



Erasmus+

Project Final Report

Stáže zagraniczne drogą do międzynarodowej kariery

2017-1-PL01-KA102-036458

BETWEEN

The Sending Organization

Zespół Szkół w Czerwionce-Leszczynach

AND

The Intermediary Organisation

Euromind Projects SL

Training Programme Dates

22-10-2018 - 09-11-2018

EUROMIND AS PROJECT PARTNER

1. Profile Description

euroMind is an international training consultancy and VET provider with headquarters in Seville and Úbeda in Andalusia (Spain).

euroMind as a training provider delivers vocational education trainings, general and job-related language courses, VET training-related workshops and study visits, workshops on culture, lifestyle and customs of EU countries as well as classes on skilful and effective job search in the EU.

It promotes and delivers trainings for teaching staff and secures work placements and exchange activities for VET students and graduates enabling at the same time young people and professionals to make the most out of opportunities of competencies & skills development offered by European educational programmes.

euroMind in partnership with Andalusian vocational colleges and companies delivers school based vocational trainings for students of different educational fields, such as: CNC, automation, electricity, renewable energy sources, plumbing, industrial and graphic design, 3D design, ICT, electronics, administration.

euroMind as a VET provider works in partnership with a wide array of private companies in almost all the sectors, such as tourism, business administration, medicine, fashion, hairdressing, health & beauty, physiotherapy, marketing, media, advertising, public relations, tourism, IT, social work, logistics, nursing, construction, geodesy, analytics etc.

2. euroMind experience and expertise

The euroMind possesses extensive experience and expertise in the field of European mobility projects preparation and management which allows it to assist Spanish vocational colleges and governmental institutions with the preparation of project applications, finding trustworthy and competent host partners in Europe for their project participants, teaching and HR staff.

Over last 3 year euroMind has participated as a receiving – host partner in over 60 mobility projects with the participation of a total of 1800 persons: students from technical and vocational schools, university students, graduates, unemployed and teaching and HR staff. These projects involved partners from Poland, Great Britain, Czech Republic, Slovakia, Germany, Portugal, Turkey, Croatia, Italy, Greece, Bulgaria, Lithuania, Latvia, etc. The full list of projects including numbers and titles is available on the euroMind website: www.euromind.es in the Gallery.

euroMind is also responsible for the participants' linguistic, socio-cultural and practical preparation and also, if necessary, for the project administration and management issues.

euroMind has been participating as a sending and host organization in more than 100 projects including Leonardo Partnership, Erasmus Placement and Leonardo Mobility – PLM, VETpro and IVT and Erasmus + projects.

euroMind monitors that all the required documentation is prepared and submitted on time at every stage of the project lifecycle and makes sure that all the partners carry out their responsibilities.

euroMind participates in seminars organised by ECVET team regarding the use of system

of transfer of competences and skills in the vocational training. euroMind experts have extensive knowledge in the field, hence they are able to train their partners on how to make use of this system in their projects.

euroMind has an impressive network of partner companies from different economic sectors. More than 400 entities both private and public cooperate with euroMind in Ubeda, Seville and Cracow. This extensive activity is a perfect guarantee that all the students received by euroMind will be successfully placed.

PROJECT PARTICIPANTS' LIST

Participants' Name	Placement Sector
Agata Leks	Housekeeper
Artur Niewiński	Administrative
Alicja Szubert	Administrative
Bartosz Stebłok	IT Technician
Dominika Szłapka	Administrative
Oliwia Zostawa	Administrative
Kamila Wiktoria Szczuka	Housekeeper
Kinga Anna Ciućka	Administrative
Klaudia Joanna Kubies	Administrative
Kamila Magdalena Skarupa	Receptionist
Kamil Sebastian Słoma	IT technician
Kinga Wnykowicz	Administrative
Magdalena Urszula Marcol	Administrative
Patryk Gańczorz	IT Technician
Patrycja Agnieszka Kucharska	Receptionist
Patryk Benedykt Tkocz	Administrative
Szymon Krzysztof Knopik	IT Technician
Weronika Magdalena Ptaczek	Administrative
Klaudia Malczyk	Administrative
Paweł Michał Siwek	IT Technician



Agata Leks

Host Organization: Hotel Baco

Tutor's name: Susana Reguera

1. Description of the host organization

Designed for travelers, the hotel is placed in the heart of the city, specifically in Plaza Ponce de León (Santa Catalina district). The Baco Hotel is the ideal starting point to know the main tourist attractions of Seville. Relaxation, well-being and rest are the main that team of the hotel always tries to provide to its customers. In the Baco Hotel, they perfectly combine the cultural heritage with the modernity of the services and facilities offered. For this reason, the hotel offers to its clients a finished list of facilities adapted to the needs of every traveler. From a 24-hour reception to a large terrace equipped with a finished kitchen, hammocks and everything necessary to enjoy the day in the complex.

2. Main responsibilities & tasks carried out during the work placement

- Checking if the rooms have been vacated before cleaning
- Making beds daily and changing bed linen, cleaning bathrooms, vacuum cleaning
- Checking and restocking tea, coffee, sugar, milk and mini bar supplies
- Making sure that televisions, radios, lights and air conditioning equipment are working
- Reporting to a supervisor when articles are left behind by guests, if there is any damage in the rooms or if any items appear to have been stolen

3. Tutor's final note

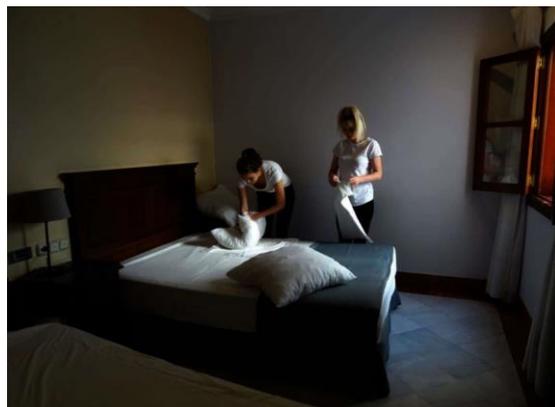
6 (Excellent)

4. Tutor's final evaluation

She is very pleasant and always willing to participate, helped a lot with the waitresses.

