



Erasmus+

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

04-02-2019 - 01-03-2019

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 400 entities both private and public cooperate with euroMind in Ubeda, Seville and Cracow. 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
Grzegorz Kulpa	Guide Tour
Paulina Banach	Receptionist
Zuzanna Bąbel	Tour guide assistant
Marzena Opióła	Receptionist
Natalia Zając	Administrative
Katarzyna Król	Tour guide assistant
Alicja Cabała	Tour Guide Assistant
Magdalena Rusnarczyk	Receptionist
Monika Pajor	Administrative
Justyna Gwizdź	Tour guide
Aneta Kądziołka	Tourist informant
Agnieszka Pacura	Travel agency technician
Aurelia Gromala	Tour guide
Paulina Kowalczyk	Administrative
Aleksandra Śliwa	Travel agency technician



Grzegorz Kulpa

Host Organization: Culturbike Tour - Mauricio Rodriguez Garcia

Tutor's name: Mauricio Rodriguez Molina

1. Description of the host organization

Culturbike Tour offers experienced touristic visits around Seville. The company offers its customers a unique service of cycling routes with the possibility of visiting the most iconic monuments of the Andalusian capital. The customers can enjoy this wonderful experience and thoroughly understand the Sevillian history and its monuments. Culturbike Tour was first created as a tourist company just over 2 years ago, it is mainly dedicated to the project called Cicloeduca. This proposal consists of an interesting and original programme in which the students, from the third cycle of primary, secondary and high school up to university can enjoy Seville, discovering the most beautiful corners of the city through cultural routes by bicycle. Culturbike Tour also works with foreign companies, organizations and academies. The company has been founded by Mauricio Rodriguez Garcia more than 6 years ago, in May 2012.

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

- Transporting bicycles
- Collaborating in the development of the tours around the city
- Welcoming groups
- Vehicle maintenance (changing the wheels, fixing punctures, cleaning vehicle etc.)
- Introducing the company and its team to the clients

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

He was awesome, helped us a lot, everything was great,

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

I look after the group and keep an eye on situation, when something going wrong, like broken chain, for example. I am learning, how to work with group, how to communicate with them and what the most important, how to help them. My work teach me also, how to be a smile and talkative person, when the group of smiling children talk to me (even when I do not know the language) My practice are path of happiness and responsibility for other persons. I learned here a lots of usefull things and I hope, that one day I will back there just for a moment.



Paulina Banach

Host Organization: Accorinvest Spain S.A. - Hotel ibis

Tutor's name: Francisco Matinez

1. Description of the host organization

The modern Hotel Ibis Sevilla is located next to the A-4 motorway which allows easy access to the heart of the Andalusian capital. The hotel is located next to the business park Calonge, 2 km from Santa Justa train station and 4 km from the airport. A bus stop with regular services to the airport and to the city centre is located just 500 meters away. The hotel has 70 rooms including 23 for smokers and 3 for people with reduced mobility. The facilities were refurbished in summer 2017. The hotel is located in a very quiet area, next to a congress hall, on Aviación 12.

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

- Assisting in welcoming the guest to the hostel and arranging reservations
- Assisting in check ins and check outs and complete procedures when guests arrive and leave
- Taking notes of guests' concerns and paying attention to special requests in a personal but also a professional way, helping guests with luggage storage, storing valuables
- Ordering taxis, providing tourist information about the city and the region
- Contacting hotel booking websites in case of any queries recurring customer's problems
- Updating information on hotel booking websites
- Translating and interpreting if required
- Performing administrative activities

3. Tutor's final note

3 (Satisfactory)

4. Tutor's final evaluation

Paulina needs to make better an atencion. She has a knowledge and good looking, she is also smiling.

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

My Main job is to stand at the reception desk and greet people. I also work at the computer. I have contact with clients. Everyone is nice.



