

NAVE2

**Net for the Advancement of Vocational
Education and Training**

HANBOOK: A MANUAL FOR PARTNERS

**PROTOCOLS, DOCUMENTS AND OTHER DATA FOR
ORGANIZING MOBILITIES**

1. INTRODUCTION TO THE PROJECT

NAVE2: Net for the Advancement of Vocational Education and Training

2019-1-ES01-KA202-063976

Partners: Gobierno de Navarra, ROC Midden Nederland (Holanda), Consorzio degli Istituti Professionali (Italia) y Saimaan ammattiopisto Sampo (Finlandia)

What is NAVE2?

NAVE2 is an ERASMUS+ project that aims to improve the quality of VET. It will do this by developing a strategic methodology for the formation of international VET partnerships and materials for high quality mobility experiences.

What is an international VET partnership?

VET schools and colleges mostly work with different partners in each project in which they participate. An international partnership will have been established by a group of organisations who have a common purpose, offer international opportunities to their students and staff, mutually benefit from working together and have developed common protocols and procedures. Such a partnership aims to build in quality to international projects and mobilities by being more effective and efficient. Once established a partnership may invite other partners to join or invite partners to participate in a particular project.

Project Description:

The added value of this project is based on establishing relationships that will offer quality guarantees when organizing training placements of different professional sectors for students and teachers of vocational education. In addition, this partnership with institutions from four different countries may encourage the development of innovation projects and the improvement of educational quality standards.

Project members have numerous students from many different profiles. At the same time, they are related to companies in various sectors. This situation facilitates the search of companies for a large number of students from each partner and offers many guarantees of success for an optimal development of internships in companies.

On the other hand, the agreements on the procedures established between the partners will facilitate the management and performance of the stays and improve the terms and protocols that provide security to the partners and the participants.

2. WHO WE ARE

After defining our goals and mission we have to know who we are. To gather information about this matter a long questionnaire was completed by partners. Here we present the results of this research

A. Consorzio degli Istituti Professionali, Italy

In 1995 the Consorzio degli Istituti Professionali was formed to innovate, improve and promote the activities of Vocational & Technical secondary schools in 9 different regions in Italy.

The Consorzio exists as a single legal institution & seeks to improve & develop cooperation between the 50 associate VET schools for 14-19 year olds as well as other institutions involved in vocational training.

Participation in European projects, both as promoter or partner, has over the years developed a strong framework of expertise within the schools for successful project outcomes.

The consortium organises training programmes for the managers, administrators and teaching staff of its members & has developed projects to further the integration of students with disabilities and special needs.

www.consorzioprofessionali.it

Institutional Data

1	Academic FTE staff (teachers /instructors)	60
2	Administrative and technical FTE staff	3
3	Number of enrolled students	15000

4	Total number of Outgoing mobility students	90
5	Total number of incoming students	23
6	Average length of stays	3 weeks
7	Current ERASMUS mobility grants	90

B. Comunidad Foral de Navarra - Gobierno de Navarra (GFN), Spain

The Department for Education of the Government of Navarra (GFN) is responsible for education provision in the Spanish region of Navarra, including the management of all public Primary, Secondary and Vocational Education.

Within the region there are 172 Public Primary Schools and 59 Public Secondary Schools, involving more than 3100 teachers that are attended by more than 67000 students.

GFN has a special section dedicated to the development & management of international projects in vocational training within 22 VET centres and over 7000 students. Every year 200 students have internships in European companies under the Erasmus+ initiative.

The Department for Education also works very closely with the Chamber of Commerce and Industry and the Department of Commerce, Work and Industry & has an extensive network of some 1300 companies to provide VET graduates with access to the employment needs of the labour market.

www.educacion.navarra.es

Institutional Data

1	Academic FTE staff (teachers /instructors)	800
2	Administrative and technical FTE staff	100
3	Number of enrolled students	7000
4	Total number of Outgoing mobility students	250
5	Total number of incoming students	50
6	Average length of stays	Short 15 days Long 3 months
7	Current ERASMUS mobility grants	250

C. ROC Midden Nederland, The Netherlands

ROC Midden Nederland is one of the largest providers of vocational and adult education in the Netherlands. It is situated in the centre of the Netherlands with its main location being Utrecht and Amersfoort.

The college offers vocational education in over 300 different qualifications both full-time as well as apprenticeships, ranging from technical courses to social care and health care & over sports and beauty to administration and tourism.