5. Participant's opinion about his/her personal & professional development

We worked together with four people who adopted us heartily. They taught us a hotel profession. Among our responsibilities were preparing rooms for guests, breakfast service, maintaining cleanliness in the whole building. These were typical tasks for our job. Although the season is over there were still many tourists from all over Europe and Asia. Atmosphere at work was really good.



Artur Niewiński

Host Organization: Achef Areas S.L.

Tutor's name: Esther Hidalgo Sanchez - Ricardo Jimenéz - Alfredo Barrios

1. Description of the host organization

Achef considers itself a different and special company formed by a large team of professionals specializing in different sectors. The company was founded more than 20 years ago and thanks to all these years working in the branding, graphic design, printing and labelling sectors, it can be considered one of the best professionals in the province of Seville. The main characteristic of Achef is the creativity. They mix ideas, the first step is to know the client's idea, then analyze the situation and their objectives and in this way, they can start the project. They create products appropriate to the client expectations respecting the deadlines.

2. Main responsibilities & tasks carried out during the work placement

- Printing all materials received by customers (by mail or on the flash drive)
- Binding documents and distributing printed materials
- Saving and archiving documentation
- Developing administrative tasks related to customer service and use of office equipment (make photocopies, scan, etc.)
- Supporting sale process and sending
- Preparing materials and equipment, laminating, vacuum-packing, using a guillotine paper cutter

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Serious about his work and very responsible. We are very happy!

5. Participant's opinion about his/her personal & professional development

We worked in Achef Areas, it is an advertising-marketing agency, which is in Dos Hermanas. Our job was very interesting because we were doing things that we have done in school, but in theory. Every day we did different things, for example we laminated folders, did the t-shirts overprints, packed the boxes that were sent, packed the final products in foil and much more. All of this tasks were closely related to our profession, but we were thinking that we would work with computers. Through this course we had an opportunity to participate in all the process of creating advertising products.



Alicja Szubert

Host Organization: Ritmo Hispano S.L.

Tutor's name: Juan Jose Laguna Alvarez

1. Description of the host organization

The two companies Sonika Sur and Ritmo Hispano were founded just over a year ago by Juan José Laguna Álvarez. From a simple idea, he created an excellent and practical project that has become a professional company. The office facilities boast a meeting room, working spaces and all the services that they could need such as a terrace, internet, printing machines etc. The company is dedicated to the sale of a product that has been dubbed 'Los Manolitos'. These are plastic covers that prevent high heels from sinking into soft surfaces and therefore prevent them from getting stuck in irregular surfaces such as grass, wood, rocks, cobbles etc.

2. Main responsibilities & tasks carried out during the work placement

- Providing customer service in a professional, courteous and friendly manner
- Creating and modifies documents using Microsoft Office
- Preparing, scanning and placing documents in electronic and paper filing systems
- Maintaining and managing inventory control of materials and suppliers
- Processing sales invoices, receipts, and payments, analyzing prices and purchasing supplies
- Maintaining and updating records management database systems

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Alicja is very professional, she has initiative and a big desire to learn. She also possesses a fantastic willingness to work and an excellent attitude.

5. Participant's opinion about his/her personal & professional development

We worked in the company Rotmo Hispano, which deals with the implementation of very different orders and the organization of events, even in Africa. We packed orders, entered data into Excel, prepared materials needed for the organization of weeding, personalized orders. We worked with two people and enjoyed the whole working process.



Bartosz Steblok

Host Organization: MSG Soluciones Informáticas

Tutor's name: Manuel Santos Gonzalez

1. Description of the host organization

MSG Soluciones Informáticas is a company formed by a group of highly qualified professionals with an extensive experience in the sector. They offer development services through the implementation of software solutions for enterprises and private companies. They know that nowadays it is not so simple the use of the technology in our daily life and it is for this reason why their main objective is helping their clients, including buying the equipment, maintaining it, finding customers online, creating a brand image, increasing sales etc. MSG Soluciones Informáticas is a perfect technological ally which one can find located in the neighbourhood of Los Príncipes, precisely on Avenida Alcalde Manuel del Valle.

2. Main responsibilities & tasks carried out during the work placement

- Installing, assembling and upgrading hardware, replacing broken parts (troubleshooting)
- Checking the electrical connections of the various hardware components
- Examining and diagnosing hardware, reading electrical and electronic diagrams
- Locating the components in the computer and managing the use of measuring and control devices
- Dismantling, reassembly and replacing of simple electrical, electronic and mechanical components
- Determining the cause of the fault and the required spare parts for intervention

3. Tutor's final note

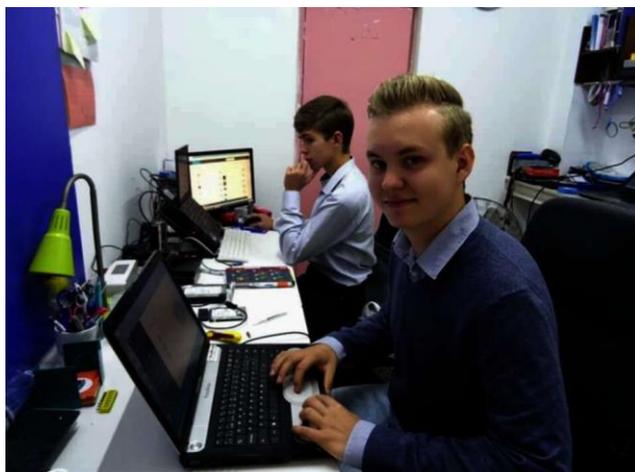
6 (Excellent)

4. Tutor's final evaluation

He had a lower level of Spanish but apart from that his work was generally great.

5. Participant's opinion about his/her personal & professional development

We are working in the MSG Soluciones Informáticas, this company is responsible for hosting servers for many other companies, it also works as a service and computer shop. At the moment we are repairing many computer devices, portable devices, sometimes we go to other companies with our tutor to manage, modernize and repair servers. We learn how to work with many server programs that we didn't know before. We get to know the rules, to configure servers right. It was the perfect workplace for us!



Dominika Szłapka

Host Organization: Ritmo Hispano S.L.