Zuzanna Babel

Host Organization: Colinas Casado Tours S.L.U - Sevilla Free Tours

Tutor's name: Francisco Colinas Casado

1. Description of the host organization

Sevilla Free Tours was born with the mission of presenting the city to tourists. Sevilla Free Tours usually offers different routes that allow tourists to take control over the city. The price of the tours is set by the client, each client is free to choose, so these tours are adapted to their pocket. This philosophy is based on a tip system according to the degree of satisfaction of each person. The yellow company free tour is the perfect solution for the traveller. During these two hours, the traveller can find out about the essentials, a kind of well-documented summary exhibition that one can access without spending more than what they want.

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

- Searching new interesting information, stories about the city, locals or restaurants to go and activities to do
- Accompanying and helping a tourist guide during trips in Seville
- Writing a blog about the positive and negative impacts of tourism in Andalusia
- Analyzing the objectives of responsible tourism development at different companies (private, public and voluntary), collaborating in the design of holiday packages incorporating principles of responsible tourism
- Being responsible for the transport of bikes, assisting in the reinforcement of collaboration with other tourism companies in the city, collaborating in the development of tours in different points of the city
- Assisting in the reservation process, issuing tickets and vouchers and other relevant documents related to the services provided

3. Tutor's final note

4 (Good)

4. Tutor's final evaluation

Good job!

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

On our practice in Sevilla Free Tour we had occasion to know a lot of people from different countries. Friendly guides helped us to know history of Sevilla. Thanks them we can practice our English and we get to know a few words in Spanish.



Marzena Opiola

Host Organization: AC Hotel Sevilla Forum by Marriott

Tutor's name: Ramón Troyano

1. Description of the host organization

AC Hotels is an international hotels chain. It has hotels distributed in different countries: United States, Spain, Mexico, Italy, Brazil, Denmark, Portugal, and France. The hospitality company was founded in Madrid in 1998 and today it has more than 80 hotels spread throughout all the world. They chose to centre themselves around small things to create something great. Each of its spaces has been built from the ground with a visionary spirit and designer perspective. It wishes to create a unique experience for the customer. Every detail has been designed to provide everything necessary for the customer.

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

- Assisting in welcoming the guest to the hostel and arranging reservations
- Assisting in check-ins and check-outs and complete procedures when guests arrive and leave
- Taking notes of guests concerns and paying attention to special requests in a professional way
- Helping guests with luggage storage, storing valuable objects
- Ordering taxis, providing tourist information about the city and the region
- Contacting hotel booking websites in case of any queries recurring customer's problems
- Updating information on hotel booking websites
- Translating and interpreting if required, performing administrative activities

3. Tutor's final note

5 (Very Good)

4. Tutor's final evaluation

The time of the practices was satisfactory. You could have a little bit more knowledge about the sector.

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

Everyday when I go to my practice I spend fantastic time. The people are so great. Everyone are very helpful for me. Laura is the kindest person who I know, she showed and learnt me a lot of things about hotel and guests who arrive. I am so glad that I can be part of that team.



Natalia Zajac

Host Organization: Guadaluxe - Electrip S.L.

Tutor's name: Pablo Sánchez-Barbudo

1. Description of the host organization

Guadaluxe Seville river cruises is a tourist company which offers boat cruises on the Guadalquivir river. The cruises are specially designed for the customer so that they can enjoy Seville from a different view and learn about the Hispanic capital from a 360 degree view. The company was founded over 20 years ago and today, their boats are completely eco-friendly therefore, they sail along the river noise, smell and contamination free. They run off electric propulsion and therefore do not emit gases, are smoke free and 100% noise free. They are also equipped with heat and Wi-Fi. Guadaluxe organise tours by boat from Monday to Sunday, from 10:00 until the sun goes down. The customer can enjoy a pleasantly unforgettable cruise along the river on the eco-friendly ships Their tourist offices are located on Calle Almirante Lobo, on the Pasaje Centro Comercial Cristina and the cruises can be found under the San Telmo bridge.

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

- Distributing advertising, informing clients about all kind of offers
- Providing information about flamenco culture, providing information about the company
- Receiving and greeting clients at the reception
- Controlling payments, managing invoices

3. Tutor's final note

5 (Very Good)

4. Tutor's final evaluation

Try to talk a little bit more English and do not be shy. The future is waiting for you.

