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INTRODUCTION

Through this guide, you will learn more about how every student, even with fewer opportunities or any disadvantage, can benefit from the **Erasmus+Mobility for Traineeship**, an experience that promises to be transformative on both a personal and professional level.

At its heart, Erasmus+ empowers students to transcend the boundaries of their home countries and explore the world through educational and vocational experiences. Erasmus+ Mobility for Traineeship is one distinctive facet of the program that allows VET students to take part in valuable hands-on work experiences abroad. It is an opportunity to broaden horizons, deepen skills, and gain invaluable insights into international workplaces.

Participants in the program can undertake traineeships in a diverse range of settings, including businesses, organizations, and institutions, where they actively engage in real-world projects and challenges.

The specific personal and professional benefits of Erasmus+ for Students with fewer opportunities are:

Cultural Enrichment: Students have the unique opportunity to experience new cultures, thus enhancing their understanding of diversity and inclusion on a global scale.

Skill Development: Tailored traineeships enable students to reinforce their technical and adaptive skills, including learning how to navigate new environments with their specific needs.

Networking Opportunities: To promote connections with a diverse range of individuals, gaining insights into how different cultures and organizations accommodate disadvantage / disabilities.

Enhanced Employability: The program showcases the adaptability and resilience of students with fewer opportunities, traits highly valued by employers in today's diverse work environments.

Personal Growth: Overcoming the challenges of studying abroad with a disability fosters immense personal growth, resilience, and self-advocacy.

Language Proficiency: For students improving language skills in a new setting can be especially empowering, enhancing both personal and professional communication abilities.





THIS GUIDE AIMS TO GIVE VET STUDENTS GUIDANCE ON THE PROCESS OF APPLYING FOR AND CONDUCTING AN ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP.



Chapter 1 focus is on the set up for the mobility program Chapter 2 provides practical tips for the experience Chapter 3 addresses the completion of the Erasmus+ program



CHAPTER 1

SETTING UP FOR THE ERASMUS+
MOBILITY PROGRAM, WITH A FOCUS
ON ACCESSIBILITY AND CULTURAL
ADAPTATION



THIS CHAPTER AIMS TO GIVE VET STUDENTS GUIDANCE ON THE PROCESS OF APPLYING FOR AND CARRYING OUT AN ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP AND TO IMPROVE KNOWLEDGE ABOUT THE ERASMUS+ KAI PROGRAM AND CLARIFY THE STEPS THAT A STUDENT WITH FEWER OPPORTUNITIES SHOULD FOLLOW WHEN DECIDING THAT THEY WANT TO CARRY OUT AN ERASMUS+ MOBILITY.





Methodology and Recommendations

Researching for opportunities:

The student that wants to apply for an Erasmus mobility program can ask guidance from the Erasmus coordinator of the VET School.

It is advisable to set a counselling service provided by the VET school to address any concerns or special needs, ranging from learning to personal issues.

How to Apply:

The application form is sent to the students' institutional email address. You can also find the application form on their institution's website or by asking the Erasmus+ coordinators for guidance.

It's important to read the application form carefully and fill out all the sections with accurate and up-to-date information.

In case of doubt, seek assistance:

- If you encounter difficulties in understanding how to fill in a section of the form, you should re-read the instructions carefully.
- If you have any doubt or uncertainties persist, it is advisable to contact the Erasmus+ coordinator at your institution for clarification or assistance.

It is important not to leave the completion of the application to the last minute. Delays can lead to a rush and potentially to errors in the application.

Furthermore, if approvals or assistance from others are required, such as teachers or coordinators, it is essential to give these people enough time to provide their support.

Some applications may require **additional documentation**, such as letters of motivation, curriculum vitae, or letters from tutors, counsellors, or disability service coordinators advocating for the student's capabilities and outlining the importance of specific accommodations.

If the VET School provides it, you can apply for special assistance or grants for students with fewer opportunities. This could cover for example additional living expenses, travel costs, or special learning needs.





