ <i>C2</i>					
menu of languages)								
<sup>1</sup> Common European Framework of	Reference for Langua	nges						
[Add separate entries for each language.]								
DIGITAL COMPETENCES <sup>2</sup>								

D	IGI	TAL	CO	MPE	TEN	ICES	-

Information processing	□ Basic user	☐ Independent user	☐ Proficient user
Communication	□ Basic user	☐ Independent user	☐ Proficient user
Content creation	□ Basic user	☐ Independent user	☐ Proficient user
Safety	☐ Basic user	☐ Independent user	☐ Proficient user
Problem solving	□ Basic user	☐ Independent user	☐ Proficient user

#### **PERSONAL PRESENTATION**

Please describe yourself in term of:

Communication skills	Replace with your communication skills. Specify in what context they were		
	acquired.		
	Example: good communication skills gained through my experience as		
	sales manager		
Organisational skills	Replace with your organisational / managerial skills. Specify in what		
	context they were acquired.		
	Example: leadership (currently responsible for a team of 10 people)		
Transversal Skills	Replace with your Transversal skills:		
	Specify in what context they were acquired / or motivate		
	Make reference to: Capacity of Initiative, Autonomy, Innovation, Capacity		
	of team working, Self confidence, capacity of solving problems		
Social Skills	Replace with your Social Skills:		
	Specify in what context they were acquired / or motivate		
	Make reference to: flexibility , adaptability etc.		
Intercultural skills	Replace with your Social Skills:		
	Specify in what context they were acquired.		
	Make reference to: Equity, resilience, recognition of the value of other		
	cultures		

<sup>&</sup>lt;sup>2</sup> Digital competences - Self-assessment grid



	Replace with other relevant skills not already mentioned. Specify in what		
Other	context they were acquired.		
	Example: Video editing		

#### **INTERNSHIP**

Available for / Interested in	□ National Internships		
	☐ Mobility Internships		
	☐ Virtual Internships		
Expectations	Please describe what kind of internship experience you are looking for in		
	terms of skills to be acquired and activities to be performed.		
Duration	Please indicate the period of the internship		
Timetable	Please indicate the number of hours per day that the you will be able to dedicate to the internship		



## SR1.D - REVIEW OF ASSESSMENT/MONITORING TOOLS

Each partner must identify a total number at least 2 assessment tool to be used to validate the skills acquired by the students involved in the internship and 2 monitoring tool to monitor the internship)

Name	Please indicate the name of the tool						
Author							
Language	☐ English	☐ Italian	☐ Latvian	☐ Slovak	☐ Spanish		
Description	Please provide a short description of the tool						
Review	Please provide information about:						
	Points of strength						
	Points of weakness						
	ECVET connection						
To be used	☐ Student	☐ VET	☐ VET Organisation		☐ Company		
by							
File / Link	Please upload the assessment tool / or provide the direct link						



#### SR2.A – GUIDELINES TO CREATE THE CHAPTER CONTENTS

The aim is to create a package of reference documents for the organization of WBL based local, regional, national and international initiatives.

The Guide will be organised in 5 Chapters each specifically designed for the different target groups involved in the process.

Each Chapter will take the form of a .pdf file to be uploaded on the Portal.

Sistema practices (ES): VET directors and administrative staff

Dundee & Angus College (UK): VET trainers eMundus (LT): Guidelines for students

Epimorfotiki Kilkis (EL): Guidelines for policy makers Confartigianato (IT): Guidelines for companies

#### **Guidelines for VET trainers**

The Guidelines addressed to VET trainers should address the following issues: establish a fruitful cooperation with companies for organising the placements, how to assess, validate and certify the competences, skills and knowledge according to ECVET models within transnational placements experiences, how to monitor placements, how to provide students with the appropriate set of guidance tools etc.

#### **EXEMPLARY TABLE OF CONTENTS**

#### Chapter 1 – Cooperation with companies

Paragraph 1.1 – The Definition of the internships contents with companies

Paragraph 1.2 – The Learning Agreement

Paragraph 1.3 – The Added Value of the internships experience

#### Chapter 2 – Monitoring and Evaluation

Paragraph 2.1 – Defining monitoring tools

Paragraph 2.2 – Monitoring activities and information analysis

Paragraph 2.3 – Final Evaluation of the internships experience

#### Chapter 3 – Skills Assessment

Paragraph 3.1 – Competence, skills and knowledge identification and definitions

Paragraph 2.2 – Assessing competences in internships experiences

Paragraph 2.3 – Competence, skills and knowledge assessment and validation



#### Guidelines for VET directors and administrative staff

The Guidelines VET directors and administrative staff should address the following issues: funding tools to support work based learning mobility: identifying and disseminating positive measures and best practices on EFS to couple EU funding schemes; promoting information of available funding schemes for mobility outside the EU programmes.