ROCMN has been involved in the internationalisation for students and staff for over 15 years offering placements and exchanges with many partners all over Europe. It has a well developed internal structure to support both students and staff to learn and develop abroad with coordinators at department level and supported by a central international office.

www.rocmn.nl

Institutional Data

1	Academic FTE staff (teachers /instructors)	1300
2	Administrative and technical FTE staff	400
3	Number of enrolled students	19000
4	Total number of Outgoing mobility students	400
5	Total number of incoming students	100
6	Average length of stays	9 weeks
7	Current ERASMUS mobility grants	200

D. Saimaa Vocational College Sampo, Finland

Saimaa Vocational College Sampo is a vocational institute offering vocational education and training and adult education flexibly and in an up-to-date learning environment.

Saimaa Vocational College Sampo is located in the south-eastern part of Finland in the cities of Lappeenranta, Imatra and Ruokolahti. This area is well known for being the leading pulp and paper manufacturing area in Finland.

At Sampo a vocational upper secondary qualification and a matriculation examination can be taken simultaneously as a dual qualification in all the fields of VET.

A three year qualification is offered in 7 fields of vocational education and training: Technology, Communication and Transport, Social Sciences, Business and Administration, Tourism, Catering and Domestic Services, Social Services Health and Sport, Culture, Natural Resources and the Environment, Natural Sciences. Those with a vocational qualification are eligible to apply for a university degree.

Sampo promotes the values of customer orientation, renewing, accountability and community. The college has been active in Erasmus since the beginning of the new programme & is keen to promote European citizenship and social inclusion.

www.edusampo.fi

Institutional Data

1	Academic FTE staff (teachers /instructors)	252
2	Administrative and technical FTE staff	120
3	Number of enrolled students	3500
4	Total number of Outgoing mobility students	58
	Total number of incoming students	19

5		
6	Average length of stays	4 weeks
7	Current ERASMUS mobility grants	57

E. kent + mcgill, United Kingdom

kent + mcgill is a limited company providing consultancy in European education.

The consultancy specialises in providing research, strategic development, quality management and evaluation expertise in the field of further and higher education. The consultancy has undertaken assignments for several Local Authorities and Further and Higher Education organisations in addition to working with individual colleges and training organisations, particularly on EC funded VET projects.

The company has two consultants and is able to call upon other associates to address the particular needs of commissioned projects.

www.kentmcgill.co.uk

For new partners we have prepared a more simplified questionnaire (see the following document). Every new future partner will have to fulfil this document to be part of the alliance.

BASIC INFORMATION FOR COLLABORATION	Insert country flag
--	----------------------------

PARTNER

WHO WE ARE	
Title:	Mr / Ms
Name:	
Country:	
Telephone:	
Mobile:	
Skype:	
E-mail:	
Function and area of responsibility:	
Organisation:	
PIC	
Address:	
Postcode:	
Website:	
Type of organisation:	
Short description of the organisation	
Field of Education / Business sector	

WE ARE LOOKING FOR	
Describe your interests	YES/NO
We need partners who may receive short work placements for students (up to 2 weeks)	
We need partners who may receive long work placements for students (more than 2 weeks)	
We need partners who may receive short work placements for teachers (1 or 2 weeks)	
We need partners to develop projects on different aspects of VET (Erasmus+, Poctefa, etc,...)	
We need partners related to official or public institutions to promote projects	
Others (specify)	

WE CAN PROVIDE	
Describe services you can provide	YES/NO
We may receive short work placements for students (up to 2 weeks)	

We may receive long work placements for students (more than 2 weeks)	
We may receive short work placements teachers (1 or 2 weeks)	
We can be partners to develop projects on different aspects of VET(Erasmus+, Poctefa, etc,..)	
We can provide support on projects for official or public institutions	
Others (specify)	

PROFESSIONAL SECTORS WE WORK WITH	
Choose sectors you can provide for internships	YES/NO
SPORTS ACTIVITIES	
ADMINISTRATION AND MANAGEMENT	
AGRICULTURAL ACTIVITIES	
GRAPHIC ARTS	
PLASTIC ARTS AND DESIGN	
COMMERCE AND MARKETING	
BUILDING AND CIVIL WORK	
ELECTRICITY AND ELECTRONICS	
ENERGY AND WATER	
MECHANICAL MANUFACTURING	
TOURISM AND HOSPITALITY	
PERSONAL CARE	
AUDIOVISUAL ACTIVITIES	
FOOD INDUSTRIES	
INFORMATION AND COMMUNICATION TECHNOLOGIES	
INDUSTRIAL MAINTENANCE	
WOOD, FURNITURE AND CORK	
CHEMISTRY	
HEALTH	
SECURITY AND ENVIRONMENT	
COMMUNITY AND SOCIOCULTURAL SERVICES	
MAINTENANCE OF VEHICLES	
OTHERS (SPECIFY)	