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

In my job in Guadaluxe company is good atmosphere and there are nice people. I work outside and I meet new people from different countries. Workers are very friendly and helpful in every situation.



Katarzyna Król

Host Organization: Colinas Casado Tours S.L.U - Sevilla Free Tours

Tutor's name: Francisco Colinas Casado

1. Description of the host organization

Sevilla Free Tours was born with the mission of presenting the city to tourists. Sevilla Free Tours usually offers different routes that allow tourists to take control over the city. The price of the tours is set by the client, each client is free to choose, so these tours are adapted to their pocket. This philosophy is based on a tip system according to the degree of satisfaction of each person. The yellow company free tour is the perfect solution for the traveller. During these two hours, the traveller can find out about the essentials, a kind of well-documented summary exhibition that one can access without spending more than what they want.

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

- Searching new interesting information, stories about the city, locals or restaurants to go and activities to do
- Accompanying and helping a tourist guide during trips in Seville
- Writing a blog about the positive and negative impacts of tourism in Andalusia
- Analyzing the objectives of responsible tourism development at different companies (private, public and voluntary), collaborating in the design of holiday packages incorporating principles of responsible tourism
- Being responsible for the transport of bikes, assisting in the reinforcement of collaboration with other tourism companies in the city, collaborating in the development of tours in different points of the city
- Assisting in the reservation process, issuing tickets and vouchers and other relevant documents related to the services provided

3. Tutor's final note

4 (Good)

4. Tutor's final evaluation

Good job!

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

My work in the Sevilla Free Tour takes place in a very nice atmosphere. In my work I get to know the history of Seville in a very cheerful way so you can remember more. The guides and other apprentices are happy to help, so you can feel comfortable and ask about everything.



Alicja Cabała

Host Organization: See by bike

Tutor's name: Justo Lora

1. Description of the host organization

See by bike is a tourist company located in the very heart of Seville. They offer a rental bikes service and quality tours in Seville and all around Andalusia. All rentals include a high-quality lock, a helmet, a basket or rear rack and a map with tailored riding routes. The company's political is to give to its customers a high-quality service. The strategic position of the company allows it to have different types of customers: foreign people from different parts of the world, European tourists as well as Spanish people. The tours are given in English, Spanish and Dutch. The importance of this company is also linked to the contacts that, over time, has established with numerous associations working with Erasmus students. It is a reference point for many young people who spend in Seville a determinate period of months: they can buy low priced bikes and reselling them in the same shop once they go away.

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

- Searching new interesting information, stories about the city, bars or restaurants to go and activities to do
- Writing a blog about the positive and negative impacts of tourism in Andalusia
- Discuss the objectives in responsible tourism development at different companies (private, public and voluntary), collaborating in the design of holiday packages incorporating principles of responsible tourism
- Assisting in the search for travel agencies and guided tours around Andalucía and abroad
- Assisting in the reinforcement of collaboration with other tourism companies in the city
- Collaborating in the development of tours in different points of the city, assisting in the reservation process
- Issuing tickets and vouchers and other relevant documents related to the services provided

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

She helped us a lot. She showed a motivation and really wanted to learn.

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

On my practice in see by bike I was working with a really amazing people, who were helpful, kind and always ready to give me some advices. I also had a chance to meet students from another countries and learn a few words in Spanish.



Magdalena Rusnarczyk

Host Organization: Hotel las Casas de los Mercaderes

Tutor's name: Rosa María del Valle Ruiz

1. Description of the host organization

The hotel Las Casas de Los Mercaderes was created thanks to the renovation of an old building with a typical Andalusian patio. The hotel is located in a very accessible area to allow its customers to enjoy as much time as they can in the city. This is the place where the guests typically spend their free time with a drink or a cup of coffee prepared by the hotel's bar staff. It is a perfect place to have a business meeting in peace and to find friends. The hotel offers free Wi-Fi and smoking is not permitted. It offers 48 rooms which are arranged around the courtyard and are spread over 4 floors which can be accessed via 2 lifts. 41 rooms are doubles rooms and 7 are single rooms.

