



E-Learning

How to manage your student placements abroad.

Training course for teachers 2021

The content of the course is based on the double experience of the CEO manager of Tenerife Job Training as a host company and also intermediary organization during 12 years hosting **Erasmus** students on the island of **Tenerife and The Canary Islands**. The participant will learn about the full process of the mobility from the selection of the students including real experiences, documentation, mentoring and implementation of the project. All this taking into account that students are the main characters and always our focus of interest.

Main Objectives:

The aim of this course is to offer tools to those teachers and professionals of the education that face the organization of internships and mobility for **Erasmus students**, once the grant has been confirmed by **the Educational Centre**. **We are going to help teachers and Erasmus project managers to get to the end of the project with success and take out the pressure and responsibility of sending the students abroad**. With the right steps, the project will be a success although difficulties always show up on the way.

Course summary:

MODULE ONE:

- Welcome Forum: Presentation of participant, expectations from the training course. A place to meet each other and feel comfortable.
- Introduction to the training course, presentation of TJT.
- The tourism industry structure in Spain as a major hosting & learning engine for the students:
 - Updated indicators & statistics
 - Actual situation Covid-19
- Key factors for selecting the students: attitudes, diversity, accessibility and inclusion.
- Managing Erasmus practical documentary requirements before and after mobility:

- Creating the Europass CV
- National ID/ passport
- Erasmus agreements
- Insurances
- Specific documents for Spain
- Sexual criminal records
- Under age students in Spain
- Evaluations and final certificates.
- Test & evaluation Module one.

MODULE TWO:

- Why using an intermediary organisation during the implementation of the project:
 - Connections & Communications.
 - Deciding the suitable hosting company.
 - Conflicts & solved situations while students abroad.
 - Team working & socialising with the local community.
- Cultural shock impact to the students abroad. Diversity of nationalities hosted all over Europe in Tenerife and the influence during and after the placement.
- The after-placement tasks for the Project Manager:
 - Your students as promoters of your mobility and dissemination actions.
 - The impact of your project at your local & regional community.
 - How to brand your internship programme.
- Reflection Forum for questions & reflections.
- Test & evaluation module two.
- Personal final Zoom session of one hour with the mentor & trainer Mariví Gracia for questions & reflections.

Every participant will receive a certificate of attendance from Tenerife Job Training and any required documents from Erasmus grants will be signed and stamped.

The total regular course duration is 12 hours.

Additonal content material:

- Culture Shock test for students
- Inclusive Mobility Alliance by Erasmus
- Training Plan model by TJT

Methodology:

The didactic materials developed in the course condense contents of conceptual and theoretical meaning.

These contents have multimedia elements that will facilitate your learning, such as videos, presentations, external links, digital documents as well as other resources that will facilitate your learning.

Remember that, during the development of this training course, you will be able to be in contact with the tutor through the Forum.

After the evaluation of module number two, a personal **Zoom** session will be schedule with the teacher of the course Mariví Gracia. All these elements contribute to the enrichment of

learning by becoming collaborative tools whose mission is to allow the sharing of opinions and additional content.

Always keep in mind that this course is created based on 12 year experience of Tenerife Job Training hosting student's mobilities.

***Note: Please pay attention to the blue sentences which are links ready to click and give you access to more extended documents.*

Price

Price per person: 180€ +7% tax*

Once the participant signs up for the course an invoice will be sent by email.

Payments will be done by bank transfer

Note: Grant agreements and certifications required by Erasmus will be signed and stamped with our PIC number