

# Keymob-Guidebook - Transversal skills of apprenticeships

Short overview about the contents of the guidebook (74 pages) to give a short impression. This overview – of course – cannot give details of the guidebook.



## Intention of this guidebook for „Keymob“

- Guide for teachers of training-centres and company tutors on how to apply quality criteria for the development of transversal skills for the apprenticeships during their stay of transnational mobility.
- This guidebook will contain the recommendations, criteria and instruments for applying and preparing of the foreign stay as well as giving advice and information during the stay in a foreign country.
- Giving criteria for implementation and validation.

# Index of the Guidebook (headlines)

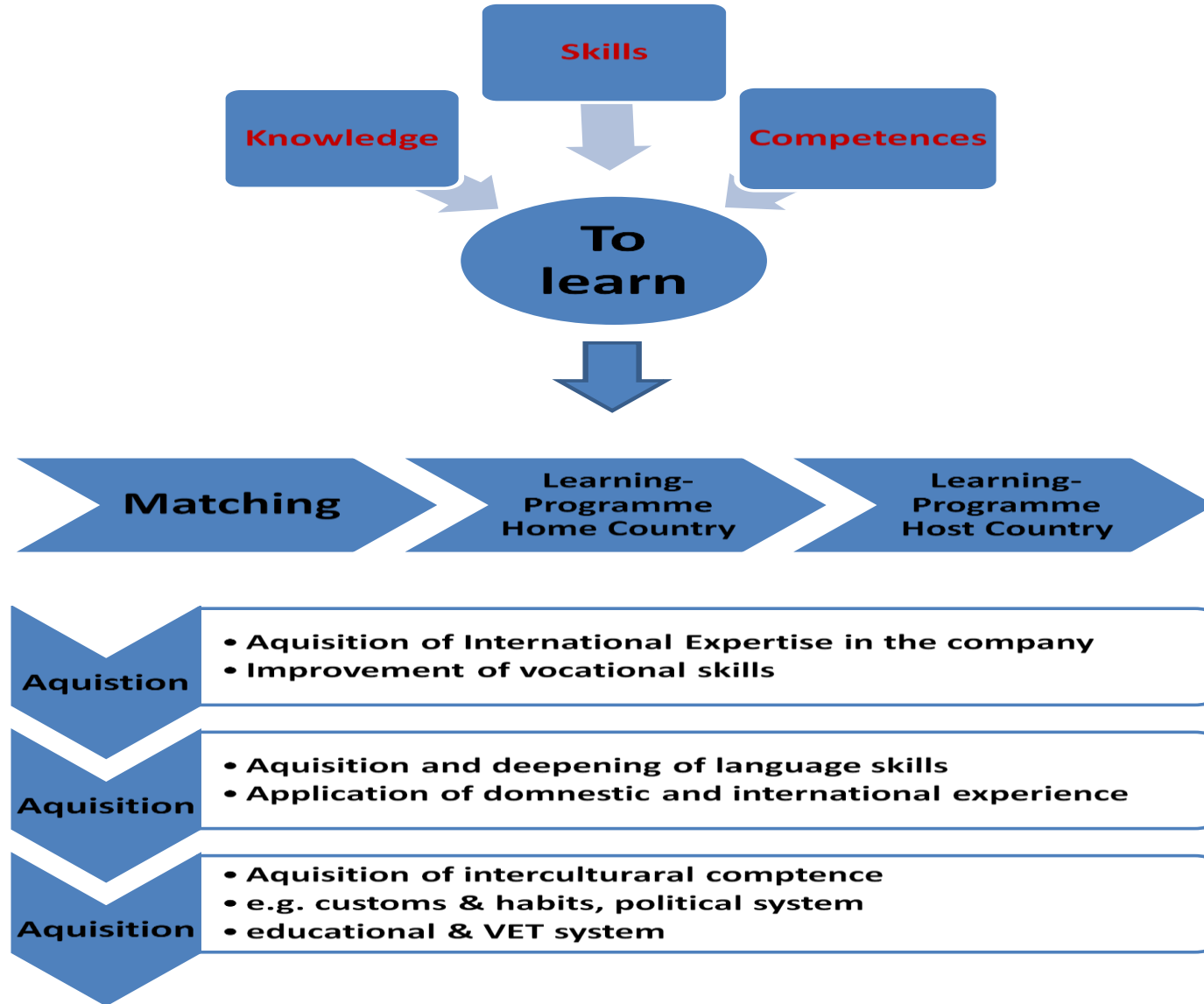
1. Intention of the project.
2. Introduction.
3. Co-operation and process prior to the placement.
4. Co-operation and processes during the placement, Collaboration between teachers and tutors.
5. Co-operation and process after the placement.
6. Validation processes.
7. Conclusion and challenges.
8. Appendices.

