Project Final Report

Ich wiedza i doświadczenie - ich sukces

2018-1-PL01-KA102-049021

BETWEEN

The Sending Organization

Zespół Szkół Ogólnokształcących i Zawodowych im. ks.prof. Józefa Tischnera w Limanowej sp. z o.o.

AND

The Intermediary Organisation

Euromind Projects SL

Training Programme Dates

17-05-2021 - 28-05-2021

EUROMIND AS PROJECT PARTNER

1. Profile Description

euroMind is an international training consultancy and VET provider with headquarters in Seville and Úbeda in Andalusia (Spain).

euroMind as a training provider delivers vocational education trainings, general and job-related language courses, VET training-related workshops and study visits, workshops on culture, lifestyle and customs of EU countries as well as classes on skilful and effective job search in the EU.

It promotes and delivers trainings for teaching staff and secures work placements and exchange activities for VET students and graduates enabling at the same time young people and professionals to make the most out of opportunities of competencies & skills development offered by European educational programmes.

euroMind in partnership with Andalusian vocational colleges and companies delivers school based vocational trainings for students of different educational fields, such as: CNC, automation, electricity, renewable energy sources, plumbing, industrial and graphic design, 3D design, ICT, electronics, administration.

euroMind as a VET provider works in partnership with a wide array of private companies in almost all the sectors, such as tourism, business administration, medicine, fashion, hairdressing, health & beauty, physiotherapy, marketing, media, advertising, public relations, tourism, IT, social work, logistics, nursing, construction, geodesy, analytics etc.

2. euroMind experience and expertise

The euroMind possesses extensive experience and expertise in the field of European mobility projects preparation and management which allows it to assist Spanish vocational colleges and governmental institutions with the preparation of project applications, finding trustworthy and competent host partners in Europe for their project participants, teaching and HR staff.

Over last 3 year euroMind has participated as a receiving – host partner in over 60 mobility projects with the participation of a total of 1800 persons: students from technical and vocational schools, university students, graduates, unemployed and teaching and HR staff. These projects involved partners from Poland, Great Britain, Czech Republic, Slovakia, Germany, Portugal, Turkey, Croatia, Italy, Greece, Bulgaria, Lithuania, Latvia, etc. The full list of projects including numbers and titles is available on the euroMind website: www.euromind.es in the Gallery.

euroMind is also responsible for the participants' linguistic, socio-cultural and practical preparation and also, if necessary, for the project administration and management issues.

euroMind has been participating as a sending and host organization in more than 100 projects including Leonardo Partnership, Erasmus Placement and Leonardo Mobility – PLM, VETpro and IVT and Erasmus + projects.

euroMind monitors that all the required documentation is prepared and submitted on time at every stage of the project lifecycle and makes sure that all the partners carry out their responsibilities.

euroMind participates in seminars organised by ECVET team regarding the use of system of transfer of competences and skills in the vocational training. euroMind experts have extensive knowledge in the field, hence they are able to train their partners on how to make use of this system in their projects.
euroMind has an impressive network of partner companies from different economic sectors. More than 800 entities both private and public cooperate with euroMind in Ubeda, Seville and Malaga. This extensive activity is a perfect guarantee that all the students received by euroMind will be successfully placed.

PROJECT PARTICIPANTS' LIST

Participants' Name	Placement Sector
Mirosław Serafin	Administrative Assistant
Aleksandra Woźniak	Administrative Assistant
Marta Hybel	Administrative Assistant
Izabela Rozum	Administrative Assistant
Alicja Banach	Administrative Assistant
Łucja Podgórna	Administrative Assistant
Julia Obrok	Administrative Assistant
Anna Maria Wąchała	Administrative Assistant
Emilia Smoter	Administrative Assistant
Karolina Puch	Administrative Assistant
Patryk Zoń	Administrative Assistant
Wiktoria Kubowicz	Administrative Assistant
Izabela Witkowska	Administrative Assistant
Dorota Śmierciak	Administrative Assistant
Edyta Pazdur	Administrative Assistant
Szymon Śmierciak	Administrative Assistant

Mirosław Serafin

Host Organization: **Euromind Projects S.L.**

Tutor's name: Rocío Alba

1. Description of the host organization

Euromind (Euromind Projects, S.L.) is an international training consultancy and VET provider (eng. vocational and educational training) that offers services in the education and training sector. The company was founded in October 2011 by Carlos Hoyo de la Torre and Amelia Wójcik, with headquarters in Seville, Malaga and Úbeda in Andalucia (Spain).

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Nearly 1000 partner companies, both private and public, cooperate with Euromind in different fields in Ubeda, Malaga and Seville. Many experts working every day in partner companies, additionally cooperate with Euromind, offering proprietary, specialized programming and IT internship.

Euromind has 4 assembly halls, 4 tourist apartments and 8 residences for large groups, where cleaning, technical and chefs work on a daily basis and help in providing high quality accommodation and catering services. The residences staff consists of about 20 people who have been working in the hospitality sector for many years, thanks to them it is possible to provide trainees with professional internship in the field of gastronomy, hotel management and technical support (including: electricity, electronics, air conditioning, finishing works, etc.). In addition, using the company's installations and in cooperation with Luis Mayor, specialized internships are organized in the sector of pattern design and mosaic creation. Luis Mayor boasts 25 years of experience in the construction industry, where most of the time was associated with tiling, including companies such as Construciones Quinto S.L. or Creahafor Construccion y Rehabilitaciones S.L.