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

- Assisting in welcoming the guest to the hostel and arranging reservations
- Assisting in check-ins and check-outs and complete procedures when guests arrive and leave
- Taking notes of guests concerns and paying attention to special requests in a professional way
- Helping guests with luggage storage, storing valuable objects, ordering taxis
- Providing tourist information about the city and the region
- Contacting hotel booking websites in case of any queries recurring customer's problems
- Updating information on hotel booking websites
- Translating and interpreting if required, performing administrative activities

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

She really wanted to learn new things.

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

My job is very interesting. My boss taught me things which are important to work in hotel at the reception. People in this hotel are very lovely and helpful. Atmosphere is amazing, because everyone is nice and patient to me.



Monika Pajor

Host Organization: Euromind Projects S.L.

Tutor's name: Natalia Chojecka

1. Description of the host organization

EuroMind is an international training consultancy and VET provider with headquarters in Seville, Malaga and Úbeda in Andalucia (Spain). It is a training provider which delivers vocational education training, general and specialist language courses, VET training-related workshops, study visits, workshops on culture, lifestyle and customs of EU countries as well as classes on skillful and effective job search within the EU. It promotes and delivers training for teaching staff and secures work placements and exchange activities for VET students and graduates to enable young people and professionals to improve their opportunities and develop competencies and skills offered by European educational programs.

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

- Attending project meetings when appropriate, assisting in the coordination of events during projects' delivery, undertaking general administration including text processing, dealing with enquiry's and routine correspondence, photocopying, scanning, filing, etc., ensuring that project files are up to date
- Assisting the manager of the company in the maintenance of the database (enter data, make queries and prepare reports)
- Maintaining and updating the internal library and index including administration of photos and digital images, arranging and overseeing the recording of projects for the database and archive
- Preparing and delivering presentations, helping in the preparation of marketing materials, managing company's social media, Facebook

3. Tutor's final note

5 (Very Good)

4. Tutor's final evaluation

Thank you for your help, Monika. Good luck in the future.

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

In my job in EuroMind company I making and correcting a tourist guides about wonderful places in Andalucia district. Everyone is friendly and smiling what makes a great atmosphere.



Justyna Gwiżdż

Host Organization: Cyclo Touristic 2000 S.L.

Tutor's name: Ana Isabel Piñeda Castaño

1. Description of the host organization

In recent years, under the slogan 'choose your route & the way to do it', Cyclotour has specialized in recruiting and conducting sightseeing tours around the Historic Centre of Seville and its most iconic places. Cyclotour offers a new way of getting to know Seville and it organizes three types of tours: Monumental Seville, Romantic Seville and Seville of the River and Triana (via its bridges and its characteristic neighbourhood of Triana). The company began its activity in 1998 with the clear vocation of transmit a different play concept; a fun and healthy way of spending free time. With more than 20,000 customers, Cyclotour takes good care of its customers and it always strives to offer the best to make the visit around Seville unforgettable.

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

- Searching for new interesting information and stories about the city, bars or restaurants and activities in Seville, helping in the search of travel agencies and guided tours in Andalusia and abroad
- Being in charge of transporting bicycles, Segways and go-karts, collaborating in the development of the tours around the city, helping in the booking process
- Selling tickets and others relevant documents related to the services rendered, helping in vehicle maintenance, helping with the client service
- Supporting the groups during the trips and providing information

3. Tutor's final note

4 (Good)

4. Tutor's final evaluation

I hope you have learned a bit more about tourism. Keep on working on your talkative skills. Thanks for help!

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

Practices have past very slowly. We did not fully used one skills but we spent them in a small circle of nice people who gladly talked to us and helped us when we had problems.



Aneta Kądziołka

Host Organization: Sevilla Bike Center

Tutor's name: Anisa Lopez Fuentes

1. Description of the host organization

Bike Center Sevilla is a unique, multipurpose, eclectic and cosmopolitan space located in the midst of Jardines de Murillo. It aims to be a point of reference for the citizens of Seville, the visitors and the cycling community in general. Its facilities are open 365 days a year with the aim of offering to their clients a place to go whenever and with whomever they might like to but, of course, always by bike. Bike Center is also responsible for the dissemination of the culture of Seville through its Tourist Information Point and the rental of spaces for events and other activities. The company is equipped with around 50 bikes of different kind.