Research and Collect information

Look carefully into the traineeship placement options and research about the hosting country and company. It helps to have a clear idea of what the company does before you embark on a mobility program, to be prepared for the type of tasks you will be required to undertake.

When choosing the type of placement, you should consider:

1. Environment

- How well the hosting environment accommodates your specific needs. This includes researching the physical accessibility of the workplace, available accommodations, and any specialized equipment or technology they might need.
- Investigate the availability and accessibility of support services in the hosting
 country and company. This could include inquiring about accessible transportation, onsite assistance, and any special programs or resources provided for people with fewer
 opportunities. Some cities for example may have special services or assistance for
 individuals with disabilities. This should cover aspects like wheelchair access, elevator
 availability, and accessible restroom facilities.
- Check if the host institution offers any specific accessibility services or technologies that can aid in learning and mobility.

2. Health care

• Understanding the health care system of the host country is also crucial, particularly how it fits specific disabilities. This includes knowing how to access necessary medical services and whether personal health insurance covers overseas medical care that is needed.

3. Cultural Familiarity:

Learning about the host country's culture should also include an understanding of its
approach to you. Different cultures have different attitudes and levels of awareness
regarding people with fewer opportunities, which can impact daily interactions and
social integration.





- It's beneficial to **understand any legal protections** in the host country, such as antidiscrimination laws and accessibility standards.
- Explore how accessibility that you need is represented and accommodated in various aspects of the host country's life, including public spaces, transportation, and social attitudes. This knowledge can help in anticipating and navigating potential challenges more effectively.

4. Documentation and Paperwork:

- Gather Required Documents: Students should ensure that they have all the necessary documentation prepared before departure. This includes not only standard documents like passports and visas but any specific documents. For example, people with disability could be required medical records, prescriptions, a letter from a healthcare provider detailing the nature of the disability and any required accommodations, and documents pertaining to the use of assistive devices or service animals if applicable.
- Accessibility Confirmation Letters: If any special accommodations or assistive
 technologies are needed at the host institution or accommodation, it's advisable to
 have formal confirmation letters or agreements outlining these requirements. This
 ensures that there is a clear understanding and arrangement before arrival.
- **Insurance Documentation**: Ensure that health and travel insurance documents specifically cover any disability-related needs or potential emergencies. This is crucial as some standard policies may not cover certain aspects related to disabilities.
- **Keep Digital Copies**: Maintain digital copies of all documents, particularly those that may require signatures or updates during the mobility period. This includes making digital copies of accommodation agreements, medical prescriptions, and emergency contact information. Digital copies are useful in case of loss or damage to physical copies and can be easily shared with relevant authorities or institutions if needed.
- Emergency Plan Documentation: It's a good idea to have a written emergency plan that outlines what to do in various situations, especially those that might be influenced by any disability. This plan should include contact information for local emergency services that are equipped to handle disability-specific needs, as well as contacts at your home and host institutions.





Prepare Yourself (students)

Before you depart, prepare all the necessary documentation that you will need for the duration of your mobility. You should also save digital copies of certificates or documents that need to be signed by the host so you can submit them on your return. Save a copy of the documentation checklist.

- 1. Research the country and culture beforehand: It is important to understand the culture and customs of the country you'll be visiting. This will help you avoid any cultural misunderstandings and make a good impression on your colleagues and host country. You will settle in more easily this way as you will not experience too much culture shock.
- 2. Be proactive in seeking out opportunities: Do not be afraid to ask questions and seek out opportunities to learn and contribute to your host organisation. This will help you make the most of your experience and demonstrate your commitment to your work.
- 3. Be flexible and adaptable: Going abroad can be a challenging experience, but it is important to be flexible and adaptable in the face of unexpected situations. This will help you adjust to your new environment and make the most of your experience.
- 4. Take initiative: Do not wait for tasks to be assigned to you. Instead, take initiative and show your willingness to learn and contribute. This will help you stand out and make a positive impression on your host organisation.
- 5. Network and make connections: Building a network of contacts during your traineeship can be invaluable for your future career. Take advantage of opportunities to network with colleagues and professionals in your field, as well as to make friends to fill your time after work.
- 6. Embrace the language and cultural differences: Language barriers and cultural differences can be challenging, but they can also be an opportunity for personal growth and learning. Embrace these differences and try to learn as much as you can about the language and culture of your host country before your mobility. Make use of the Erasmus+ Online Language Support (OLS) or free apps like Duolingo.