3. THE DOCUMENTS WE USE

We have analysed all the documents used by each partner in their mobility projects. An Excel file that compares these is in ANNEX 3, pages 21-22 of this document.

The conclusions of this analysis are as follows:

- All partners use the Europass Template for CVs and Motivation Letter. These documents are required before starting the mobility and are sent to the host partner in advance, so they can find the placements for the students.
- Only Italy and Spain use Europass Mobility Certification. Finland and The Netherlands have their own documents to certificate the stay.
- All partners use the Learning Agreement document with the template offered by the European Commission or another one customized by the partner.
- Only two partners use a Memorandum of Understanding -The Netherlands and Italy. Finland and Spain use it occasionally.
- All partners use different documents to finalize the stay - they can be a final report, an evaluation form, certificate or letter.
- The Netherlands, Finland and Spain use a consent document and a weekly report.

4. HOW WE ARE GOING TO ORGANISE MOBILITIES BETWEEN PARTNERS

a. A FLOWCHART TO ORGANISE MOBILITIES

b. A MATCHING CHART TO REACH COMMITMENT

c. PROTOCOLS TO BE FOLLOWED

d. A DATA BASE

In this section we show how agreements are made between partners in order to organise mobilities.

We have created several documents that can be used in the process of sending/receiving students.

The section is divided into four different parts with four different tools and documents have been created to develop each one.

See the following pages to discover the content of each section.

a. A FLOWCHART TO ORGANISE MOBILITIES

1. Preparation:
 - Request for placements including:
 - Number of Students
 - Students' profiles
 - Dates
 - Template for request
2. Initial documents
 - Students' CVs (Europass Template)
3. Initial Steps for Placements' Management
 - Search for Companies
 - Search for Accommodation
4. Further Steps for managing Placements
 - Confirmation of companies
 - Confirmation of accommodation
 - Companies' details (Template)
 - Learning Agreement (Each partner uses his own template)
5. Communication Procedures with Students / Teachers
 - Use of e-mail
 - Use of WhatsApp
 - Welcoming tasks to be develop in a similar way
6. Follow-up and end of the stay
 - Agreements for tasks to be carried out for follow-up
 - Documents or procedures needed

NAVE2 – IDEAS TO DEVELOP CONCERNING THE ORGANISATION OF MOBILITIES

FLOWCHART FOR ERASMUS+ PLACEMENTS

	SENDING INSTITUTION	RECEIVING INSTITUTION
DATES	ACTIONS	ACTIONS
14/13 weeks before	Request of Placements Suggested Dates and prospected profiles (1)	
		First approach for receiving students (2)
13 weeks before	Reporting Professional Profiles (Europass Supplement)	
13 weeks before	Number of students for each profile	
12 weeks before		Confirmation about Profiles and number of students
12 weeks before	Sending CVs and Motivation Letters (3)	
12 weeks before	Stating dates	
5 weeks before		Searching for Companies Communication on companies' details and tasks to be performed while the student is doing the placement (4)
4 weeks before	Confirmation of placements and companies	
4 weeks before		Searching for Accommodation
3 weeks before		Communication on accommodation
Beginning of Placement	Learning Agreement	
Placement		Welcome of trainees
Placement	Issue of Europass	Placement development in companies
Placement		Checking Europass and Final Evaluation
	Europass Validation	

Notes:

(1) Sending Partner should clarify the type and duration of placements
(2) Receiving partner would be committed to analyse the proposal in order to answer as soon as possible
(3) At that stage, the sending institution must clarify the sectors and the preferred activities the students can perform
(4) Essential information to provide the students and to issue Learning Agreements

Issues to have in mind:

Number of students: Will each partner send a similar number of students to each other?
Accommodation: Will accommodation be guaranteed by partners?

B. MATCHING CHART TO REACH COMMITMENT

In ANEXE 1, pages 16-19, you can find the chart partners can use to reach a commitment about mobilities. By completing this document they can find common interests and organise the sending/receiving of students between them.