#### **EXEMPLARY TABLE OF CONTENTS**

#### Chapter 1 – Funding opportunities for internships

Paragraph 3.1 – Funding opportunities for internships

Paragraph 3.2 – European Programmes for mobility

Paragraph 3.3 – European Social Fund

#### Chapter 2 – Internships and VET

Paragraph 1.1 – Internships modalities and typologies

Paragraph 1.2 – Approaches and best practices in internships organisation

Paragraph 1.3 – Integrate internships in VET initiatives

#### Chapter 3 – Internships experiences planning and preparation

Paragraph 2.1 – The Role of the VET Institution in a internships

Paragraph 2.2 – The Selection of the Interns

Paragraph 2.3 – The selection of the Companies

Paragraph 2.4 - How to Prepare a Good Traineeship

#### **Guidelines for VET Students**

The Guidelines for VET students should address the following themes: how to select the appropriate company, how to write an appropriate CV and motivation letter, how to present themselves to the recruiting company, how to appropriately work within a business context, how to work at distance through teleworking etc.

#### **EXEMPLARY TABLE OF CONTENTS**

#### Chapter 1 – How to present CV

Paragraph 1.1 - How to Write an Appropriate CV

Paragraph 1.2 - How to Write an Appropriate Motivation Letter

Paragraph 1.3 – CV 2.0: New Trends

#### Chapter 2 - Company selection

Paragraph 2.1 – Looking for a Job/training opportunity actively and passively

Paragraph 2.2 - Methodologies for the Selection of the hosting Company

Paragraph 2.3 – Web and social media for searching Jobs and internships: opportunities and risks

#### Chapter 3 – Job Interviews

Paragraph 3.1 – The Basics of the Job Interview

Paragraph 3.2 – Different Typologies of Job Interviews





Paragraph 3.3 – How to Get Ready and Prepare a Job Interview

Paragraph 3.4 – Interviews at distance Do's and Don'ts

#### **Guidelines for Policy Makers**

The Guidelines for policy makers should address the following issues: how to assess the impact of transnational and virtual apprenticeships: how to establish an observatory to trace the quality of work based learning approaches; how to measure the impact of transnational and virtual apprenticeships both on VET students and on host companies; how to produce clear and transparent regulatory frameworks for promoting the use of transnational and virtual apprenticeships

#### Chapter 1 – Introduction

Paragraph 1.1 – EU Policies for the promotion of Work Based Learning

Paragraph 1.2 – Internships within the present Job Market

Paragraph 1.4 – Why WBL is an Important asset for Europe, States and Regions future in VET

#### Chapter 2 – How to Support a Traineeship System

Paragraph 2.1 – How to support VET institutions in Internships Organisation

Paragraph 2.3 – How to Motivate / Support Companies in being protagonists of internships

Paragraph 2.3 – How to Cooperate with International / National Organisations for promoting internships initiatives

#### Chapter 3 – How to Produce Clear and Transparent Regulatory Framework for Promoting Internships

Paragraph 3.1 – Specifics of Regulatory Framework on European, National and Regional Level

Paragraph 3.2 – Regulatory Specifics for internships initiatives

Paragraph 3.3 – Legal Status of internships initiatives Participants (student), Social, Health Insurance etc.

#### **Guidelines for Companies**

The Guidelines for companies interested in hosting VET students for local, regional, national and international internships should address the following issues: how to establish cooperation patterns with VET providers for the organisation of apprenticeships, tutoring apprenticeships etc.



#### **EXEMPLARY TABLE OF CONTENTS**

#### Chapter 1 – Introduction

Paragraph 1.1 – The Role of the Company in internships for VET students

Paragraph 1.2 – The Added Value for the Company

Paragraph 1.3 – Cost Benefit Ratio Evaluation

#### Chapter 2 – Traineeship Pathway

Paragraph 2.1 – Selection of the Intern

Paragraph 2.2 – How to Evaluate a CV

Paragraph 2.3 – The Matching Process

#### Chapter 3 – Tutorship in Company

Paragraph 3.1 – The Welcoming of the Trainee

Paragraph 3.2 – Workplan planning and monitoring

Paragraph 3.4 – From tutoring to mentoring and coaching