



GD Bildung und Kultur

Programm für lebenslanges Lernen



Checklist for Implementation

Cross-border collaborative training in crafts

This checklist is to facilitate students, businesses and professional colleges, the organization and implementation of Cross-border collaborative training. It lists the steps to be taken before, during and after the stay abroad in the interest of good quality.

The checklist was created for stays abroad lasting more than four weeks. But even for short trips abroad, it is useful, for example, in finding a host company and applying for funding.

Before the start of the stay abroad

1. By the trainees

1.1 Create application

- Letter of application

Model for application letter see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

It should contain, inter alia:

- desired period of placement abroad
 - Description of the (sending) company
 - Description of trained occupation, so the hosting company gets an idea of the formal training, and the contents that are taught in Germany. Under www.bibb.de/de/ausbildungsprofil_27736.htm profiles of occupations in the languages German, English and French are available.
 - What interests me in my hosting company, what would I like to learn?
- Europass CV

The electronic form and instructions to create your resume is available at www.europass-info.de



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- Presentation of language skills using the Common European Framework. They are part of the Europass CV.

Self-assessment grid, or see www.grenzenlose-ausbildung-plus.eu/service/service-sub2. or www.europass-info.de/de/media/raster-zur-selbstbeurteilung.pdf

1.2 Funding request for stay abroad

Depending on loan programs coming into consideration, the applications have to be made either by the company, the apprentice or others.

Information and advice issued by the competent Chamber of Crafts and Skilled Trade.

If no comprehensive / adequate support program is available, at least the linguistic and cultural preparation, travel costs and the first three weeks of the stay abroad can be co-financed by the program 'Let's go'. The students apply for these funds themselves, more information, see www.lets-go-azubi.de.

1.3 Insurance

It should be ensured that a number of insurances exist: travel health insurance, accident insurance, personal liability insurance. For participants in the program "Lets go" (see 1.2) low cost insurance is available.

1.4 Coordination of lessons with the Vocational College

Model teaching agreement see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

The student informs the Vocational College about the planned stay abroad. Together, agreements are made through (about?) the mediation of the course material during the period of absence.

Thus, the trainees will not miss lessons at Vocational College during the stay abroad, an agreement between the student and his subject teachers is required. For training during the international phase e-learning is a solution, i. e the mediation of the curriculum at an Internet-learning platform. The professional colleges are using systems like Moodle or Ilias. The College briefs the student in the system.



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Apprentice and vocational college take a written teaching agreement on timing and content of the long distance course.

1.5 Setting up access to the electronic logbook to

The Logbook of documented foreign trainees during the training phase. The student describes a personal account, which has technical, linguistic, intercultural and personal knowledge and skills he acquired abroad. Thus it is clear what the student learned in addition to the usual training. This is both for educational interest as well as for future reference when applying for jobs later. The guest operating and sending business is to get access to the logbook and be able to track the progress of the visit and comment from their perspective and to remain in contact with the trainees.

The logbook was implemented with the free Windows Live service in German and English. The preparation of Logbooks

www.grenzenlose-ausbildung-plus.eu/service/service-sub2 is explained on the website under "setting up a Logbooks.

1.6 Linguistic preparation

The trainee should acquire foreign language skills or develop them prior to the time of staying abroad. In addition to presence on-line language courses are also offered language, eg www.prepare-online.eu. This course provides students with linguistic, professional and intercultural content (German, Polish, Hungarian, Spanish).

If the stay abroad is financed by a government support program (see 1.2), so it usually also contains a budget for language support.

1.7 Europass Mobility

The Europass Mobility is a coherent pan-European document that attests to the educational experience in Europe.

The trainee can not apply for the Europass directly themselves, but this must be by the training or the organization that organizes your travel abroad, eg The Chamber of Trade initiate.

For more information, visit www.europass-info.de



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2. By sending operation

2.1 Complete with a guest service and student section in the contract for training abroad.

Between the participating companies and the apprentice, a contract should be concluded, regulating the conditions of the training period abroad. The standard contract is a proposal for an agreement between the German operation, the foreign company and the trainee. Some clauses may be added depending on demand, as amended or cancelled.

Model for contract www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

2.2 Create training plan and submit to the competent authority

When one period of study abroad lasts more than four weeks, then according to § 76 para 3 Training Act (Vocational Training Act) is a required training program arranged by the relevant agency. It agreed to the sending and the receiving operation, which content should be taught throughout the international phase. It is based on the training policy of the sending country. The training plan is the competent body, the Chamber presented in the artisanal sector.

The curriculum was designed from the German perspective. Companies / training institutes in other countries, it should serve as a template. It can be adapted to the trainee's own posting on the respective national circumstances.

Model training plan www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

2.3 Exemption from vocational schools to request

2.4 Europass mobility for the student to apply

The Europass Mobility is a coherent pan-European document that attests to the educational experience in Europe.

The trainee can not apply for the Europass directly by themselves. This must be by the training or initiate the organization that organizes your travel abroad, eg The Chamber of Trade.