C. PROTOCOLS TO BE FOLLOWED

PROTOCOLS TO BE FOLLOWED FOR STDS INTERNSHIPS

PREPARATION:

Issues to have in mind:

- Objectives and goals to achieve during mobility.
- Analysis of students' needs and tasks to be developed.
- School tutors should clarify what students are expected to accomplish and how to behave in different situations.

INITIAL INFORMATION ABOUT COMPANIES AND CONDITIONS

- Information about the activity of the company
- Information about the tasks likely to be assigned to the trainee
- Characteristics of the company premises and labour risks

FOLLOW-UP AND SUPPORT DURING PRACTICAL TRAINING

- Learning Agreement as a basis for the cooperation.
- Documents to be used for follow-up in the traineeship
- Rules to be followed according to the working practices of the company
- Type of contacts required during the training at the workplace
- How to record trainees' activities and goals achievement
- Roles of sending and receiving institutions

EVALUATION

- Define a template for the evaluation of the traineeship
- Items to be included in the evaluation template
- Importance of technical and attitudinal aspects
- Type of evaluation required from the sending organisation
- Criteria to be used to implement evaluation of the training period
- Accuracy of the training period: How much this training has completed the expectations and the goals defined for every profile
- Any other procedures and ways to evaluate and certificate the experience (e.g., Europass)

Note: This is a first draft to begin discussion and analyse different steps of practical training in companies abroad.

D. DATA BASE

We have created a Data Base on Google Docs. All partners will have access to it and they will upload the information related to the mobilities they are sending or receiving. As personal data of the students is shared between partners a disclosure document has been developed. Students will have to sign the document if they want to participate in the mobility. The disclosure document is shown below.

An example of the Data Base is in ANEXE 2, page 20.

PERSONAL DISCLOSURE DOCUMENT

The NAVE2 Erasmus+ project, which is being developed by 4 European educational institutions, aims to create a collaboration network that allows the organisation of mobility actions in the participating countries: The Netherlands, Spain, Italy and Finland.

When organising mobilities among these partners, the students' personal information will be included in a database that the members of this partnership may access.

The student providing this information, with the guidance of their college/ school, has done so on the understanding that it will be used on an essential need to know basis.

These data will not be shared with any other external agents except with the company in which the participant is to carry out a training placement, as an essential condition for the development of the activity requested by the student when applying for an Erasmus+ grant

DISCLOSURE CONSENT:

The undersigned has willingly agreed to disclose personal information to the education institution which organises his/her mobility placement, being aware that this information will be included in a common database shared by the members of the partnership*.

NAME AND SURNAME - _____

E. COMMUNICATION STRATEGY

Dissemination of the project is one of our main goals between partners.

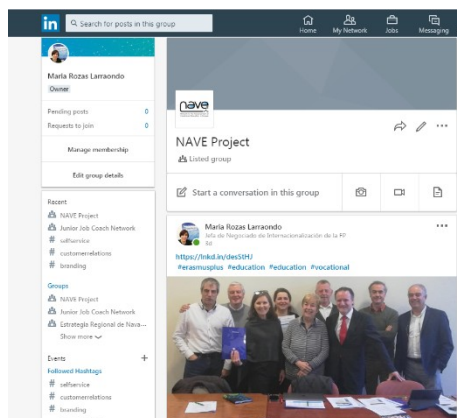
Communication can be solved using two different supports: on line communication and off line communication

a. ONLINE COMMUNICATION STRATEGY

The promotion of the project in the online media is going to be settled via two platforms:

- a. The website that is going to be developed by the students of CI María Ana Sanz. The .eu domain has to be registered. Norbert assumed in the first meeting in Pamplona this task. The domain should be ready for the second meeting in Finland.
- b. The social media platforms like:
 1. LinkedIn = a group has been created to post every kind of news related to the project

<https://www.linkedin.com/groups/8845477/>



- b. We would like to use email to disseminate the results of the project with teachers, students and institutions of each partner. A mailshot

should be planned by the end of the project to engage new partners for future actions

- c. Websites, social media and newsletters of the partners' schools. Each partner will have to publish in their own media news related to the project. As an example here we have some of the digital press releases in Utrecht:

- Erasmus + newsletter (digital)

- MBO-raad newsletter (digital)

- Nuffic newsletter (digital)

d. OFFLINE COMMUNICATION STRATEGY

Marketing has seen a paradigm shift with the rise of all online and mobile possibilities. We have just said that we are going to create a Facebook page with the aim of tweeting about project news, sending email notifications to our target groups... the channels we use to talk to students, teachers and institutions are evolving every day. While these platforms are remarkably effective, we must practice a combination of online and offline marketing strategies to generate successfully results.