2. Main responsibilities & tasks carried out during the work placement

- Creating and modifying documents using Microsoft Office
- Preparing, scanning and registering documents in electronic and paper filing systems
- Processing invoices, receipts and payments
- Applying an appropriate organization of invoices
- Dealing with financial documents

- Creating and controlling supplier / customer files
- Creating and controlling cash registers
- Preparing employee files: contracts, hours registration, payroll, etc.
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- Controlling and updating credit lines (interests, commissions, amortizations)
- Updating and regularizing bank reconciliations
- Creating and reviewing company budgets

3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

The euroMind coordinator always helps when there are any issues. The internship tutor is helpful and most importantly patient. You can always count on good a meal at the residence. I consider my stay successful because with every day new places in Seville are being discovered.

Aleksandra Woźniak

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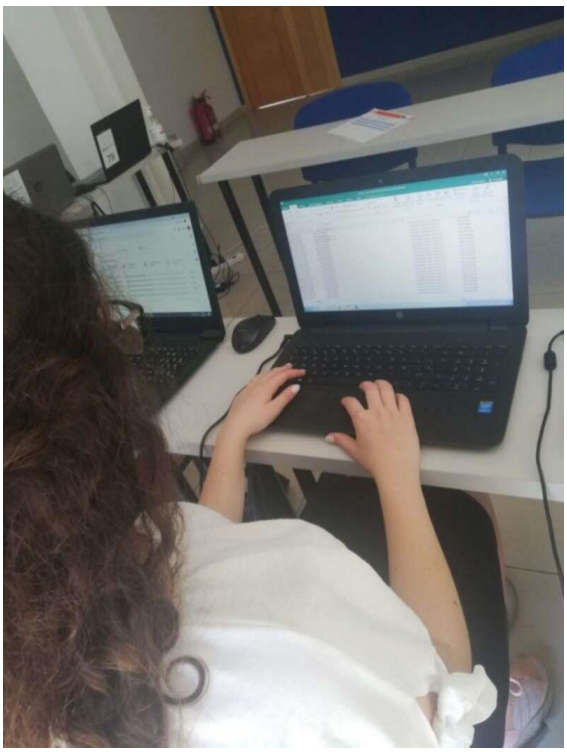
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

First of all, I am so amazed by the town and our apartment, which is always clean and comfortable. Vocational training - the most important thing here shows us how our future work will look like, so I really appreciate it. Our tutor is so kind and reliable. Kris, the coordinator is also very helpful and thanks to him everything goes well. I recommend joining vocational training with Erasmus!



Marta Hybel

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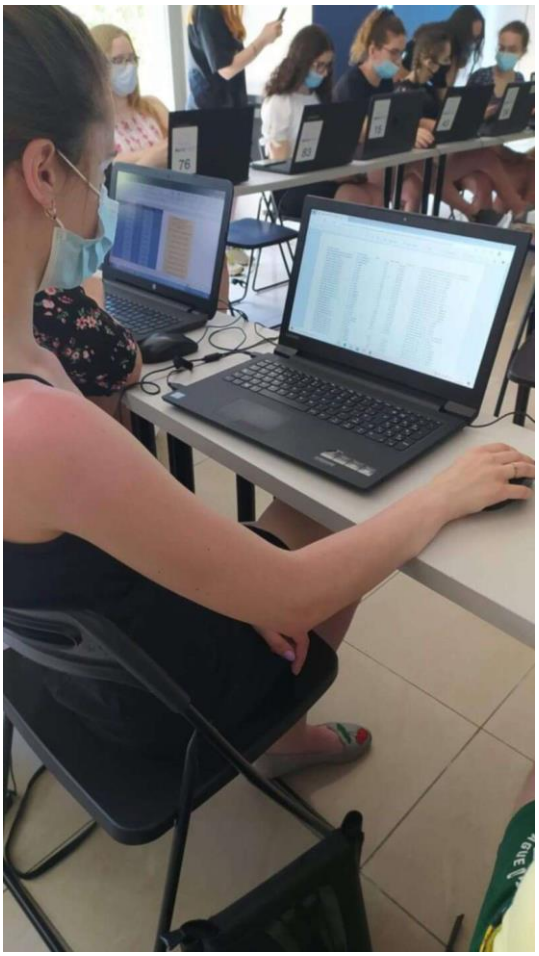
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

The city is beautiful. The tutor of our practices is patient, helpful, and prepares interesting tasks to develop our skills. The residence is tailored to the needs of the household, the rules are tidy and the food is very good. Spanish teacher prepares interesting lessons. Each day spent in this beautiful place is an opportunity for us to acquire new skills.