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

- Providing information to tourists about the tourist attractions of the city
- Providing information to tourist on cultural activities organized by the company
- Selling tickets to concerts, theatre, dance, music, a football match and all the best cultural and leisure activities that the city can offer, organizing information in the info point, classifying information and support material (maps, brochures, information about routes, museums, transportation, etc.)
- Searching for new interesting information and stories about the city, bars or restaurants and activities in Seville, collaborating in the development of the tours around the city, helping with the client service

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

The girl is awesome, nice, good working and really want to learn

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

Company: bike center Sevilla, my job is to help renting a bikes. Thanks to a month spent in Seville, I was able to learn to practice my profession and also to improve my language. I will remember this time nicely.



Agnieszka Pacura

Host Organization: Grupo Edutravel

Tutor's name: Manuel Perez Serradilla

1. Description of the host organization

Edutravel group is a modern company which dedicates its work to select the best possible travel options for their customers. The company specializes in creating travel packages in Andalusia. The company offers services for private but also business customers and what they offer is a unique experience of Andalusian region. Their offer consists of visiting the cities, experiencing Andalusian cuisine and nature. They also have department that is responsible specifically for organizing honeymoons. Manuel's passion was always travelling and in 2009 he decided to open his own business focused on travelling. Manuel has combined his work as an advisor in big travelling companies and also with university teaching of La Facultad de Turismo y Finanzas.

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

- Attending project meetings, performing administrative tasks such as text editing, agenda management, correspondence, photocopying, scanning, printing, stamping, filling documents, checking their correctness, classification, sorting etc.
- Assisting the Company Manager with the maintenance of the database (putting in data, preparing reports), arranging and verifying the data and files of the projects in the database, helping in the preparation of marketing materials, managing company's social media (Facebook)
- Visiting apartments, searching and comparing new accommodations, controlling payments and managing invoices, conducting statistical calculations based on the available data, serving customers and provide them with the information they need

3. Tutor's final note

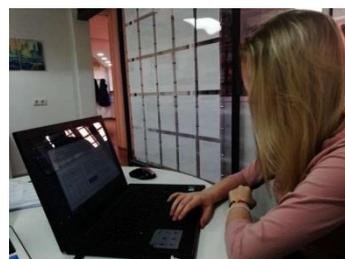
6 (Excellent)

4. Tutor's final evaluation

Very focus on the job.

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

Co-workers were nice, helpful and always smiling. Thanks to them I deepened my knowledge about Andalusia and improved my language skills. Great atmosphere in the office and understanding coworkers made this month of practice just a pleasure.



Aurelia Gromala

Host Organization: Cyclo Touristic 2000 S.L.

Tutor's name: Ana Isabel Piñeda Castaño

1. Description of the host organization

In recent years, under the slogan 'choose your route & the way to do it', Cyclotour has specialized in recruiting and conducting sightseeing tours around the Historic Centre of Seville and its most iconic places. Cyclotour offers a new way of getting to know Seville and it organizes three types of tours: Monumental Seville, Romantic Seville and Seville of the River and Triana (via its bridges and its characteristic neighbourhood of Triana). The company began its activity in 1998 with the clear vocation of transmit a different play concept; a fun and healthy way of spending free time. With more than 20,000 customers, Cyclotour takes good care of its customers and it always strives to offer the best to make the visit around Seville unforgettable.

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

- Searching for new interesting information and stories about the city, bars or restaurants and activities in Seville, helping in the search of travel agencies and guided tours in Andalusia and abroad
- Being in charge of transporting bicycles, Segways and go-karts, collaborating in the development of the tours around the city, helping in the booking process
- Selling tickets and others relevant documents related to the services rendered, helping in vehicle maintenance, helping with the client service
- Supporting the groups during the trips and providing information

3. Tutor's final note

4 (Good)

4. Tutor's final evaluation

Good job. Keep on working. I hope you have enjoyed the experience and learned a bit more about working with people.