- 7. Keep an open mind and be willing to learn: Remember that you are there to learn and gain experience, so keep an open mind and be willing to learn from your colleagues and host organisation. This will help you make the most of your traineeship and build valuable skills and experience for your future career.
- 8. Stay organised and manage your time effectively: With so much to do and see in a new country, it is important to stay organised and manage your time effectively. Make a schedule and prioritise your tasks to ensure you are making the most of your time abroad.





Resources, Materials and Tools

Erasmus+ Student Application [For example only: https://mcast.edu.mt/wp-content/uploads/Erasmus-call-VET-October-2023.pdf]

Annex 1 Checklist of documents required Before and After mobility.

Links

Home | Erasmus+ (europa.eu)



CHAPTER 2

PLAN FOR MOBILITY ASSIGNMENT



THIS CHAPTER AIMS TO GIVE YOU, AS A VET STUDENT, SOME TIPS ON LIVING AND WORKING ABROAD DURING AN ERASMUS+STUDENT MOBILITY FOR TRAINEESHIP. IT HELPS TO MAKE YOUR ERASMUS+ EXPERIENCE PERSONALLY AND PROFESSIONALLY ENRICHING, AS WELL AS KEEPING RECORD OF YOUR TASKS AND ACTIVITIES FOR POSTERITY.





Methodology

It is important to have a clear plan for the first ten days of your mobility assignment:

Day 1: Welcome Meeting

Attend the welcome meeting held at the host organisation where students will learn about the country students are being hosted in and the company students will be working with.

For students with disabilities, ensure accessibility arrangements are in place for the meeting, and use this opportunity to establish initial contact with your support network in the host organization.

Day 2-9: Work Placement

Introduce yourself to the company that will host your work experience. This will consist of work-based learning through the different tasks you will be given within the company, as well as job-shadowing.

Remember that you should receive ongoing support from both the home and host institution. Regular check-ins or mentoring may be part of the support system.

For students with disabilities, ensure that your workplace is fully accessible and that any necessary accommodations or assistive technologies are in place and functioning. Regularly communicate with your supervisor about the effectiveness of these accommodations.

Day 10: Evaluation and Certification

Prepare and print all necessary documents for signature by your supervisor. For students with fewer opportunities, this may include additional documentation related to accommodations or adapted learning agreements. Ensure that all the documents are prepared and printed to be signed by your supervisor.





Recommendations

Checklist of some useful recommendations for your mobility program:



Professional Conduct:

Maintain a high level of professionalism in your workplace. For students with disabilities, this may also include advocating for your needs and ensuring that agreed-upon accommodations are being met.

- Adhere to the rules and regulations of the host organisation.
- Be punctual and respect deadlines. Inform your supervisor in advance if you are finding it difficult to meet a deadline.



Communication:

Keep regular communication with your supervisor and colleagues. If you have a speech, hearing, or language impairment, consider using assistive communication tools or technology and seek language support if needed.

- Immediately report any issues, especially those related to your disability or accommodations, to your supervisor and your home institution's contact person.
- Alert your supervisor as soon as an issue arises. If the issue persists, advise your contact person at your sending institution.
- Continuously work on improving language skills relevant to your job.



Adaptability:

Embrace cultural differences and new ways of working, while also being open about the need for any adjustments due to your personal peculiarity. Approach challenges with a problem-solving mindset, considering both cultural and disability-related aspects.

- ·Seek feedback on your performance and use it to improve. Be open to criticism so you can learn from setbacks and use them as opportunities for growth.
- ·Approach challenges with a problem-solving mindset.