Izabela Rozum

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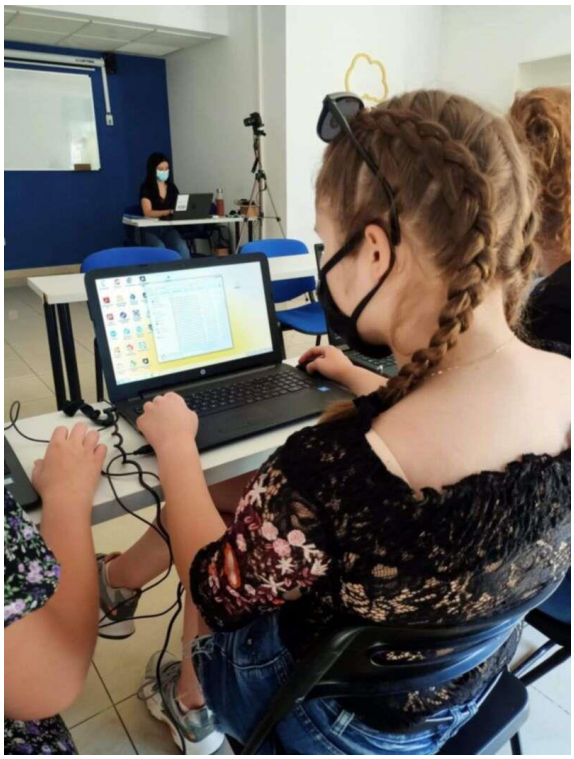
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

I am very satisfied with the internship in Seville, I did not know that it is such a picturesque city. The lady who conducts the internship is very nice and whenever we need help, she will help us and explain everything. Likewise, Mr. Kris and the lady who teaches us Spanish are very nice and want everything to be buttoned up.



Alicja Banach

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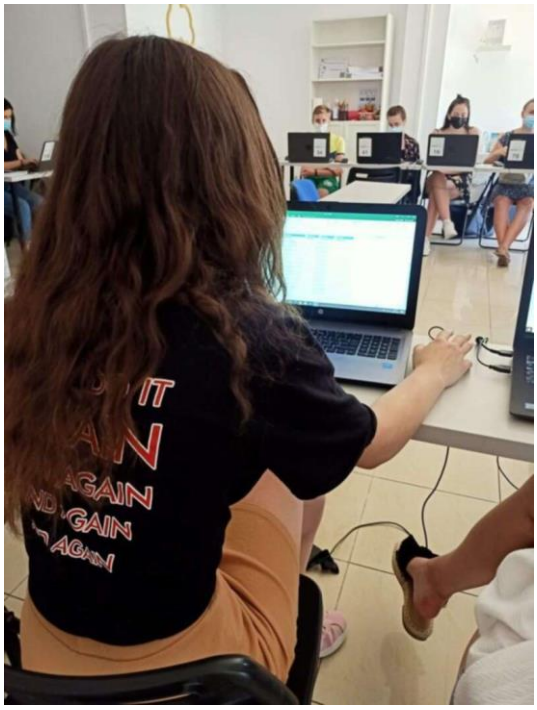
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

I am very pleased with the internship in Seville, I did not expect it to be such a very interesting experience. I am glad that I can learn a new language taught us by a nice lady and we can see that she does it with great passion because she does it in a wonderful way. The lady who runs our practice is a nice person and very open to us, which makes me attend it every day with great pleasure. Our temporary residence is very beautiful and our coordinator is extremely helpful.



Łucja Podgórna

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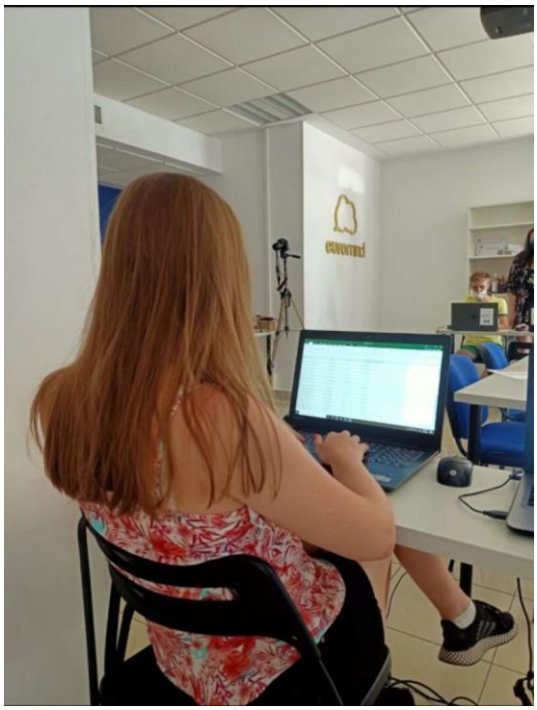
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

During the internship, we learn many interesting things. I did not think the people here were so nice. I really liked the idea of having a Spanish lesson in the field in the Plaza de España.



Julia Obrok

Host Organization: Euromind Projects S.L.