1. Distribute leaflets of NAVE project whenever possible

This is perhaps the easiest and cheapest option, which is why it tops the list. A leaflet is going to be designed by the students of C María Ana Sanz (Gobierno de Navarra). It will be written in English, and it will contain a brief description of the project (see point 1. Who we are on this document). Each partner will have a PDF version to be printed and distributed within its institution.

2. Speak of NAVE at events

We have to find an event related to our international education mobilities area and prepare an educational and meaningful speech. Each member of the partnership has to prepare several presentations of the project at their country.

Students of CI María Ana Sanz (Gobierno de Navarra) will develop a Power Point Template to prepare presentations that can be use on these events. A common presentation in English will be prepared by Gobierno de Navarra, supervised by Kent and Mcgill, and shared with the rest of the partners

The events in which partners can present NAVE project are:

- EfVET annual meeting

- Skills week

- Meeting for local international operators
- Yearly International Day in Saimaa Vocational College Sampo
- Residential training meeting in Cervia with the presence of all associated schools
- Training meetings for teachers involved in mobility projects (30 schools involved)
- Presentation of NAVE2 in Modena

3. Communicate with Local Print Publications

Despite the consistent rise in online media, [print is still effective](#). We must pitch a press release to a magazine or newspaper that targets our audience. Press releases are a simple way to showcase an important event or milestone for our NAVE project, and the right publication could land us a valuable attention.

These are some of the local print publications we can reach:

- Europe
 - EfVET magazine
- Gobierno de Navarra
 - Diario de Noticias
 - Diario de Navarra
 - Vocational Education Schools' printed magazines
- Roc Midden Nederland
 - Profiel magazine
 - Local press
- Saimaa Vocational College Sampo
 - Lappeenrantalainen
 - Imatralainen
- Consorzio Istituti Professionali
 - Local newspaper of Ancona
 - Local newspaper of Modena

4. Celebrate Successes

All the pilot mobilities between partners are going to take place in the same dates (autumn 2021). We must take advantage of this situation and develop several dissemination events at our institutions in which we should invite students, teachers, companies and other organizations that could be interested. All the press media should be aware of these events. The impact of these actions on the project has to be very high

Conclusion

These tips range widely in cost and effort, but they can each impact our bottom line and mix up our marketing efforts.

Gathering evidence

All these evidence appeared on the different offline and online media should be registered by each partner and sent to the leader for submission in the official results platform of the project.

ANEXE 1

MATCHING CHART TO REACH COMMITMENTS

NAVE2

AS A SENDING ORGANISATION

AS A HOSTING ORGANISATION

DURATION OF PLACEMENTS TO REQUEST TO OTHER PARTNERS	ND	FI	IT	SP	DURATION OF PLACEMENTS TO OFFER TO OTHER PARTNERS	ND	FI	IT	SP
Short Placements for 1 week (STDS)					Short Placements for 1 week (STDS)				
Short Placements for 2 weeks (STDS)					Short Placements for 2 weeks (STDS)				
Placements fo 3 to 6 weeks (STDS)					Placements fo 3 to 6 weeks (STDS)				
Placements fo 6 to 12 weeks (STDS)					Placements fo 6 to 12 weeks (STDS)				
Placements for 3 months (STDS)					Placements for 3 months (STDS)				
Placements for 6 months (STDS)					Placements for 6 months (STDS)				
Placements for 9 months (STDS)					Placements for 9 months (STDS)				
Short Placements for 1 week (TEACH)					Short Placements for 1 week (TEACH)				
Short Placements for 2 weeks (TEACH)					Short Placements for 2 weeks (TEACH)				
Placements fo 3 to 6 weeks (TEACH)					Placements fo 3 to 6 weeks (TEACH)				

TIMING FOR RECEIVING BASIC INFORMATION	ND	FI	IT	SP	TIMING FOR SENDING BASIC INFORMATION	ND	FI	IT	SP
4 weeks before the placement begins					4 weeks before the placement begins				
6 weeks before the placement begins					6 weeks before the placement begins				
8 weeks before the placement begins					8 weeks before the placement begins				
10 weeks before the placement begins					10 weeks before the placement begins				