Health and Safety:

- Adhere to health and safety guidelines provided by the host organisation.
- Be aware of emergency procedures and contact information.
- Take care of your physical and mental well-being, you are responsible for your mobility experience.

✓ Documentation:

- Set aside time for self-reflection on your experiences. Keep a record of your daily tasks and achievements using the logbook.
- Take photos or keep a journal to capture memorable experiences. You will be required to provide testimonials at the end of your mobility.
- Collect the certificates required for the recognition of your mobility.

Networking:

Engage with local groups or communities that can have competences related your needs (for example associations for people with disabilities). This can be an excellent source of support and a way to share experiences and strategies for managing your peculiar needs in a different cultural context.

Accessibility Reviews

Continuously assess the accessibility of your environment and report any issues. This can help improve conditions not only for you but for future students with disabilities who may participate in the program.





Resources materials and tools

Annex 2: Logbook

Annex 3: Certificates



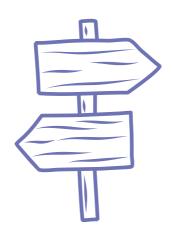
CHAPTER 3

ACTIVITIES TO CONCLUDE THE PROCESSES



THIS CHAPTER AIMS TO GIVE VET STUDENTS GUIDANCE ON THE PROCESS OF APPLYING FOR AND CARRYING OUT AN ERASMUS+ STUDENT MOBILITY FOR TRAINEESHIP. THE CHAPTER PROVIDES STUDENTS WITH GUIDANCE TO FOLLOW UPON THEIR RETURN FROM THE ERASMUS+ MOBILITY

Completing the Erasmus+ Journey: Steps for Post-Mobility Documentation, Evaluation, and Ambassadorship with a Focus on Accessibility and Inclusion







Methodology and Recommendations



Documentation

After the mobility experience arrange a meeting with your Erasmus+ Coordinator to submit the required documents as per Annex 1. For students with fewer opportunities, this is an opportunity to provide feedback on accessibility and accommodation experiences during the mobility. This documentation can help improve the program for future participants with diverse needs.

Documenting Learnings in a **Personal Portfolio**: Create a portfolio that captures your experiences, skills developed, and significant achievements during the mobility. This can be a valuable resource for future educational or career opportunities.



Evaluation

Self-Reflection on Personal and Professional Development: Engage in a self-reflective process to understand how the Erasmus+ mobility has contributed to your personal and professional growth. Reflect on the new skills acquired, cultural insights gained, and how overcoming challenges has led to personal development.

Complete the Quality Assurance questionnaire, offering insights into your experience. Be sure to include aspects related to diversity and inclusion, particularly how well your needs as a student with disabilities were met. Your feedback can guide future improvements in the program for a more inclusive experience.

Submit your student testimonial with photos and videos. Highlight how the Erasmus+ mobility catered to or could improve in accommodating diverse students, including those with disabilities. Your perspective can inspire and encourage students from all backgrounds to participate.







Be an Erasmus ambassador, share your experience

As an ambassador, **share your unique experience and new skills with others**. Emphasize the importance of diversity and inclusion in the Erasmus+ program. Discuss how the program can be a transformative experience for students of all abilities and backgrounds.

Encourage a broad range of students to take that first step towards international mobility. Share how the Erasmus+ program accommodates diverse needs, making it accessible and enriching for everyone.

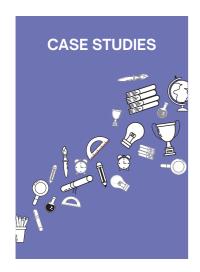
Participate in forums or events focused on Erasmus+ experiences, highlighting the importance of creating inclusive and accessible opportunities for all students, including those with disabilities.

Joining Erasmus+ Alumni Networks: Become part of the Erasmus+ alumni community to continue benefiting from and contributing to the network. This can provide ongoing support, professional connections, and opportunities for future collaborations or mentorship.

Engaging in Post-Mobility Surveys and Research: Participate in surveys or research studies conducted by Erasmus+ or academic institutions to provide insights into the long-term impact of mobility experiences. This can help in shaping future programs and policies for international education.