Tutor's name: Rocío Alba

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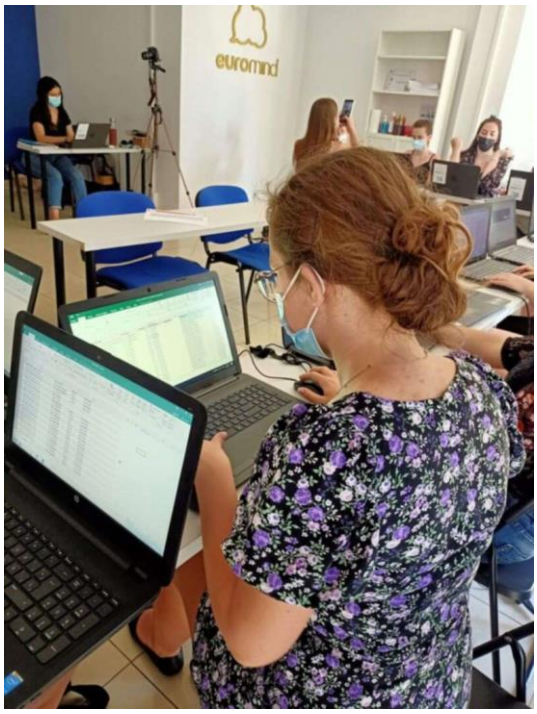
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

The city, Spanish lessons, and the internship are great and interesting, I learned a lot. The coordinator, the tutor, and our Spanish teacher are very helpful and nice. Our temporary home is very well equipped and comfortable.



Anna Maria Wąchała

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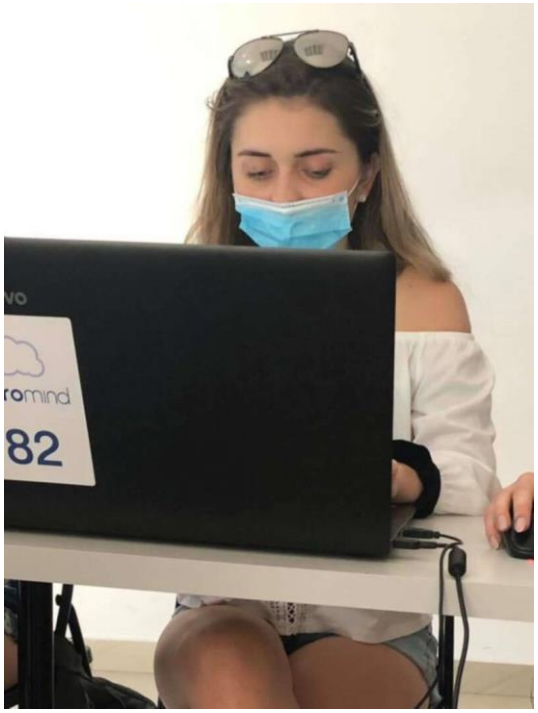
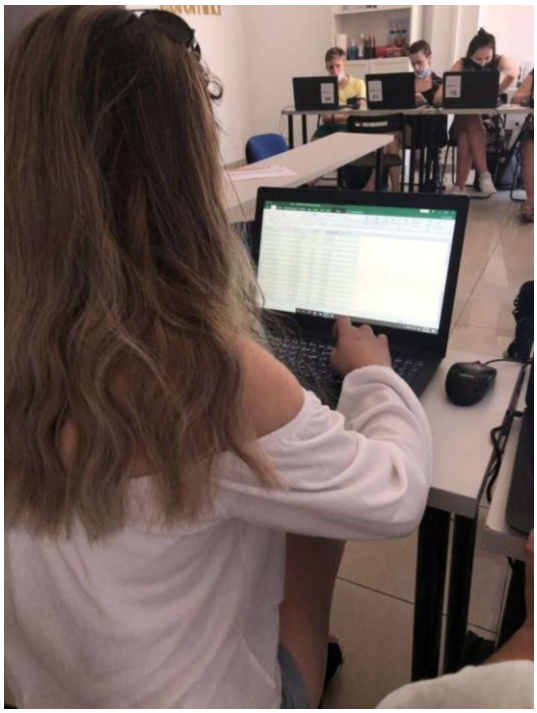
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

I am very satisfied with the euroMind internship. I did not think that training with Ms. Rocio would be so interesting. I am very happy that I have the opportunity to learn the Spanish language run by a nice lady. Seville is a very beautiful city, and the most fascinating about it was the Catedral de Santa María de la Sede.





Emilia Smoter

Host Organization: Euromind Projects S.L.

Tutor's name: Rocío Alba

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2. Main responsibilities & tasks carried out during the work placement

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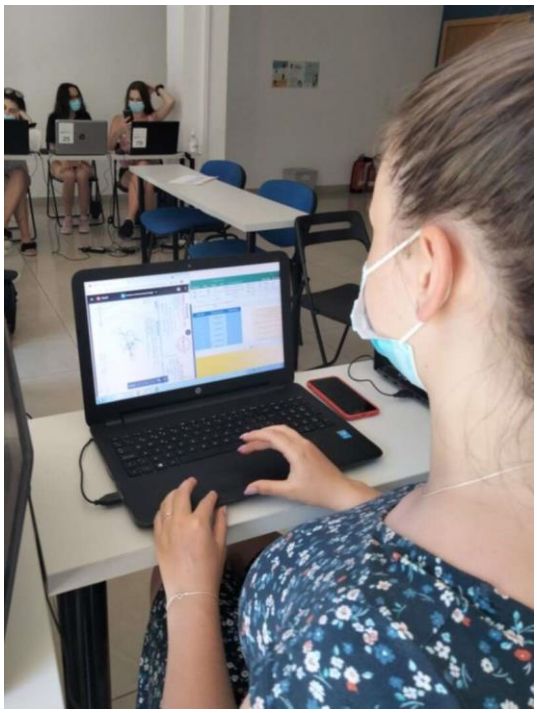
- Creating and reviewing company budgets

3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

Being in Spain I am able to visit many interesting, new places. The internship tutor is very nice and helpful. The apartment where we are staying is really cozy and well-kept, and there is a beautiful view of the Spanish street from the terrace.



