

ERASMUS + TRAINING PROGRAMME FOR VET MOBILITY

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Knowledge, skills and competence to be acquired:

- acquiring and improving professional skills and competences related to the professional area of Gastronomy (cooks and waiters)
- improvement of English language level, as well as basic Portuguese
- improvement of social skills such as adaptation, communication and cooperation
- improvement of work-related skills such as team-work, punctuality, multitasking and pro-activity
- ability to form professional relationships with a range of individuals, groups and communities
- ability to demonstrate professional conduct and attitudes
- ability to display self-confidence and present oneself in a professional manner
- ability to work on one's own initiative and in a team
- expanding horizons by acquiring knowledge of other countries and cultures.

Detailed programme of the training period:

The training programme was organized in order to improve the students employability; to obtain and improve entrepreneurship skills within this professional sector; to adapt to the new work team and environment; to acquire new professional, language and intercultural skills; to develop team work spirit; and to raise his/her self-confidence and awareness of European citizenship. Furthermore, knowledge, skills and competences expected to be acquired by the participants at the end of the mobility period include:

- understanding the relevancy of theoretical knowledge and information related to their field of work
- assessing, evaluating and interpreting facts establishing basic principles and concepts in their field of work
- understanding facts and procedures in the application of more complex tasks and instructions
- selecting and using relevant knowledge acquired on one's own initiative to accomplish specific actions for self and others
- demonstrating a range of developed skills to carry out more than one complex task effectively and in unfamiliar and unpredictable contexts
- communicating more complex information
- solving basic problems by applying basic methods, tools, materials and information given in a restricted learning environment
- applying knowledge and skills to do specific tasks systematically
- adapting own behaviour to circumstances in solving problems
- acquiring key competences.

The trainees will be doing their work placements from Monday to Friday. The training programme is divided into 2 stages in accordance with the length of the trainees' stay in the host companies:

1st stage

The trainees will be familiarising themselves with the culture of the company. The trainees will gradually be introduced to more demanding and more complex information and tasks requiring more responsibility.

2nd stage

The trainees will be developing their skills further as well as starting to take up new tasks. The trainees will be given more responsibilities and tasks depending on their development and performance review. During the last week of their work placement, the trainees should be able to carry out all the tasks envisaged for them in the programme.

The skills and knowledge acquired will be discussed and analysed during the last evaluating session carried out before the trainees' departure to their home country.

Tasks of the trainees:

Trainees have to make all possible effort towards the achievement of the program's objectives and its quality assurance. Furthermore, they have to follow the program and the instructions of the staff.

Tasks proposed to be achieved by the group of Gastronomy (cooks and waiters):

- interact with customers, take orders and serve snacks and drinks
- assess customers' needs and preferences and make recommendations
- support in cleaning/maintenance of the workplace
- responding to public inquiries and helping customers
- planning and preparing the service table/bar
- performing the reception of the client in the service table/bar
- preparing and serving fish courses, pastries, salads
- planning and executing the services of regular and special table
- learning about local traditional ingredients, wines and cheese
- researching the specificities and the market tendencies associated with the table and the bar
- preparing and serving those gastronomic specialities
- implementing the national health and safety laws
- elaborating reports and filling in the technical documentation concerning the activity developed
- perform other tasks as assigned by the mentor/supervisor.

Schedule draft for the group of Gastronomy (cooks and waiters):

Week 1

Day 1

8H30 to 12H30: Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work.

14H to 18H: Meeting the staff and getting acquainted with the workplace.

Day 2

8H30 to 12H30: Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work.

14H to 18H: Researching the specificities and the market tendencies associated with the table and the bar; Planning and preparing the service table/bar.

Day 3

8H30 to 12H30: Preparing and serving simple and mixed drinks; Preparing and serving simple and mixed drinks.

14H to 18H: Responding to public inquiries and helping customers; Planning and executing the services of regular and special table; Perform other tasks as assigned by the supervisor.

Day 4

8H30 to 12H30: Planning and preparing the service table/bar; Performing the reception of the client in the service table/bar.

14H to 18H: Researching the specificities and the market tendencies associated with the table and the bar; Providing first-aid help and basic health and well-being care; Perform other tasks as assigned by the supervisor.

Day 5

8H30 to 12H30: Preparing and serving fish courses, pastries, salads; Interact with customers, take orders and serve snacks and drinks.

14H to 18H: Learning about local traditional ingredients, wines and cheese; Responding to public inquiries and helping customers; Perform other tasks as assigned by the supervisor.