INFORMATION NEEDED TO PREPARE PLACEMENTS	ND	FI	IT	SP	INFORMATION NEEDED TO PREPARE PLACEMENTS	ND	FI	IT	SP
We will send a participant's CV					We need a participant's CV				
We will send a participant 's Letter of Motivation					We need a participant 's Letter of Motivation				
We will provide information on the participant's profile (Europass Supplement)					We need information on the participant's profile (Europass Supplement)				

We will provide information on allergies and diet requirements				
--	--	--	--	--

We need information on allergies and diet requirements				
--	--	--	--	--

INFORMATION NEEDED TO PREPARE PAPERWORK FOR STDS	ND	FI	IT	SP
Company details				
Description of tasks to be developed in the company				
Company requirements (clothes, shoes, etc,...)				

INFORMATION PROVIDED TO PREPARE PAPERWORK FOR STDS	ND	FI	IT	SP
Company details				
Description of tasks to be developed in the company				
Company requirements (clothes, shoes, etc,...)				

ACCOMODATION	ND	FI	IT	SP
We could accept accommodation in families				
We could accept accommodation in flats				
We could accept accommodation in hotels				
We could accept accommodation in residences				
We organise accommodation ourselves				

ACCOMODATION	ND	FI	IT	SP
We can provide accommodation in families				
We can provide accommodation in flats				
We can provide accommodation in hotels				
We can provide accommodation in residences				
We cannot provide accommodation				

STUDENTS OR TEACHERS RECEPTION	ND	FI	IT	SP
We would prefer personal reception of the students or teachers on their arrival				
We do not need our partners to organise welcoming at the arrival				

STUDENTS OR TEACHERS RECEPTION	ND	FI	IT	SP
We can receive the students or teachers on their arrival				
We cannot organise welcoming at the arrival				

NUMBER OF STUDENTS OR TEACHERS TO SEND	ND	FI	IT	SP
We may send individual placements for students				
We may send placements for 2/4 students				
We may send placements for 5/8 students				
We may send placements for more that 9 students				
We may send individual placements for teachers				
We may send placements for a group of 2/4 teachers				
We may send placements for a group of 5/8 teachers				

NUMBER OF STUDENTS OR TEACHERS TO RECEIVE	ND	FI	IT	SP
We can only host individual placements (STDS)				
We can host placements for 2/4 students				
We can host placements for 5/8 students				
We can host placements for more that 9 students				
We can only host individual placements for teachers				
We can host placements for a group of 2/4 teachers				
We can host placements for a group of 5/8 teachers				

DOCUMENTS WE USUALLY REQUIRE FOR PLACEMENTS	ND	FI	IT	SP

DOCUMENTS WE MAY COMPLETE FOR PLACEMENTS	ND	FI	IT	SP

Memorandum of Understanding (MOU)				
Learning Agreement				
Europass Mobility				
Follow up documents on weekly/monthly activities				
Certificate of attendance from company				
Control of assistance issued by the company				
Final Evaluation by the company supervisor or mentor				

Memorandum of Understanding (MOU)				
Learning Agreement				
Europass Mobility				
Follow up documents on weekly/monthly activities				
Certificate of attendance from company				
Control of assistance issued by the company				
Final Evaluation by the company supervisor or mentor				

PROFILES LIKELY TO BE SENT	ND	FI	IT	SP
ADMINISTRATION AND MANAGEMENT				
AGRICULTURAL ACTIVITIES				
AUDIOVISUAL ACTIVITIES				
BUILDING AND CIVIL WORK				
CHEMISTRY				
COMMERCE AND MARKETING				
COMMUNITY AND SOCIOCULTURAL SERVICES				
ELECTRICITY AND ELECTRONICS				
ENERGY AND WATER				
FOOD INDUSTRIES				
GRAPHIC ARTS				
HEALTH				
INDUSTRIAL MAINTENANCE				
INFORMATION AND COMMUNICATION TECHNOLOGIES				
MAINTENANCE OF VEHICLES				
MECHANICAL MANUFACTURING				
PERSONAL CARE				
PLASTIC ARTS AND DESIGN				
SECURITY AND ENVIRONMENT				
SPORTS ACTIVITIES				
TOURISM AND HOSPITALITY				
WOOD, FURNITURE AND CORK				
SOCIAL CARE				
RESTAURANT AND CATERING SERVICES				