Tutor's name: Juan Jose Laguna Alvarez

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2. Main responsibilities & tasks carried out during the work placement

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- Maintaining and updating records management database systems

3. Tutor's final note

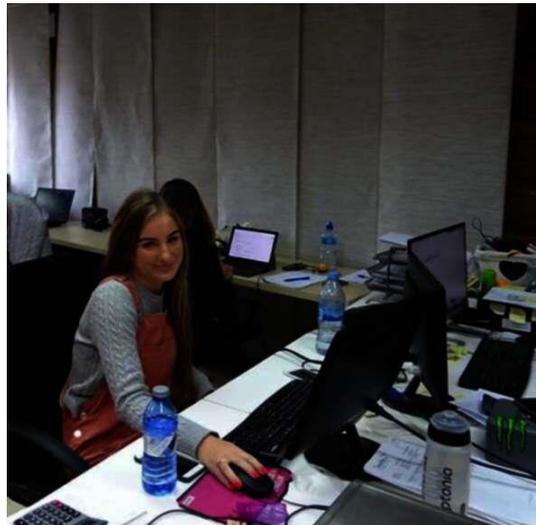
6 (Excellent)

4. Tutor's final evaluation

She showed a lot of professionalism in carrying out tasks and in her attitude. Willingness and initiative with a great capacity of adaptation and learning. She had excellent behavior.

5. Participant's opinion about his/her personal & professional development

We worked in the company Rotmo Hispano, which deals with the implementation of very different orders and the organization of events, even in Africa. We packed orders, entered data into Excel, prepared materials needed for the organization of weeding, personalized orders. We were working with two other people and overall had a really good experience while working for this company.



Oliwia Zostawa

Host Organization: Auditorio Alvarez Quintero

Tutor's name: Macarena Mayo Gutiérrez / Angel

1. Description of the host organization

Music in Sevilla means flamenco. In the heart of Seville's old town, a few meters from the Cathedral and the Giralda tower, in Calle Alvarez Quintero 48, just a two-minute walk from the Forgiveness Door of the Cathedral which gives access to Patio de Los Naranjos (which was one of the gates to get the old mosque) we can find Auditorio Alvarez Quintero. The auditorium is located in a unique and typical Andalusian patio of an old house, that is the ideal place for the flamenco acoustic. The artists who perform are professionals, in addition to presenting their shows in the auditorium, they also perform in other international works. We are talking about leading flamenco figures such as the Tremendita or Roció Rosario Molina among others.

2. Main responsibilities & tasks carried out during the work placement

- Distributing advertising, informing clients about all kind of offers
- Providing information about flamenco culture
- Providing information about the company
- Receiving and greeting clients at the reception
- Controlling payments and managing invoices

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very nice, Olivia is the best intern we have ever had. She is not only well-organized and polite, but also performs any tasks assigned to her the best way possible. The hardest working intern, it was a pleasure to have her.

5. Participant's opinion about his/her personal & professional development

I started my work at the flamenco Theatre and I moved to the euroMind office. I prepared Europasses for groups, I completed briefcases with materials for trainees, I stamped documents, I entered trainee's data into the system, I copied guides for trips. I worked in an international team of young people from Spain, England, Italy, Romania and Poland. I had great time there, the time flew quickly because I had to do a lot of things.



Kamila Wiktoria Szczuka

Host Organization: Hotel Baco

Tutor's name: Susana Reguera

1. Description of the host organization

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- Making sure that televisions, radios, lights and air conditioning equipment are working
- Reporting to a supervisor when articles are left behind by guests, if there is any damage in the rooms or if any items appear to have been stolen

3. Tutor's final note

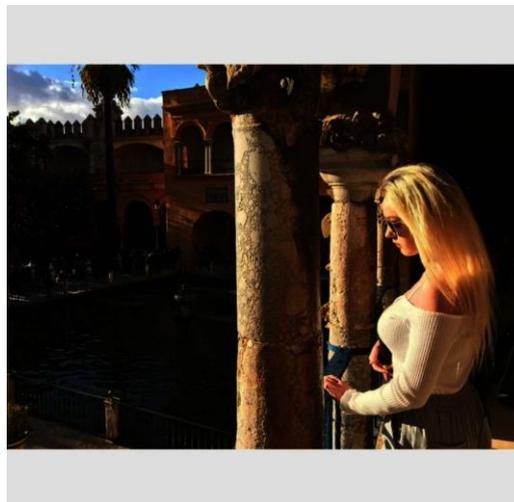
6 (Excellent)

4. Tutor's final evaluation

Great worker, quick to learn and willing to get involved with all tasks.

5. Participant's opinion about his/her personal & professional development

We worked together with four people who adopted us heartily. They taught us a hotel profession. Among our responsibilities were preparation of the rooms for guests, breakfast service or maintaining cleanliness in the whole object. These were typical tasks for our profession. Although the season is over there were still many tourists from all over Europe and Asia. Atmosphere at was really good and we gained new experiences.



Kinga Anna Ciućka

Host Organization: Achef Areas S.L.

Tutor's name: Esther Hidalgo Sanchez - Ricardo Jimenéz - Alfredo Barrios

1. Description of the host organization

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- Supporting sale process and sending
- Preparing materials and equipment, laminating, vacuum-packing, using a guillotine paper cutter

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very serious and responsible about her work. We are really happy!

5. Participant's opinion about his/her personal & professional development

We work in Achef Areas, it is an advertising-marketing agency, which is in Dos Hermanas. Our job was very interesting; we were doing things that we have done in school but in theory. Every day we did different things, for example we laminated folders, did the t-shirts overprints, did the MENU for restaurants and for McDonalds. We worked with devices like laminators, large format punch, laser scissors, device to printing overprints on t-shirts, paper guillotine. All of this tasks were closely related to our profession, but we were thinking that we would work with computers. Through this course we had an opportunity to participate in the whole process of creating and advertising, which we really enjoyed.