## The following slides are showing some examples to be seen in the guide-book

- Framework of the competences (page 7).\*
- Draft of a checklist (page 12).\*
- Examples for learning-activities about soft-skills (page 30).\*
- Core-questions for communication to the trainees abroad (page 41).\*
- Examples for a flow-diagram of the foreign-stay (page 45).\*

\*) : in the guide-book.

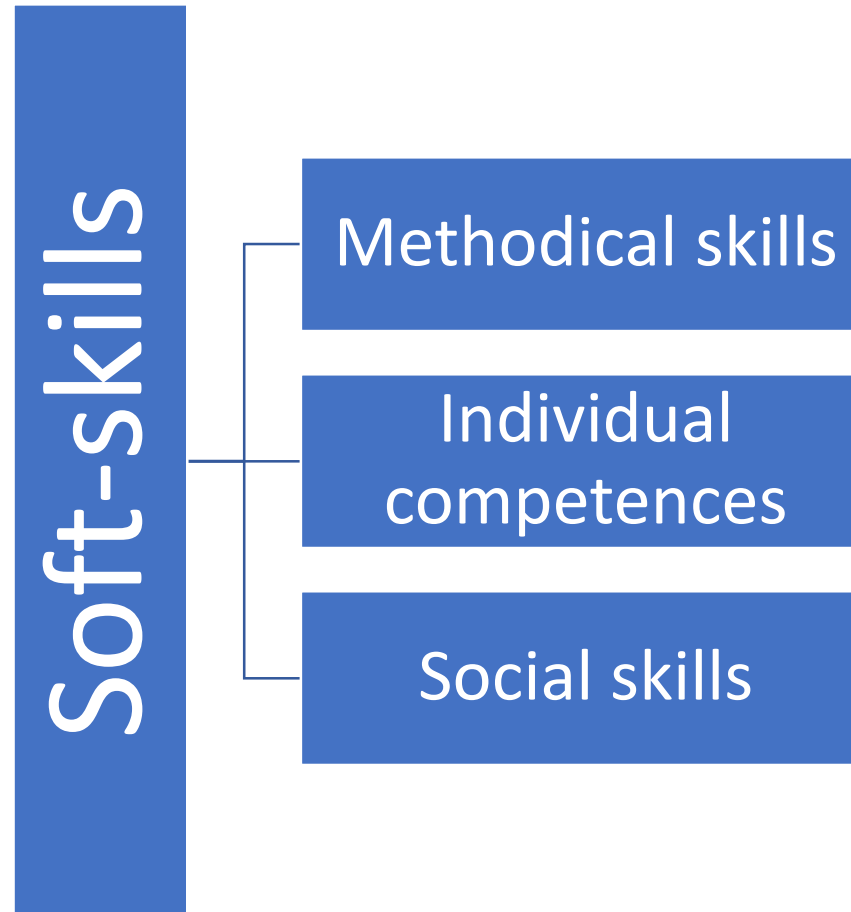
**Framework of the competences to be learned**