PROFILES LIKELY TO BE HOSTED	ND	FI	IT	SP
ADMINISTRATION AND MANAGEMENT				
AGRICULTURAL ACTIVITIES				
AUDIOVISUAL ACTIVITIES				
BUILDING AND CIVIL WORK				
CHEMISTRY				
COMMERCE AND MARKETING				
COMMUNITY AND SOCIOCULTURAL SERVICES				
ELECTRICITY AND ELECTRONICS				
ENERGY AND WATER				
FOOD INDUSTRIES				
GRAPHIC ARTS				
HEALTH				
INDUSTRIAL MAINTENANCE				
INFORMATION AND COMMUNICATION TECHNOLOGIES				
MAINTENANCE OF VEHICLES				
MECHANICAL MANUFACTURING				
PERSONAL CARE				
PLASTIC ARTS AND DESIGN				
SECURITY AND ENVIRONMENT				
SPORTS ACTIVITIES				
TOURISM AND HOSPITALITY				
WOOD, FURNITURE AND CORK				
SOCIAL CARE				
RESTAURANT AND CATERING SERVICES				

FASHION				
FOOD PRODUCTION				
CONSTRUCTION				
METAL WORK AND MACHINERY				
HAIRDRESSING AND BEAUTY				
FORESTRY				
OTHERS (SPECIFY)				

FASHION				
FOOD PRODUCTION				
CONSTRUCTION				
METAL WORK AND MACHINERY				
HAIRDRESSING AND BEAUTY				
FORESTRY				
OTHERS (SPECIFY)				

ANEXE 2

PARTNER

LOGO

Person Responsible

Title:	Name:	Country:	Telephone:	Mobile:	Skype:	E-mail:	Function and area of responsibility:

Organisation:

PIC	Address:	Postcode:	Website:	Type of organisation:	Short description of the organisation	Field of Education / Business sector	Website

Mobilities

STUDENTS	SENDING INSTITUTION	ID	NAME	SURNAME	SURNAME 2	DATE OF BIRTH	MOBILE	EMAIL	DATE OF ARRIVAL	DATE OF DEPARTURE	PROFILE	INTERNSHIP	COMPANY ADDRESS	TUTOR	TUTOR'S MOBILE	TUTOR'S EMAIL

TEACHERS AND STAFF	SENDING INSTITUTION	ID	NAME	SURNAME	SURNAME 2	DATE OF BIRTH	MOBILE	EMAIL	DATE OF ARRIVAL	DATE OF DEPARTURE	PROFILE	INTERNSHIP	COMPANY ADDRESS	TUTOR	TUTOR'S MOBILE	TUTOR'S EMAIL

ANEXE 3

DOCUMENTS NAVE PROJECT

DOCUMENT 1 CURRICULUM

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES (no template provided)	YES	YES	YES
Europass template	YES	YES	YES	YES
Motivation Letter	YES	YES	YES	YES

DOCUMENT 2 EUROPASS CERTIFICATE

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	NO	NO	YES	YES
DIGITAL SIGNATURE	NO	NO	NO	YES
HANDMADE SIGN.	NO	NO	YES	NO
DO YOU OTHER TYPE?	YES	YES	NO	NO

DOCUMENT 3 LEARNING AGREEMENT

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES	YES	YES	YES
EU template	YES	NO	NO	YES

DOCUMENT 4 MEMORANDUM OF UNDERSTANDING

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES	OCCASIONALLY	YES	OCCASIONALLY
	Aanvullende overeenkomst buitenlandse BPV			

DOCUMENT 5 FINAL REPORT/EVALUATION/CERTIFICATE/LETTER

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES	YES	YES	YES
TEMPLATE USED	Letter of reference by the company	Assessment signed by the company	Final report by the receiving institution	Final evaluation marks by the company

DOCUMENT 6 WEEKLY REPORT

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES	YES	YES	YES
	THE STUDENT SENDS IT FOR THE SCHOOL OF ORIGIN			THE STUDENT SENDS IT FOR THE SCHOOL OF ORIGIN

DOCUMENT 7 CONSENT DOCUMENT

	ROC MIDDEN	SAMPO	CONSORZIO	GOB NAVARRA
DO YOU USE IT?	YES	YES	YES YES (ANOTHER)	YES