Case Study 1

Erasmus+ student mobility for traineeship

An Experience in a Content, Media and IT solutions
Company

Clayton Falzon is an MCAST student reading a BA (Hons) in Spatial Design. Clayton carried out a traineeship on Erasmus+ mobility for 2 months in Berlin, Germany.

Clayton was placed in a German company working in a team producing 3D furniture models. He was highly satisfied with the exchange of ideas between interns and professional workers, as this helped him improve his designer skills and competences. Clayton appreciated the experience of working in a different country, where he valued the difference of lifestyle, and social structure.

"Career-wise this was my first experience working within the parameters of my field of studies which was very satisfying and a learning curve.

This experience helped me gain knowledge on a new platform, which for me was crucial. Therefore, this helped me expand my possibilities within the industry'

Clayton also emphasised how dynamic his role was during his mobility, compared to the theoretical components taught at MCAST. He was also assigned various tasks during his traineeship, hence broadening his experience.

'I was assigned to produce 3D models of furniture; as well as numerous 3D visuals daily of a residential project. This task took an approximate of one month and a half to complete.

I was also assigned the task to create a VR experience for the client within the residential project"



Clayton concluded that this experience was particularly most productive in enhancing his professional growth.

"This experience helped me gain knowledge on a new platform, which for me was crucial therefore helped me expand my possibilities within the industry"

Case Study 2

An Experience in a Cork Education and Training Board 2023, Kylie Psaila, VET student, Ireland

Kylie participated in an Erasmus+ Mobility Programme for Vocational Education Training level, starting from 27th March 2023 till 31st March 2023. This mobility took place at Cork Education and Training Board in Cork, Ireland.

Cork Education and Training Board also known as Cork ETB plans, provides, supports and co-ordinates education, training and youth services in Cork which are recognised internationally as a model of excellence.

"What I liked about this experience was that I could compare and learn about the different policies, procedures and strategies of what Cork ETB has to offer. As an MCAST employee this helped me to improve myself and also my service towards the organization.

My colleagues and I met with the Human Resources Manager at Cork ETB where over the period of two days she along with her colleagues explained their roles and responsibilities within the organization and the department. Together we had the opportunity to compare and discuss further our policies and procedures, and systems along with exchanging ideas that might improve both organizations.





Through these meetings we talked about the recruitment system where the applicant had to apply for a vacancy through an online system which is very similar to MCAST's recruitment portal. Additionally, employment engagement, employee benefits – such as vacation leave, sick leave entitlement etc., personal files, problemsolving and conflict resolution were discussed.

The rest of the week was spent visiting different campuses that falls under Cork ETB's remit: Douglas Street Campus also known as St John's College, Morrison's Island Campus, as well as Tramore Road Campus. During these visits we were joined by a group of lecturers from Noorderpoort, where together we had the opportunity to talk about different topics including Student Support Services, CPD – Design Thinking, and Educational Development through Digitalization.

Overall, this experience helped me enhancing my skills in my role as an HR clerk, as well as gaining new knowledge not only in the Human Resources department but also on different educational organizations."

Case Study 3

An Experience in Expert Tooling & Automation Ltd

2017, Valentina Maniscalco, HE, UK

Valentina participated in an Erasmus+ Mobility Programme for Higher Education Level, during which I underwent a traineeship for two months from 24th July 2017 till 29th September 2017. The Mobility took place at Expert Tooling & Automation Ltd, located in Coventry, United Kingdom.





"he Erasmus+ mobility experience was my first time travelling abroad alone as well as the longest time I had been away from home. Even though I had preferred if I had shared this experience with other students, I was the only intern assigned to a company in Coventry. However, I decided to look at this opportunity as a new challenge and see what it had to offer.