Karolina Puch

Host Organization: Euromind Projects S.L.

Tutor's name: Rocío Alba

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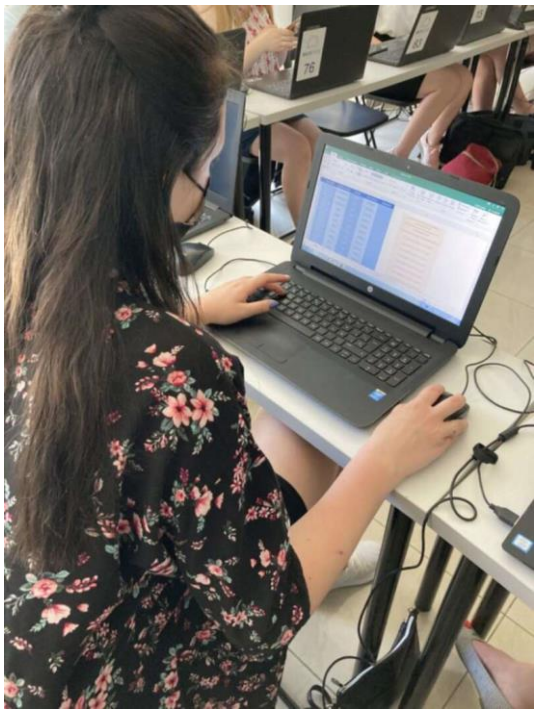
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

Participation in the Erasmus internship gives me a lot of new experience. We have helpful and friendly staff (Mr. Kris and ladies: Arianna and Rocio). The other thing is the ability to getting to know a new place. I also like the food.



Patryk Zoń

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Tutor's name: Rocío Alba

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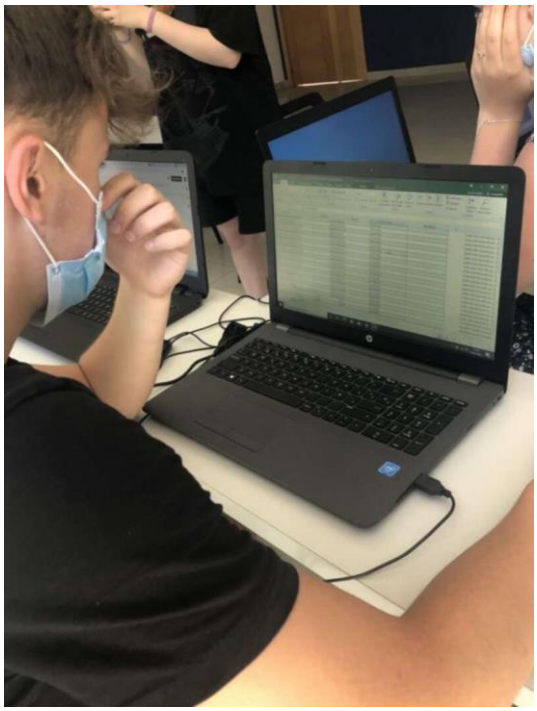
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

Spain is a wonderful country with nice views and great weather. Our Vocational training is really interesting and Mrs. Rocio is a great person with a huge experience. Our coordinator, Mr. Kris is the best, every time when we have even a small problem, he helps us. I really like him and he is a really nice guy. In the apartment where we are staying, we have everything that we need, the food is delicious, the patio is wonderful, and our beds are so comfortable.



Wiktoria Kubowicz

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Tutor's name: Rocío Alba

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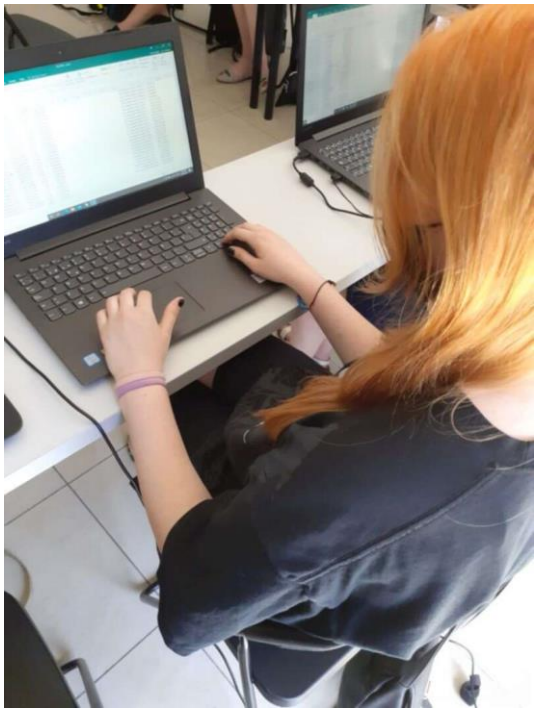
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

I like the internship very much - I learn a lot of useful things. The lady conducting the classes is very nice and tries to teach us as much as possible. Also, the Spanish teacher is very nice and prepares for us interesting classes and materials.