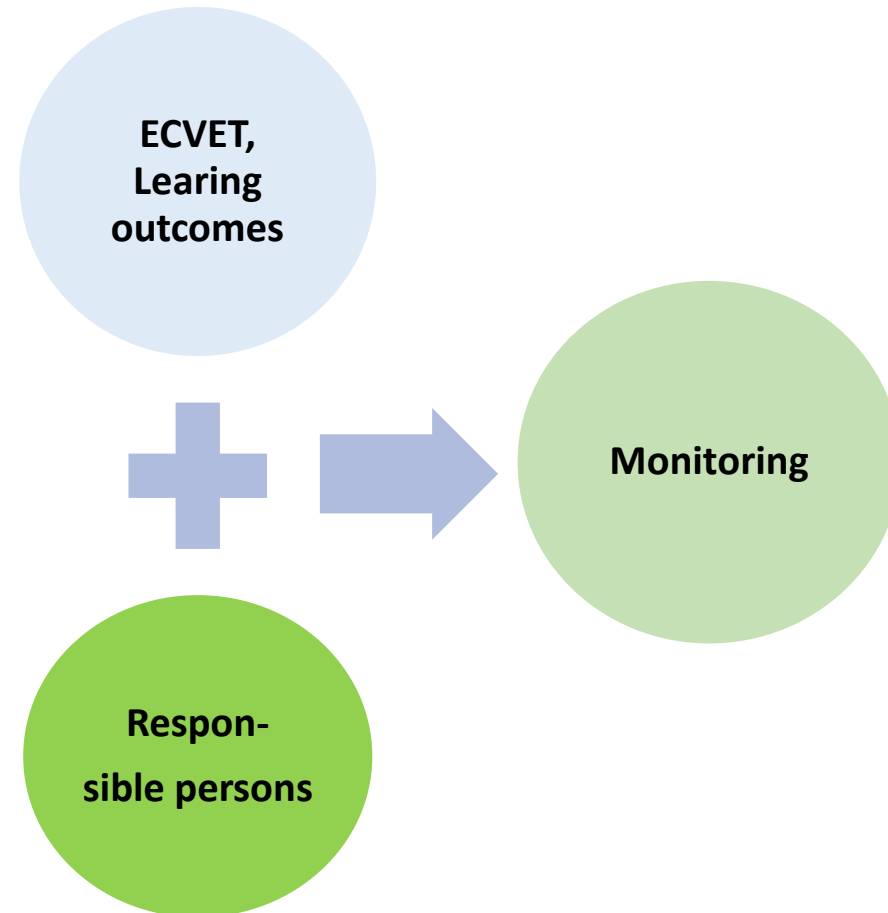
# Draft for a checklist – could be designed for own needs.

Task	Responsible Person/Institution	Open	Done	Remarks
Looking for a partner abroad				
Fund application, if possible				
Advertisement for partizipants				
Selection of partizipants				
Contracts				
Preparation of partizipants				
Permittance Chamber				
Contact with authorities				
Insurance				
Accomodation				
Organising travelling				
Supervision during the stay abroad				
Intermediate report				
Organising returnment				
Validation of the stay				
Publishing results				
Final report				
Conclusion for further steps				

# Examples for learning activities about soft-skills



# Monitoring in two ways





# How education should be carried out



# Example for a flow-diagram of the foreign stay (I)

<b>Week 1-2</b>	<b>Week 3-4</b>	<b>Week 5-6</b>	<b>Week 7-8</b>	<b>Week 9-10</b>	<b>Week 11-12</b>
<b>Reception</b>	<b>Warehouse</b>	<b>Production-line</b>	<b>Quality-inspection</b>	<b>Shipping-department</b>	<b>Dept. For Complaints</b>

## Example for a flow-diagram of the foreign-stay (II)

<b>Welcome to the company</b>	<b>Introduc- tion to the company (Video- clip?)</b>	<b>Presen- tation of the work- placement Organi- sation</b>	<b>Allocation of responsible persons</b>	<b>Timetable about the stay in different depart- ments</b>	<b>Validation during the stay</b>	<b>Validation at the end of stay</b>
<b>Head of company/head of dept./head of VET-training</b>	<b>Factory- tour/Times of work/rests /philoso- phy</b>	<b>Depart- ments to be visited</b>	<b>Master- Craftsman/ foreman/ colleagues</b>	<b>e.g. accounting / warehouse / production -line</b>	<b>Feed-back- meetings/ validation- talks</b>	<b>Feed-back/ certificate/ marks/ farewell</b>

# Appendices

The appendices are giving examples about topics like

- Introduction letter
- Europass
- Speciman Contract
- Learning program/curriculum (Germany/Baden-Wuerttemberg)
- Example for an intrship of the Czech partner
- Glossary