Klaudia Joanna Kubies

Host Organization: ADA Instituto Tecnico Superior

Tutor's name: Francisco Aranda

1. Description of the host organization

ICADA is a foundation established with private initiative in 2010, with a purpose of supporting and revitalizing the Superior Institute of Technology. The Institute was created in 1967 as an educational institution focusing on high-quality vocational training as a path of personal and professional development and is characterized by its social commitment and clearly defined mission to provide technological and humanistic education. A part of the mission of ICADA Foundation is to provide economic support to the center, which is the base of the Foundation, ICADA Foundation and the Superior Institute of Technology ADA. The educational offer of this institution includes programmes such as "PCPI" (The Basic Professional Training Course that enables students to repeat a year), Regular Professional Training Courses, Technological High School and Superior Vocational Training in Aeronautics and IT, all the way up to university studies, held in cooperation with the ULB (Universidad Libre de Brussels - Free University of Brussels)

2. Main responsibilities & tasks carried out during the work placement

- Providing customer service in a professional, courteous and friendly manner
- Creating and modifies documents using Microsoft Office
- Preparing, scanning and placing documents in electronic and paper filing systems
- Maintaining and managing inventory control of materials and suppliers
- Processing sales invoices, receipts, and payments, analyzing prices and purchasing supplies
- Maintaining and updating records management database systems

3. Tutor's final note

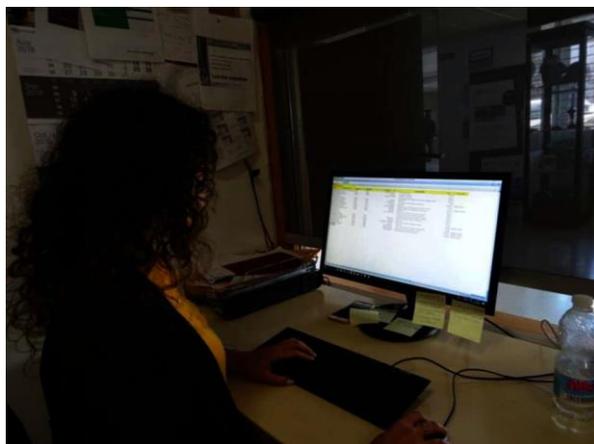
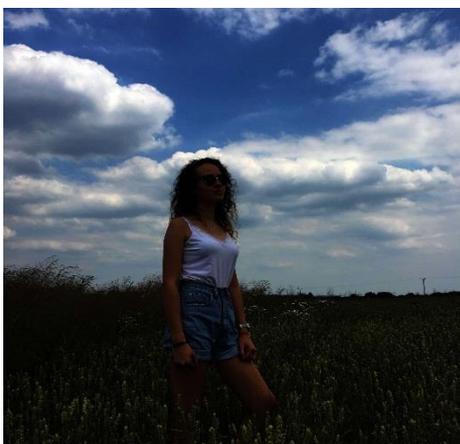
6 (Excellent)

4. Tutor's final evaluation

Claudia is very switched-on, applied, quick at working and communicating. We have been very happy with her.

5. Participant's opinion about his/her personal & professional development

My tasks included segregating documents related to courses run by the institute. I entered subaccounts into the computer in the program AIG-ClassicConta. At one of the lectures conducted by the Institute I was taking photos, I also learnt how to use Seneca program or created training plans for 2019. I was working with really kind and outgoing people. I was very pleased with my practices.



Kamila Magdalena Skarupa

Host Organization: Sevilla Dream Hostel

Tutor's name: Bruno Gameiro

1. Description of the host organization

The famous Sevilla Dream Hostel is located in Seville's old town, next to the School of Dramatic Arts and the Superior Conservatory of Music. It is perfectly located because the hostel is in the historical centre of the city, which is a perfect option for the travellers interested in the architecture, the good atmosphere and eating tapas. This hostel has a bar, a terrace and a reception open 24/7. The hostel offers shared rooms of 4, 6 and 8 beds with air conditioning and a shared bathroom. There is also a room with 2 single beds, private bathroom and bathtub. The Sevilla Dream Hostel has a shared TV room, a game room, a library and a tourist information stand. It also offers free luggage storage and a ping pong table.

2. Main responsibilities & tasks carried out during the work placement

- Assisting in check-ins and check-outs and complete procedures when guests arrive and leave
- Taking notes of guests concerns and paying attention to special requests in a professional way
- Helping guests with luggage storage, storing valuable objects, ordering taxis
- Providing tourist information about the city and the region
- Contacting hotel booking websites in case of any queries recurring customer`s problems
- Updating information on hotel booking websites, translating and interpreting if required

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very good work ethic, ready to learn and get involved. Helped with everything she could.

5. Participant's opinion about his/her personal & professional development

We were Working in Sevilla Dream Hostel. Despite that the touristic season has ended, there were still so many tourists, even from Poland. Among our responsibilities we had preparing bedsheets for the room, breakfast service, customer service at the front desk like check-out, check-in, payment, issuance keys, print mails, acceptance reservations, preparing invoices in checking payments. We worked in a bar too, one time we prepared paella before flamenco. This is really interesting work, we met a lot of people from all around the world, practiced our English and Spanish with them. We really took a lot from our internship.



Kamil Sebastian Słoma

Host Organization: Olimpo Informatica S.L.

Tutor's name: David Aguila

1. Description of the host organization

Olimpo Informática S.L. is a Sevillian business dedicated to the sales and repair of IT equipment, specialising in the repair and maintenance for both the domestic user and for companies. The business is mainly dedicated to the retail of computers, peripheral equipment, IT programmes and different types of electronic products. The shop opened in August of 2018, but the owners, David and José Luis, are experts in the IT sector with over 20 years of experience. Their objective is to offer the best repairs and sales services for IT equipment and systems with the aim of satisfying the client's every need. Being a serious company with proven technological skills, providing maintenance serviced to many companies in the area, they hope to become the leaders of the IT market.

2. Main responsibilities & tasks carried out during the work placement

- Installing, assembling and upgrading hardware, replacing broken parts (troubleshooting)
- Checking the electrical connections of the various hardware components
- Examining and diagnosing hardware, reading electrical and electronic diagrams
- Locating the components in the computer, managing the use of measuring and control devices
- Dismantling, reassembly and replacing of simple electrical, electronic and mechanical components
- Determining the cause of the fault and the required spare parts for intervention

3. Tutor's final note

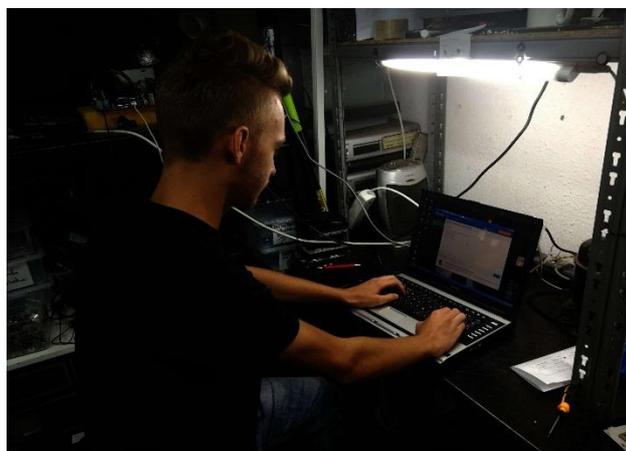
5 (Very Good)

4. Tutor's final evaluation

A boy with a lot of desire to work and learn. Very friendly, kind and punctual. He still has a lot to learn as the world of informatics is very big but he always has a great desire to learn and improve.