Day 6

Cultural visit to the city of Porto, the largest northern metropole.

Day 7

Cultural visit to the capital city of Lisbon and the religious center Fátima.

Week 2

Day 8

8H30 to 12H30: Planning and executing the services of regular and special table; Preparing and serving fish courses, pastries, salads.

14H to 18H: Adhering to international standards and maintaining safe operations by following safety procedures and regulations; Preparing and serving simple and mixed drinks; Perform tasks as assigned by the supervisor.

Day 9

8H30 to 12H30: Responding to public inquiries and helping customers; Planning and preparing the service table/bar.

14H to 18H: Performing the reception of the client in the service table/bar; Interact with customers, take orders and serve snacks and drinks; Perform tasks as assigned by the supervisor.

Day 10

8H30 to 12H30: Performing the accompaniment and billing of the service provided; Support in cleaning/maintenance of the workplace.

14H to 18H: Elaborating reports and filling in the technical documentation concerning the activity

developed; Researching the specificities and the market tendencies associated with the table and the bar; Perform tasks as assigned by the supervisor.

Day 11

8H30 to 12H30: Preparing and serving simple and mixed drinks; Performing the accompaniment and billing of the service provided; Planning and preparing the service table/bar.

14H to 18H: Preparing and serving fish courses, pastries, salads; Interact with customers, take orders and serve snacks and drinks; Learning about local traditional ingredients, wines and cheese; Perform tasks as assigned by the supervisor.

Day 12

8.30AM – 12.30AM: Perform tasks as assigned by the supervisor;

2PM – 6PM: Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Monitoring and Mentoring of the participants:

The trainees will be evaluated and monitored on an on-going basis during the whole duration of their work placement by their supervisor in cooperation with their mentor.

The trainees will be asked to participate in a performance review during which they will be given feedback and guidance on what has been done correctly and what needs further improvement. The performance review will be delivered in the middle and at the end of the work placement.

Evaluation and Validation of the training placement:

Evaluation and validation will be carried out regularly during the course of the student's placement and at the end of it by all the parties involved: the hosting and intermediary organisation (evaluation sheets), the student as well as the sending organisation.

ERASMUS+ VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization

- **Choose** the appropriate target countries and host country partners, project durations and placement content to achieve the desired learning objectives.
- **Select** the participating trainees or teachers and other professionals by setting up clearly defined and transparent selection criteria.
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **If you send learners or teachers and other professionals who face **barriers to mobility**, special arrangements for those individuals must be made (e.g. those with special learning needs or those with physical disabilities).**

- **Prepare** participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- **Manage** the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, visa applications, social security, mentoring and support, preparatory visits on-site etc.
- **Establish** the Learning Agreement with the participant trainee or teacher and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Establish** assessment procedures together with the host organization to ensure the validation and recognition of the knowledge, skills and competences acquired.
- **Establish** Memoranda of Understanding between the competent bodies if you use ECVET for the mobility.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant and the host organization.
- **Establish** a system of monitoring the mobility project during its duration.
- When necessary for special learning needs or physical disabilities, use **accompanying persons** during the stay in the host country, taking care of practical arrangements.
- **Arrange and document** together with the host organization, the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.
- **Evaluate** with each participant their personal and professional development following the period abroad.
- **Recognise** the accrued learning outcomes through ECVET, Europass or other certificates.
- **Disseminate** the results of the mobility projects as widely as possible.
- **Self-evaluate** the mobility as a whole to see whether it has obtained its objectives and desired results.

Obligations of the Sending and Host Organization

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits)
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.

- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
- **Agree** monitoring and mentoring arrangements
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required
- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Host Organization

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants tasks and responsibilities to match their knowledge, skills and competences and training objectives as set out in the Learning Agreement and ensure that appropriate equipment and support is available.
- **Identify** a tutor or mentor to monitor the participant's training progress.
- **Provide** practical support if required including a clear contact point for trainees that face difficulties.
- **Check** the appropriate insurance cover for each participant

Obligations of the Participant

- **Establish** the Learning Agreement with the sending organization and the host organisation to make the intended learning outcomes transparent for all parties involved.
- **Comply** with all the arrangements negotiated for the training placement and to do his/her best to make the placement a success.
- **Abide** by the rules and regulations of the host organization, its normal working hours, code of conduct and rules of confidentiality.
- **Communicate** with the sending organization and host organization about any problems or changes regarding the training placement.
- **Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the training placement.

Obligations of the Intermediary Organization

- **Select** suitable host organizations and ensure that they are able to achieve the placement objectives
- **Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.