Expert, the company where I was doing my internship, is a successful SME business in the UK. I had the opportunity to work in a professional working environment and gain basic knowledge about how the automation and tooling manufacturing industry operates. My mentor was very understanding and always listened whenever I had a question; if I ever was unsure about something assigned to me or simply personal interest about how certain situations are handled in the company. My assigned role was that of marketing intern and I did provide my input with marketing related tasks such as planning exhibition stands, setting up Expert's Twitter account, designing a mini site to serve as promotion as well as recommend improvements that could be made to Expert's website. These were all new tasks for me which I enjoyed doing.

In the meantime, I had the opportunity to help my mentor with her Human Resources tasks, which I found interesting. This helped me achieve some experience in HRM as well. I even covered reception for a week and got to meet more Expert employees as well as greet and handle customers coming from big companies such as Jaguar/Land Rover.

This Erasmus+ mobility experience has helped me improve my social skills, become more responsible, be more confident in taking risks and given me an insight of what it's like to both work and live in another country. I also took the opportunity of being abroad to travel to nearby places, see different cultures and meet different people. All in all, it was a very positive experience and if I had another similar opportunity in the future, I would not miss it."



ANNEXES



Annex 1: Checklist of documents required Before and After Mobility

Annex 2: Logbook

Annex 3: Certificates



Annex 1 - Checklist of documents required Before and After mobility



Documents required from student before the mobility:_

- Valid travel documentation Passport / ID Card (check that they are not expired);
- Learning Agreement signed by all parties;
- EHIC European Health Insurance Card (check that your card is not expired);
- **Insurance** This is compulsory and your coordinator will guide you to ensure you are fully insured before your departure.



Documents required from student after the mobility:

- Original **Boarding Passes** Departure and Arrival (It is important to take a screenshot and save your boarding passes);
- Learning Agreement signed by all parties in case you made any changes to what was originally planned;
- Logbook- filled in during the mobility;
- **Europass Certificate** (Original) filled digitally and printed during mobility and signed by hosting organisation/company.
- Certificate of Attendance signed and stamped (including dates of stay).
- Submit a 200 word (minimum) write-up about your mobility experience and 3 high resolution photographs (jpeg or png). The write up should include what you have observed and learnt, positives and negatives of the experience and what the mobility experience has given you. The write-up and photos may be used for promotion by MCAST and Erasmus+.
- The write-up and photos are to be **sent via email** to: whilhelmina.durovi@mcast.edu.mt
- The student should contact the MCAST Erasmus+ Projects and Mobility Office on return from the Erasmus+ mobility to make an **appointment** to submit all the documents requested.
- **EU survey** at the end of your mobility. After your Erasmus+ visit ends you will receive an official survey about your Erasmus+ via email. Please complete this survey immediately and be fair in your comments. Thank you.





Annex 2 - Logbook

SECTION 1: WORK-BASED LEARNING REFLECTIVE LOG BOOK

| Name | |
|--------------------|--|
| ID number | |
| Company | |
| Designation | |
| Company Supervisor | |

- > Job overview
- Responsibilities & duties
- > Apprenticeship & work-based learning Logbook objectives
 - 1. Describe the workplace
 - 2. Complete a reflective journal (logbook/experience diary/portfolio)
 - 3. Describe personal strengths and weaknesses at the place of work
 - 4. Reflect on and review own performance at the place of work





SECTION 2: ON-THE-JOB ACTIVITY LOGS

| Date | Task |
|------|------|
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SECTION 3: ON-THE-JOB ACTIVITY LOGS - analysis

| Date | Role | Strengths | Weaknesses |
|------|------|-----------|------------|
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| SECTION 4: WORK EXPERIENCE: REFLECTIVE JOURNAL | | | | | |
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Annex 3 - Certificates

Certificate of Erasmus+ mobility - Academic Year 2023 - 2024

I hereby confirm that (Student Name) student of the [Institution Name], has participated in a traineeship at [Host Company Name][Host Company Name Address]

during the period: [Date start] - [Date end]

The traineeship was part of the Erasmus+ GIVE Project mobility programme.

| Name | Date |
|-----------|------|
| Function | |
| Company | |
| Signature | |
| Stamp | |





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