5. Participant's opinion about his/her personal & professional development

I was working Frei PC – a computer shop, which provided also a customer service. I was repairing computers, diagnostic glitch and replayed broken components. I was installing Windows and antivirus programmes. I think in Spain employers have better trust for their employees. On the other hand, if I was not sure about something I could rely on my leadership. I am really happy about the internship and things I got to learn while being here in Seville.



Kinga Wnykowicz

Host Organization: Librería Papelería Falla

Tutor's name: Benito Rico Hidalgo

1. Description of the host organization

Bookstore - Stationery shop Falla is a bookstore and stationery shop with more than 50 years of experience. In Papeleria Falla you can find a wide range of books (for children, teenagers as well as bestsellers, guidebooks, technical books, etc.), newspapers, office equipment, and all the necessary products for students. The paper store also offers some products for kids, such as educational games, toys, puzzles, etc. The key to success is not only good quality products offered at the best prices but also its service. As a family-owned business with great experience, the employees at Falla treat every client individually and in a friendly way, providing quality of service and a pleasant, familiar atmosphere in the store. They are very well-known for reliability and the high professionalism of their service.

2. Main responsibilities & tasks carried out during the work placement

- Performing customer service (welcoming clients, helping them with their choices etc.)
- Supporting the sale process and promoting the library's image
- Performing general clerical duties that include: photocopying, faxing, mailing and filing, using SINLIB programme
- Using shop's equipment such as a photocopier, printer, and scanner
- Researching the price and purchasing office supplies
- Coordination delivery of supplies, processing sales invoices, receipts and payments

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

She shows a lot of interest and carries out tasks quickly and effectively. She integrated herself easily in the work environment.

5. Participant's opinion about his/her personal & professional development

My job was entering new deliveries into the system, arranging new things on shelves, binding and photocopying. The owners were two gentlemen - brothers, and they greeted me heartily. A little did we talk to each other in English, a little we were using a translator in my phone. Language wasn't a barrier. It was an incredible workplace and I really appreciate my experience!



Magdalena Urszula Marcol

Host Organization: Taller de Educacion

Tutor's name: Manuel Jesus Aguilar Silva

1. Description of the host organization

Taller de Educación is a multidisciplinary training center that is dedicated to offering tailored solutions for all students, from the smallest to those who are preparing for competitive exams or special degrees. The center does not offer private classes, but offers reinforcement sessions for people with specific needs, this kind of service is called 'Assisted Study'. This is a study method in which the concepts are given more importance as if they are habits; where the student has to continually make an effort and the teacher has the role of guide and brings him support him. All the classes are individual or composed of small groups, in this way the pace of learning is increased and there is more direct contact with the teacher. Taller de Educación has more than 20 years of experience in the education and teaching sector.

2. Main responsibilities & tasks carried out during the work placement

- Controlling payments , managing invoices, maintaining and updating data
- Updating payments, schedules, class shifts, recoveries of the classes
- Balancing the cash register of the school
- Controlling and preparing material that will be used for classes
- Arranging and overseeing the recording of projects for the database and archive
- Managing company's social media – Facebook

3. Tutor's final note

5 (Very Good)

4. Tutor's final evaluation

A great help plus has worked well with promoting the agency.

5. Participant's opinion about his/her personal & professional development

I worked at Taller de Educacion, which is a language school that also provides tutoring in various subjects. Apart from me, there were 4 people working there. My tasks included sending e-mails with offers, promoting school on social networks or photocopying documents. The team with whom I worked was very kind and helpful so I got to enjoy my internship a lot.



Patryk Gańczorz

Host Organization: October Moon S.L.U - Mundo Informatica

Tutor's name: Daniel Leow Jimenez

1. Description of the host organization

Mundo Informática is a computer store that is located in the newest district of the Andalusian capital, the Bermejales neighbourhood, it is located on the Avenida de Alemania. The computer store was opened in 2006. Their main services they provide are technical repair services and sales of computer and mobile related products to the public. They have carried out more than 13,000 reparations since they opened and they fix all main mobile phone brands using high-quality equipment. Before the opening of the store, the owner, Daniel, worked as a freelancer in the IT sector helping small and medium sized companies.

2. Main responsibilities & tasks carried out during the work placement

- Installing, assembling and upgrading hardware, replacing broken parts (troubleshooting)
- Checking the electrical connections of the various hardware components
- Examining and diagnosing hardware, reading electrical and electronic diagrams
- Locating the components in the computer, managing the use of measuring and control devices
- Dismantling, reassembly and replacing of simple electrical, electronic and mechanical components
- Determining the cause of the fault and the required spare parts for intervention

3. Tutor's final note

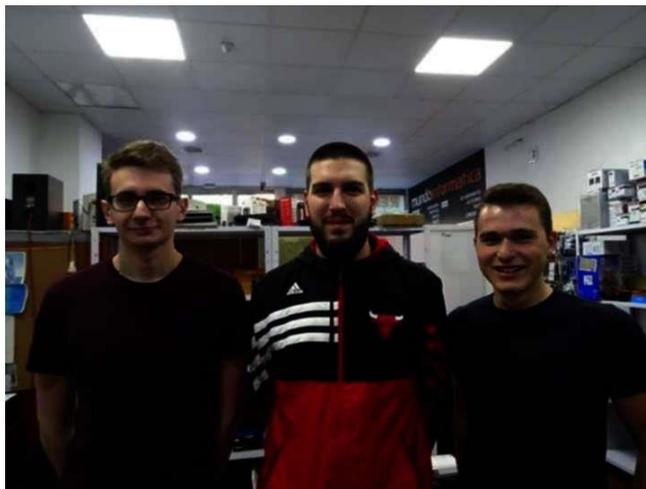
6 (Excellent)

4. Tutor's final evaluation

Good worker plus keen to learn new things.