Izabela Witkowska

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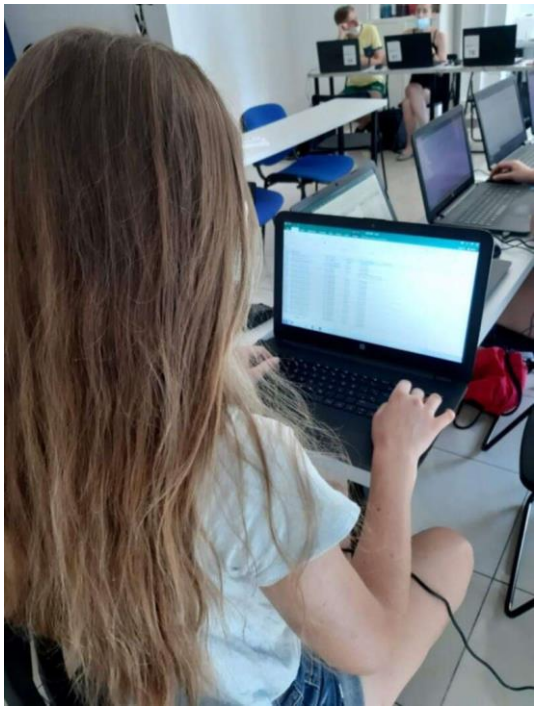
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

During my stay in Seville, I have visited many places in a beautiful city, spending my time actively. I learned the basics of the language during fun and interesting Spanish lessons and by talking to the people I met. I participated in the internship where I could learn the realities of real work in the company. The residence is very cozy and bright. The people I have contact with are very positive and open, which makes me feel good and at ease.



Dorota Śmierciak

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Tutor's name: Rocío Alba

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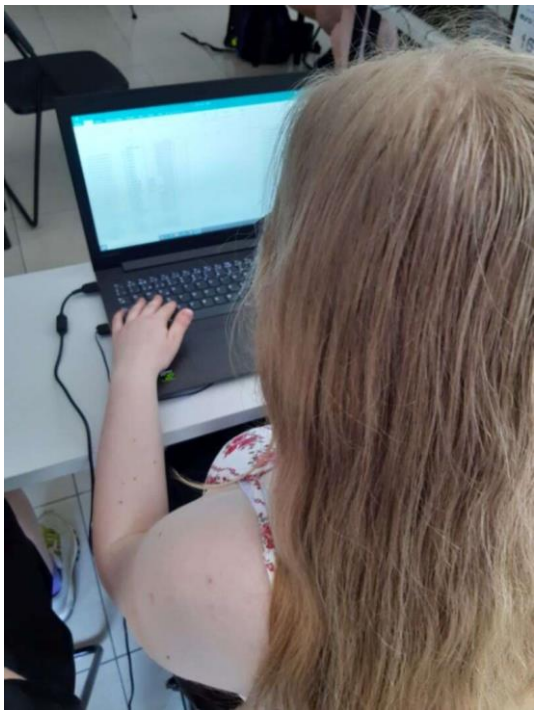
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

Staying in Sevilla is a new experience to me, but the city is so beautiful. I am very happy to be here and have a chance to get to know a new culture. The vocational training is very interesting. I learned a lot of new things and expanded my skills. Our coordinator Kris is helpful, we can always count on him.



Edyta Pazdur

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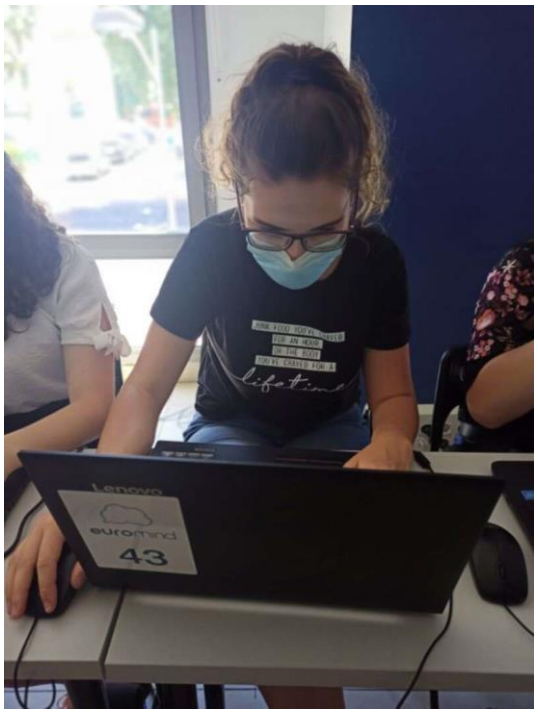
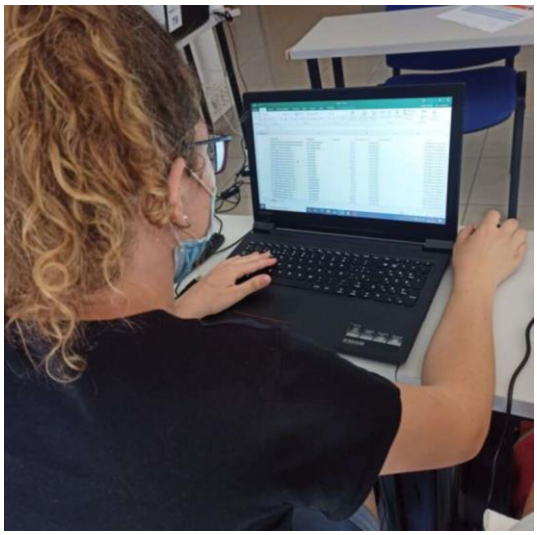
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