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

In spite of two hours of work a day, the practices were very long. What I did on the practices was to distribute leaflets on the segway. The people from the companies were very nice, chatty and helpful.



Paulina Kowalczyk

Host Organization: Guadaluxe - Electrip S.L.

Tutor's name: Pablo Sánchez-Barbudo

1. Description of the host organization

Guadaluxe Seville river cruises is a tourist company which offers boat cruises on the Guadalquivir river. The cruises are specially designed for the customer so that they can enjoy Seville from a different view and learn about the Hispanic capital from a 360 degree view. The company was founded over 20 years ago and today, their boats are completely eco-friendly therefore, they sail along the river noise, smell and contamination free. They run off electric propulsion and therefore do not emit gases, are smoke free and 100% noise free. They are also equipped with heat and Wi-Fi. Guadaluxe organise tours by boat from Monday to Sunday, from 10:00 until the sun goes down. The customer can enjoy a pleasantly unforgettable cruise along the river on the eco-friendly ships Their tourist offices are located on Calle Almirante Lobo, on the Pasaje Centro Comercial Cristina and the cruises can be found under the San Telmo bridge.

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

- Distributing advertising, informing clients about all kind of offers
- Providing information about flamenco culture, providing information about the company
- Receiving and greeting clients at the reception
- Controlling payments, managing invoices

3. Tutor's final note

5 (Very Good)

4. Tutor's final evaluation

Try to talk a little bit more English and do not be shy. The future is waiting for you.

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

Guadaluxe Ours job is in the fresh air. We have a good contact with clients. We learn more vocabulary and meet people from other countries



Aleksandra Śliwa

Host Organization: Grupo Edutavel

Tutor's name: Manuel Perez Serradilla

1. Description of the host organization

Edutavel group is a modern company which dedicates its work to select the best possible travel options for their customers. The company specializes in creating travel packages in Andalusia. The company offers services for private but also business customers and what they offer is a unique experience of Andalusian region. Their offer consists of visiting the cities, experiencing Andalusian cuisine and nature. They also have department that is responsible specifically for organizing honeymoons. Manuel's passion was always travelling and in 2009 he decided to open his own business focused on travelling. Manuel has combined his work as an advisor in big travelling companies and also with university teaching of La Facultad de Turismo y Finanzas.

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

- Attending project meetings, performing administrative tasks such as text editing, agenda management, correspondence, photocopying, scanning, printing, stamping, filling documents, checking their correctness, classification, sorting etc.
- Assisting the Company Manager with the maintenance of the database (putting in data, preparing reports), arranging and verifying the data and files of the projects in the database, helping in the preparation of marketing materials, managing company's social media (Facebook)
- Visiting apartments, searching and comparing new accommodations, controlling payments and managing invoices, conducting statistical calculations based on the available data, serving customers and provide them with the information they need

3. Tutor's final note

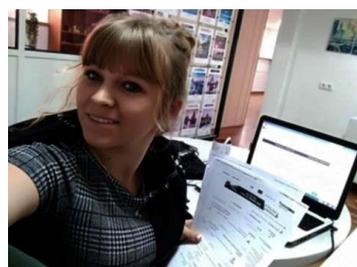
6 (Excellent)

4. Tutor's final evaluation

Really focus on the job.

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

I did not expect that the practices at Grupo Edutavel would surprise me so positively. I broadened my knowledge about Andalusia. The bosses welcomed us very nice and cared about us, for which I am grateful and the people in the company were wonderful, kind and helpful.



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 a Facebook fun page 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 fan page is always linked to the euroMind's Facebook fan page. 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

Seville Tour: Seville is the artistic, cultural, and financial capital of Andalusia region in the southern 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 can admire the city safely and in a pleasant atmosphere. The euroMind coordinator helps our trainees understand the city from a historical and artistic point of view, but also gives them some shopping and eating tips. The group is showed the most attractive places where they can go and grab something to eat, drink, have fun or just relax and hang out.





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, 01-03-2019



Carlos Hoyo de la Torre

Director