5. Participant's opinion about his/her personal & professional development

I worked in Mundo Informatica – it is a diagnostic, electronic service. I fixed laptops and PCs. We were also changing matrices, removing systems loops, cleaning operating systems and checking temperature of components. We installed drivers and replaced thermal paste. Employer was really nice and cared about us, he was also very helpful, patient and we communicated in English without any further problems. I am very satisfied with this internship.



Patrycja Agnieszka Kucharska

Host Organization: Sevilla Dream Hostel

Tutor's name: Bruno Gameiro

1. Description of the host organization

The famous Sevilla Dream Hostel is located in Seville's old town, next to the School of Dramatic Arts and the Superior Conservatory of Music. It is perfectly located because the hostel is in the historical centre of the city, which is a perfect option for the travellers interested in the architecture, the good atmosphere and eating tapas. This hostel has a bar, a terrace and a reception open 24/7. The hostel offers shared rooms of 4, 6 and 8 beds with air conditioning and a shared bathroom. There is also a room with 2 single beds, private bathroom and bathtub. The Sevilla Dream Hostel has a shared TV room, a game room, a library and a tourist information stand. It also offers free luggage storage and a ping pong table.

2. Main responsibilities & tasks carried out during the work placement

- Assisting in check-ins and check-outs and complete procedures when guests arrive and leave
- Taking notes of guests concerns and paying attention to special requests in a professional way
- Helping guests with luggage storage, storing valuable objects, ordering taxis
- Providing tourist information about the city and the region
- Contacting hotel booking websites in case of any queries recurring customer's problems
- Updating information on hotel booking websites, translating and interpreting if required

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very nice and a great worker. We are very happy with her progress.

5. Participant's opinion about his/her personal & professional development

We were working in Sevilla Dream Hostel. Despite the fact that the touristic season has ended, there was still so many tourists from various countries. Among our responsibilities were the preparation of bedsheets in the room, breakfast service, customs service at the front desk (check-out, check-in, payment, issuance keys, printing mails, accepting reservations, preparing invoices in checking payments. Once we worked in the bar and helped to prepare paella before the flamenco show. This was really such an interesting work and we met a lot of people from all around the world and got a chance to practice our Spanish and English with them. I think this internship was really nice and enriching.



Patryk Benedykt Tkocz

Host Organization: Manchon Domiguez Hijos S.L, - Living Sevilla

Tutor's name: Francisco Manchon / Carmen

1. Description of the host organization

Living Sevilla Apartments is the department in charge of the touristic accommodation of the family company MANCHÓN DOMÍNGUEZ E HIJOS.SL. The family company was founded in the year 2004 with a main focus in the architecture, real estate and accommodation sectors. The Manchón family is well known in the Andalusian capital for its strong link with sport. In 2013 they obtained the gold medal from the city, rewarding them for being ambassadors for this beautiful city through sport, and obtaining many world titles in windsurfing in the last 20 years. They have grown to become a reference company in touristic accommodation for groups and families that want to make their time in Seville an unforgettable experience.

2. Main responsibilities & tasks carried out during the work placement

- Undertaking general administration including word processing, dealing with agenda and routine correspondence, photocopying, scanning, filing documents, etc.
- Performing administrative tasks such as text editing, agenda management, correspondence, photocopying, scanning, printing, stamping, filling documents, checking their correctness
- Assisting the Company Manager with the maintenance of the database (putting in data, verifying and arranging them, preparing reports or marketing materials)
- Managing company's social media (Facebook), controlling payments and managing invoices
- Visiting apartments, searching and comparing new accommodations
- Conducting statistical calculations based on the available data

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Patryk was very useful in the daily tasks. Polite and very positive person. I recommend him for any task.

5. Participant's opinion about his/her personal & professional development

The company I was working at was specializing in renting flats to tourist in Sevilla in eight different buildings. My tasks were: checking in the guests who were renting a flat, organizing documents in the office, paying bills for the bank. I was also translating some documents into Polish language. In the office there were 3 people working and they were always ready to help me. We were talking in English, but I also tried to speak in Spanish. There was a really nice atmosphere and I truly enjoyed this experience.



Szymon Krzysztof Knopik

Host Organization: October Moon S.L.U - Mundo Informatica

Tutor's name: Daniel Leow Jimenez

1. Description of the host organization

Mundo Informática is a computer store that is located in the newest district of the Andalusian capital, the Bermejales neighbourhood, it is located on the Avenida de Alemania. The computer store was opened in 2006. Their main services they provide are technical repair services and sales of computer and mobile related products to the public. They have carried out more than 13,000 reparations since they opened and they fix all main mobile phone brands using high-quality equipment. Before the opening of the store, the owner, Daniel, worked as a freelancer in the IT sector helping small and medium sized companies.

2. Main responsibilities & tasks carried out during the work placement

- Installing, assembling and upgrading hardware, replacing broken parts (troubleshooting)
- Checking the electrical connections of the various hardware components
- Examining and diagnosing hardware, locating the components in the computer
- Reading electrical and electronic diagrams, managing the use of measuring and control devices
- Dismantling, reassembly and replacing of simple electrical, electronic and mechanical components
- Determining the cause of the fault and the required spare parts for intervention

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

He was a very good worker; I am happy with his work ethic.

5. Participant's opinion about his/her personal & professional development

I worked in Mundo Informatica – it is a diagnostic, electronic service. I got to fix laptops and computers. I also changed matrices, removed systems loops, cleaned operating systems and checked the temperature of components. We installed drivers and replaced thermal paste. Our employer was really nice and caring, always helpful when in doubt. We were talking in English without any problems and overall I am very satisfied with this internship.



Weronika Magdalena Ptaczek

Host Organization: Padilla Libros

Tutor's name: Maria Padilla Berdejo

1. Description of the host organization

In 1969, the Padilla family opened their library in the center of Seville under the name of Librería Cenital. Faced with the difficulty of getting unpublished themes in Spain (because that era was characterized by prohibitionism), the Librería Cenital became a distributor (Padilla Libros-Publicaciones para Andalucía) and thus could create ways to get unpublished themes and editions of Spain to the bookshops of western Andalusia. Padilla Libros was the first library in the Andalusian capital to incorporate computers to advise to its clients and it got very close to the university world, visiting departments and opening library accounts through monthly payments. Ten years after its foundation, the company began its career as a publisher with the intention of publishing books of their friends and other authors who were considered interesting.