For more information, visit www.europass-info.de



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2.5 Funding request for stay abroad

Depending on loan programs coming into consideration the applications have to be made either by the company, the apprentice or others.

Information and advice issued by the competent Chamber of Crafts and Skilled Trade.

If no comprehensive / adequate support program is available, at least the linguistic and cultural preparation, travel costs and the first three weeks of the stay abroad can be co-financed by the program Let's go. The students applied for these funds themselves, more information, see www.lets-go-azubi.de.

3. By the receiving operation

3.1 Complete with sending operation and student section in the contract for training abroad.

Between the participating companies and the apprentice, a contract should be concluded, regulating the conditions of the training period abroad. The standard contract is a proposal for an agreement between the German operation, the foreign company and the trainee. Some clauses may be added depending on demand, as amended or cancelled.

Model for contract www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

3.2 Training Plan on the basis of the training regulations to coordinate with the posting operation

Model training plan for www.grenzenlose-ausbildung-plus.eu/service/service-sub2.

When one period of study abroad lasts more than four weeks, then according to § 76 para 3 Training Act (Vocational Training Act) is a required training program arranged by the relevant agency. It agreed to the sending and the receiving operation, which content should be taught throughout the international phase. It is based on the training policy of the sending country. The training plan is the competent body, the Chamber presented in the artisanal sector.



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The curriculum was designed from the German perspective. Companies / training institutes in other countries, it should serve as a template. It can be adapted to the trainee's own posting on the respective national circumstances.

3.3 Accommodation to be organized, in consultation with the sending operation

3.4 Internet access for the student to provide

eg for e-learning and for the keeping of the Logbook (see 1.5)

4. Through the Vocational College

4.1 Agreement of the nature and content of the training within a teaching agreement

In the teaching agreement apprentices and vocational college shall determine which information is shared on how the academic course material during the stay. It will be tailored content and forms of communication.

The teaching agreement was designed from the German perspective. Vocational colleges in other countries, it can serve as a template. It can be adapted to the apprentice's own posting on the respective national circumstances.

For teaching agreement see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2

During the stay

5. By the trainees

5.1 Regular reports to the sending operation performed on Activities (activity detection)

5.2 make entries into the logbook



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5.3 Participation in the agreed course units of the vocational college

6. By sending company

6.1 Maintain contact for students and the hosting company,

e. g Using the Logbook (see 1.5)

7. By the receiving / hosting company

7.1 Report on learning development to the sending operation in agreed Intervals

7.2 annotation of the stay abroad in the Logbook

(see 1.5)

8. Through the Vocational College

8.1 Instruction of students according to teaching agreement

Following the stay abroad

9. By the trainees

9.1 Submission of Documents for settlement of funds, depending on the requirement of the program

- Confirmation of the host plant on the section of study completed
- Proof of travel
- Report on abroad

9.2 Report about the stay abroad on www.lets-go-azubi.de

On this website, trainees describe what they experienced during their stay abroad, whether at work or at leisure time. Other trainees can learn that overseas internships are possible in education and enrichment. The trainees can also contribute and communicate within this community with each other.

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Each student is encouraged and welcome to contribute his experience. For participants in the program "Let's go" the input is compulsory.

10. By sending company

10.1 Submission of documentation for the settlement of funds (if applicable) according to the specification of the program

10.2 Concluding evaluation of the stay abroad

The course and outcome of the stay abroad should finally be reflected. For this purpose, a questionnaire is available. Issues for discussion are the costs and benefits for the company and the apprentices as well as questions about the monitoring and support by the responsible institutions. The competence of the apprentice shall be reflected with the help of the questionnaire.

Form for evaluation by the sending company see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2

11. By the receiving company / guest service

11.1 Europass Mobility

The student will receive the Europass Mobility from the sending company or from the organization which organizes the stay abroad. This is a coherent pan-European document that attests to the educational experience in Europe. The host plant completes the Europass Mobility at the end of the phase from abroad.

More at www.europass-info.de

11.2 Comments on the learning outcomes in the Logbook (see 1.5)

11.3 Certificate issued

The certificate is to document learning outcomes that the student has acquired in the context of international assignments, and evaluate.

It is the end of the stay by the guest operating and / the student / s completed and signed by both.

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See Form Certificate www.grenzenlose-ausbildung-plus.eu/service/service-sub2

11.4 Concluding evaluation of the stay abroad

The course and outcome of the stay abroad should finally be reflected. For this purpose, a questionnaire is available. It focuses on questions about the costs and benefits for the company and the apprentices and questions regarding the monitoring and support by responsible institutions. Also the competencies gained abroad by the apprentices are to be reflected with the help of the questionnaire.

Operational evaluation form for hosting companies, see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2

12. Through the Vocational College

12.1 Final evaluation of the training according to the teaching agreement

Form teaching agreement see

www.grenzenlose-ausbildung-plus.eu/service/service-sub2