I liked the internship very much because I learned new things. The tutor was very nice and helpful. The Spanish lessons were also very helpful as they made it easier for me to get along with the people of Seville.





Szymon Śmierciak

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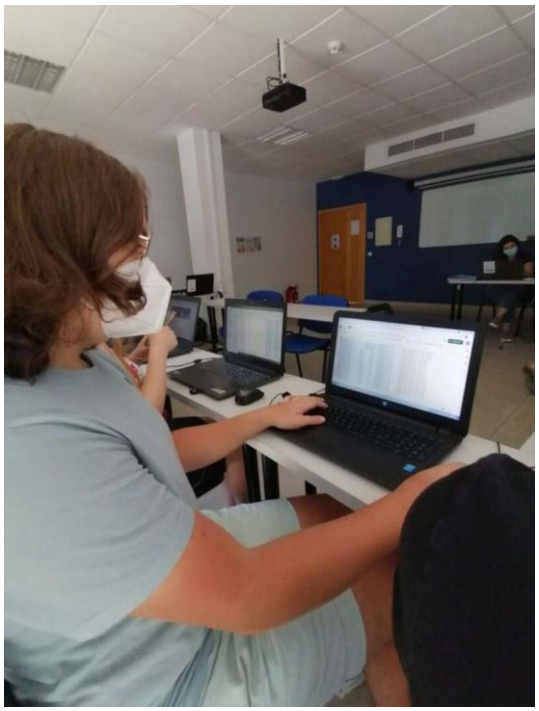
3. Tutor's final note

6 (Excellent)

4. Participant's opinion about his/her personal & professional development

The Vocational Practice in euroMind company is very interesting, our tutor kindly encourages us to work in the office. Our coordinator Kris always tries to be helpful at every moment, when we need his help, he is there. The Spanish meals are full of delicious food. And every day I am fascinated with new experiences in Spain.



PROJECT MANAGEMENT

1. Mobility Project Preparation & Induction

Before the arrival of your trainees in Spain, euroMind provided them with the pre-arrival guide, including useful information, local transport & social life, emergency numbers.

euroMind has also arranged Skype meeting with the participants in order to get to know them and to interview them.

After the Skype interview, euroMind created a Facebook group to which all the selected participants were invited, together with their Teachers. This way euroMind Coordinator had constant contact with the target group already before their arrival in Spain.

Once the Skype interviews were delivered, euroMind upon a thorough analysis of the participants' studies and profile provided each one of them with an adequate work placement.

euroMind took responsibility for preparing Learning Agreements individually for each participant and made sure that all the parties involved signed all the necessary documents.

On the first day after the arrival, euroMind organized the welcome session during which the participants got to know the euroMind team, were reminded about the programme agenda, accommodation rules and dissemination strategy options.

Later on, the participants were taken for a walk around the neighborhood to get to know the area and find out where banks, mail box, workplace, supermarkets, bus station are.

2. Monitoring & Monitoring

In order to make sure that the objectives of the Learning Agreement were going to be achieved and that the participants would be fully integrated in the companies' work culture, the monitoring was delivered by all of the parties involved in the project.

euroMind assigned a Mentor for the group of participant who was responsible for the introduction of the participants to the host organisation(s). During the work placement/training the Mentor delivered monitoring visits to the work placements in order to revise the tasks of the trainees, their progress as well learn from the first hand the level of satisfaction of both the participants and the host companies/ training centre tutor.

The mentor in cooperation with companies Tutors carried out the evaluations of the trainees in the middle and at the end of the trainings.

After obtaining the results of the half-way through evaluation, the Mentor met the participants to give them the results of this evaluation. The least favourable results were discussed with the

participants in private so that both the Mentor and the trainees had the comfort of sharing the information and exchanging the opinions and finding solutions to some problematic issues.

Host organisations assigned a member of its staff as a tutor. The tutors from the host companies were responsible for helping, informing and guiding and supervising the work done by the participants. The tutors had regular meetings with the participants in order to assess their presence in the company as well as to discuss the tasks and responsibilities according to the needs of the company and the participants.

euroMind at the end of the programme during the goodbye session handed out evaluation sheets to the participants so that they could assess their stay in Spain, work placements, as well as the work of the euroMind.

euroMind was also available to the participants 24/7 in case of emergency.