2. Main responsibilities & tasks carried out during the work placement

- Handling invoices, receipts, and payments
- Receiving deliveries and stock management
- Taking care of the order of the bookshop: unpack books and organize them in the warehouse stationary, replacing, placing and sorting products in the shop, organizing the showcase
- Creating and modifying documents using Microsoft Office
- Preparing, scanning and placing documents in electronic and paper archiving systems
- Classifying books (date order, alphabetic etc.) and creating bibliographic records

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very obedient and disciplined, always ready to learn and has a lot of empathy.

5. Participant's opinion about his/her personal & professional development

I worked at Padilla Libro, a family-owned company that deals with low-cost printing of textbooks and books. They also run a second-hand bookshop. I had the bookbinders work: stitching books, laying newspapers under the press, packing ready-made books for domestic and foreign shipments (even to Poland), putting books in a computer database. I felt very good at work, there was always a family atmosphere and nice music in the background so I really enjoyed this working experience.



Klaudia Malczyk

Host Organization: Achef Areas S.L.

Tutor's name: Esther Hidalgo Sanchez - Ricardo Jimenéz - Alfredo Barrios

1. Description of the host organization

Achef considers itself a different and special company formed by a large team of professionals specializing in different sectors. The company was founded more than 20 years ago and thanks to all these years working in the branding, graphic design, printing and labelling sectors, it can be considered one of the best professionals in the province of Seville. The main characteristic of Achef is the creativity. They mix ideas, the first step is to know the client's idea, then analyze the situation and their objectives and in this way, they can start the project. They create products appropriate to the client expectations respecting the deadlines.

2. Main responsibilities & tasks carried out during the work placement

- Printing all materials received by customers (by mail or on the flash drive)
- Binding documents and distributing printed materials
- Saving and archiving documentation
- Developing administrative tasks related to customer service and use of office equipment (make photocopies, scan, etc.)
- Supporting sale process and sending
- Preparing materials and equipment, laminating, vacuum-packing, using a guillotine paper cutter

3. Tutor's final note

6 (Excellent)

4. Tutor's final evaluation

Very serious and responsible about her work. We are really happy!

5. Participant's opinion about his/her personal & professional development

The job I got to do was very interesting because we were doing things that we have done in school but just in theory. Every day we did different things, for example we laminated folders, did the t-shirts overprints, packed the boxes that were about to be sent, packed the final products in foil, or did the MENU for restaurants and for McDonalds. All of these tasks were closely intertwined with our profession, even though we were thinking that we would work with computers. However, this whole experience and participation in the advertising process were really helpful and will come in hand for my future job.



Paweł Michał Siwek

Host Organization: MSG Soluciones Informáticas

Tutor's name: Manuel Santos Gonzalez

1. Description of the host organization

MSG Soluciones Informáticas is a company formed by a group of highly qualified professionals with an extensive experience in the sector. They offer development services through the implementation of software solutions for enterprises and privates. They know that nowadays it is not so simple the use of the technology in our daily life and it's for this reason why their main objective is helping their clients, including buying the equipment, maintaining it, finding customers online, creating a brand image, increasing sales etc. MSG Soluciones Informáticas is a perfect technological ally which one can find located in the neighbourhood of Los Príncipes, precisely on Avenida Alcalde Manuel del Valle.

2. Main responsibilities & tasks carried out during the work placement

- Installing, assembling and upgrading hardware, replacing broken parts (troubleshooting)
- Checking the electrical connections of the various hardware components
- Examining and diagnosing hardware, reading electrical and electronic diagrams
- Locating the components in the computer, managing the use of measuring and control devices
- Dismantling, reassembly and replacing of simple electrical, electronic and mechanical components
- Determining the cause of the fault and the required spare parts for intervention

3. Tutor's final note

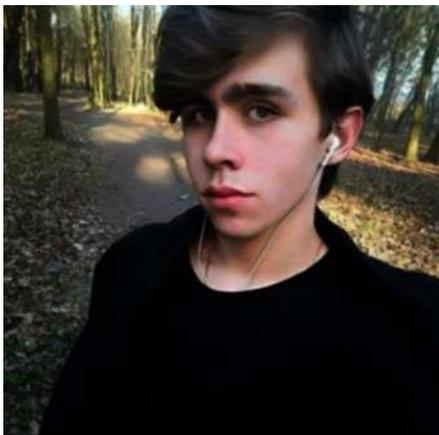
6 (Excellent)

4. Tutor's final evaluation

Even though his level of Spanish was lower, overall he was a very good worker.

5. Participant's opinion about his/her personal & professional development

The company I worked at is responsible for hosting servers for many other companies, it also works as a service and computer shop. During my internship I was repairing many computer devices, portable devices, sometimes we got to go to other companies with our tutor to manage, modernize and repair servers. We learnt how to work with many server programs that we didn't know before. We get to know the rules and how to configure servers right. It was the perfect workplace for me and I am really grateful for this opportunity!



PROJECT MANAGEMENT

1. Mobility Project Preparation & Induction

Before the arrival of your trainees in Spain, euroMind provided them with the pre-arrival guide, including useful information, local transport & social life, emergency numbers.

euroMind has also arranged Skype meeting with the participants in order to get to know them and to interview them.

After the Skype interview, euroMind created a Facebook group to which all the selected participants were invited, together with their Teachers. This way euroMind Coordinator had constant contact with the target group already before their arrival in Spain.

Once the Skype interviews were delivered, euroMind upon a thorough analysis of the participants' studies and profile provided each one of them with an adequate work placement.

euroMind took responsibility for preparing Learning Agreements individually for each participant and made sure that all the parties involved signed all the necessary documents.

On the first day after the arrival, euroMind organized the welcome session during which the participants got to know the euroMind team, were reminded about the programme agenda, accommodation rules and dissemination strategy options.

Later on, the participants were taken for a walk around the neighborhood to get to know the area and find out where banks, mail box, workplace, supermarkets, bus station are.

2. Monitoring & Mentoring

In order to make sure that the objectives of the Learning Agreement were going to be achieved and that the participants would be fully integrated in the companies' work culture, the monitoring was delivered by all of the parties involved in the project.

euroMind assigned a Mentor for the group of participant who was responsible for the introduction of the participants to the host organisation(s). During the work placement/training the Mentor delivered monitoring visits to the work placements in order to revise the tasks of the trainees, their progress as well learn from the first hand the level of satisfaction of both the participants and the host companies/ training centre tutor.