3. Communication

euroMind takes good care of successful communication between companies and trainees. Each evaluation of work is aimed at improving the quality of cooperation. Each party is thoroughly checked and assessed and the necessary improvements are introduced. Moreover, euroMind mediates in this supervisor-trainee collaboration by translating and solving language-connected complicated matters.

4. Dissemination strategy

euroMind took active part in the process of preparing and dissemination results of the project together with the sending organisation and participants.

While the trainees were in Spain, euroMind involved them in a number of activities the aim of which was to make students monitor and collect all the information related to the progress of their work placements and stay in Spain. The materials produced by the participant would be then used as tools for disseminating results by the school in their country and by the partner in Spain.

The participants could work in groups or individually. On the first day they needed to decide on the form or forms of recording their professional experiences.

As a rule, the whole group needed to create an Instagram profile as it is an effective and quick means of accessing large numbers of people. What is more, it is a form that appeals to young people as they can share their experiences instantly and receive instant feedback, too. The profile is always linked to the euroMind's Facebook fanpage and Instagram profile. The sending organisation was also asked to do the same thing.

This way the material produced by the trainees reached bigger audiences and was more effectively disseminated.

euroMind also disseminates the project at a local level. It organises language and cultural exchanges between the international trainees and students from local vocational colleges. During those meetings both Spanish and International students are involved in a number of activities the aim of which is to get to know each other, share experiences related to work experiences and in general their stay in Spain. The students also exchange information about their countries and cultures.

5. Certification

To validate the acquired skills, the trainees, at the end of their stay, received complete proof of their participation in the project by means of several methods of recognition:

- Training Certificate
- Europass Mobility Certificate
- ECVET
- Spanish Course Certificate

CULTURAL & LINGUISTIC PREPARATION

1. Spanish course: teaching method & participants´ outcomes

The group was given very intensive Spanish lessons with our Spanish Teacher. euroMind's teaching methods were very effective as they made learning fun through playing games and creating an enjoyable atmosphere in the class. The Spanish classes can be described by 2 words: dynamic and practical! We used an interactive method of teaching based on learning by practicing. This means that grammar was covered as much as possible by using practical situations. Therefore, speaking and actively using the language is crucial and central in all our activities delivered. After intensive and hard learning the students had a written an exam. All of the participants passed with very good results!

2. Cultural activities, Andalusian cities & places visited during the programme

Walk around Seville city centre: Seville is the artistic, cultural, and financial capital of Andalusia in the southern region of Spain. The city is a historical masterpiece full of monuments, gardens and flamenco festivals. The city reflects the harmony between different Christian, Jewish and Muslim cultures and religions.

As Seville is the capital and the largest city of the autonomous community of Andalusia, it is easy to get lost here, however thanks to the tour organised by euroMind´s team, the trainees were able to admire the city safely and in a pleasant atmosphere. The euroMind coordinator helped the trainees understand the city from a historical and artistic point of view, but also gave them some shopping and eating tips. The group were shown the best places where they could go and grab something to eat, drink and have fun or just relax and hang out.

Metropol Parasol – Las Setas: Metropol Parasol is a very interesting example of modern art which conquered the part of the old city. The building is popularly known as the mushrooms. The group had the chance to admire its unique wooden structure consisting of six parasols in the form of giant mushrooms that is claimed to be the largest wooden structure in the world. The trainees followed the winding walkways to reach the rooftop, where they were able to enjoy spectacular views of the whole city from the viewing platform. Besides a rooftop, the group also had the chance to visit the Antiquarium (archaeological museum) located in the lower level of the building, the public plaza and the market.

Flamenco Show (Auditorium Álvarez Quintero): During their stay in Seville, the students took part in a Flamenco Show in the Auditorio Alvarez Quintero. The auditorium was started by a local family with deep ties to the local flamenco art scene. It is a cultural space, located in the heart of Seville, between two emblematic sites, the Seville Cathedral and City Hall. The trainees had the chance to feel the real flamenco passion while watching the show which lasted 60 minutes, which gave them enough time to explore many different flamenco styles, artists, songs and dances.

SUMMARY OF THE PROJECT

euroMind team did their best in order to deliver the best professional and cultural experience to the trainees of the project being always ready to help, give advice and solve any problems or doubts.

The trainees were fully satisfied with their work placements. They gained much needed professional experience abroad which is highly appreciated and sometimes even specifically asked by today's employers.

We have no doubt that our trainees will use their new knowledge and experience at their current work in their home country or increase their chances at the labour market and dazzle their future potential employers.

Moreover, the trainees learnt the basics of the Spanish language were able to work in a multi-cultural environment and proved themselves with the ability to work individually as well as in a team.

euroMind team was extremely satisfied with the trainees' involvement in the project and personal interest in whatever they participated in.

This project was very successful and we hope to realize other successful projects with Zespół Szkół Ogólnokształcących i Zawodowych im. ks.prof. Józefa Tischnera w Limanowej sp. z o.o. in the future.

SEVILLA, 28-05-2021

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