The mentor in cooperation with companies Tutors carried out the evaluations of the trainees in the middle and at the end of the trainings.

After obtaining the results of the half-way through evaluation, the Mentor met the participants to give them the results of this evaluation. The least favourable results were discussed with the participants in private so that both the Mentor and the trainees had the comfort of sharing the information and exchanging the opinions and finding solutions to some problematic issues.

Host organisations assigned a member of its staff as a tutor. The tutors from the host companies were responsible for helping, informing and guiding and supervising the work done by the participants. The tutors had regular meetings with the participants in order to assess their presence in the company as well as to discuss the tasks and responsibilities according to the needs of the company and the participants.

euroMind at the end of the programme during the goodbye session handed out evaluation sheets to the participants so that they could assess their stay in Spain, work placements, as well as the work of the euroMind. euroMind was also available to the participants 24/7 in case of emergency.

3. Communication

EuroMind takes good care of successful communication between companies and trainees. Each evaluation of work is aimed at improving the quality of cooperation. Each party is thoroughly checked and assessed and the necessary improvements are introduced. Moreover, euroMind mediates in this supervisor-trainee collaboration by translating and solving language-connected complicated matters.

4. Dissemination strategy

euroMind took active part in the process of preparing and dissemination results of the project together with the sending organisation and participants.

While the trainees were in Spain, euroMind involved them in a number of activities the aim of which was to make students monitor and collect all the information related to the progress of their work placements and stay in Spain. The materials produced by the participant would be then used as tools for disseminating results by the school in their country and by the partner in Spain.

The participants could work in groups or individually. On the first day they needed to decide on the form or forms of recording their professional experiences.

As a rule the whole group needed to create a Facebook fun page as it is an effective and quick means of accessing large numbers of people. What is more, it is a form that appeals to young people as they can share their experiences instantly and receive instant feedback, too. The fan page is always linked to the euroMind's Facebook fan page. The sending organisation was also asked to do the same thing. This way the material produced by the trainees reached bigger audiences and was more effectively disseminated.

Apart from the Facebook fan page, the trainees were encouraged to prepare a PowerPoint presentation in English which they would be able to use to disseminate the results of the project back home (conferences, meetings with other students, parents, etc.).

euroMind also disseminates the project at a local level. It organises language and cultural exchanges between the international trainees and students from local vocational colleges. During those meetings both Spanish and International students are involved in a number of activities the aim of which is to get to know each other, share experiences related to work experiences and in general their stay in Spain. The students also exchange information about their countries and cultures.

5. Certification

To validate the acquired skills, the trainees, at the end of their stay, received complete proof of their participation in the project by means of several methods of recognition:

- Training Certificate
- Europass Mobility Certificate
- ECVET if applicable
- Spanish Course Certificate if applicable



CULTURAL & LINGUISTIC PREPARATION

1. Spanish course: teaching method & participants' outcomes

The group was given very intensive Spanish lessons with our Spanish Teacher. euroMind's teaching methods were very effective as they made learning fun through playing games and creating an enjoyable atmosphere in the class. The Spanish classes can be described by 2 words: dynamic and practical! We used an interactive method of teaching based on learning by practicing. This means that grammar was covered as much as possible by using practical situations. Therefore, speaking and actively using the language is crucial and central in all our activities delivered. After intensive and hard learning the students had a written an exam. All of the participants passed with very good results!



2. Cultural activities, Andalusian cities & places visited during the programme

Seville Tour: Seville is the artistic, cultural, and financial capital of Andalusia region in the southern Spain. The city is a historical masterpiece full of monuments, gardens and flamenco festivals. The city reflects the harmony between different Christian, Jewish and Muslim cultures and religions. As Seville is the capital and the largest city of the autonomous community of Andalusia, it is easy to get lost here, however thanks to the tour organised by euroMind's team, the trainees can admire the city safely and in a pleasant atmosphere. The euroMind coordinator helps our trainees understand the city from a historical and artistic point of view, but also gives them some shopping and eating tips. The group is showed the most attractive places where they can go and grab something to eat, drink, have fun or just relax and hang out.

Malaga: Malaga is not only the centre of the night life, shopping, cafés and beach chilling, but is also a perfect place for enthusiasts of a history, art and architecture. The city is one of the oldest one in the world and is wealth of magnificent monuments that will intrigue many enthusiasts of art and history. Participants began to explore the city from the Gibralfaro and Alcazaba Palace. They also saw an old Roman Theatre, the Cathedral, which was built through the XVI- XVIII centuries. Since Malaga is located on the Costa del Sol (Coast of the Sun) which is considered to be one of the most beautiful coasts in Spain, the group also had a chance to take a rest and relax at long and sandy Malagueta Beach by the Mediterranean Sea, where we finished our trip.



Cadiz: The oldest continuously inhabited city situated in southwestern Spain and a typical Andalusian city with a wealth of attractive views and well-preserved historical landmarks. Cadiz is

located by the ocean, and it is the place from where Christopher Columbus started the expedition aimed at discovering new lands. During the day-trip, the group visited the city centre enchants with old buildings and charming squares surrounded by countless cafés and bars, the Cathedral built in baroque style with neoclassical parts where the tomb of one of the greatest Spanish composers-Manuela de Falla is located, the oldest Fish Market in Spain, the Tavira Watchtower with a camera obscura (the darkened chamber/room), the city's defence walls or the Plaza de España where the first Spanish democratic constitution was signed. At the end of the trip, students could enjoy the rest of the day at the charming Caleta Beach surrounded by two castles.



SUMMARY OF THE PROJECT

euroMind team did their best in order to deliver the best professional and cultural experience to the trainees of the project being always ready to help, give advice and solve any problems or doubts.

The trainees were fully satisfied with their work placements. They gained much needed professional experience abroad which is highly appreciated and sometimes even specifically asked by today's employers.

We have no doubt that our trainees will use their new knowledge and experience at their current work in their home country or increase their chances at the labour market and dazzle their future potential employers.

Moreover, the trainees learnt the basics of the Spanish language were able to work in a multi-cultural environment and proved themselves with the ability to work individually as well as in a team.

euroMind team was extremely satisfied with the trainees' involvement in the project and personal interest in whatever they participated in.

This project was very successful and we hope to realize other successful projects with Zespół Szkół w Czerwionce-Leszczynach in the future.

SEVILLA, 09-11-2018



Carlos Hoyo de la Torre

Director