

User Manual



for coordinators of Mobility projects

What is a European Vocational Skills Project?

European Vocational Skills Projects (EVST projects) offer an exciting alternative to simply doing an internship abroad. Trainees do not work, or do not work exclusively, at companies for these projects, but instead work on training related project tasks and bring the results presented by you at the company or at the school back home with you. The objective of these Vocational Skills Projects is to increase the learning effect of a stay abroad. The project reports can also be assessed and recognized as a training-related learning performance through the association with the framework curriculum or outline curriculum.

In general, these European Vocational Skills Projects also include an accompanying language class, the preparation of participants in Germany as well as supervision and support in the destination country.

The EVST project database will help you to create project tasks, look at project tasks already completed or simply to find a body responsible for the project, which takes over the project organization for the trainee or student.

Find out more about the experiences that participants and training companies have had as a result of their involvement in our video, and the opportunities available to take advantage of the EVST project database by registering as a user.

[Watch video](#)

[Visit the Intakt website](#)

[Register now](#)

Task of the data-base

The database serves to make it easier for partner organizations and participants participating in a transnational mobility project to coordinate learning processes and learning performances with each other in a dialog process. It is adapted by user navigation to the process steps of a mobility project in order to facilitate project organization and coordination. In addition, the learning performances can be documented in a certificate that can be added as an attachment to the "Europass-Mobility."

Public area

If you are interested in an job related stay abroad, you can find information in the public area about mobility projects and sending organizations and apply for participation. You will also find examples of "European Vocational Skills Training Projects" in order to develop ideas for your own project work.

Internal area

This area contains all functions that are required for applying for a mobility project, the coordination of learning objectives, the type of problems for "European Vocational Skills Training Projects" as well as for documentation of the learning performances acquired abroad.

Public Section of the Database

Mobility projects:

The EVST project database stores the support programs (so-called "mobility projects") with which an initial professional training internship and stays abroad for job-related advanced training can be supported.

Sending organisations:

The overview contains all registered project sponsors in the EVST project database that offer trainees and graduates initial occupational training -- "European Vocational Skills Training Projects"- as part of internships and job-related further training abroad.

Project archive:

Using a search function, you can filter and select saved "European Vocational Skills Training Projects" in the database.

From the list fields, select the "Occupational area," "Topic area," "Aspect" and the "Task type" in question, in order to specifically find the work that has already been created in your occupational area or that particularly interests you.

Do you want to register your mobility project in the EVST project database?

If you would like to use the EVST project database to manage your mobility project, please contact our database administrator. You will be provided with the necessary login data.

[Email administrator](#)

Once you have received your login data, you can log in on:

www.evst-mobility.eu.

The screenshot shows the EVST (European Vocational Skills Training) project database website. At the top, there is a navigation bar with links: Home page, Project archive, Mobility projects, Sending organizations, Login for participants, and Login for project coordinators. The main content area is divided into two columns. The left column is titled "What is a European Vocational Skills Project?" and features a video player with a play button and German subtitles: "Beschreiben jeden Euro, den man sein, was ich? Was ist das? Ich muss, wollen mehr." Below the video is a text block explaining the project's purpose. The right column is titled "Current projects" and lists two projects: "Rabea Rosenkranz Early Childhood Education in UK and DE" and "Natascha Kussmann Two ports in comparison London Gateway (GB) - Hamburg (GER)". Each project entry includes a small profile picture, the project title, a brief description, and a "More..." link. At the bottom of the page, there are logos for "kompass Meine Kompetenzen für Europa", "intekt Epistemo Europa", and "Impressum".

Internal area for project coordinators

Project coordinators can:

- describe their institution in order to introduce them in the public area.
- describe their mobility projects in order to advertise them in the public area of the web site.
- Manager users: Assign trainees to projects, occupational areas and countries of destination.
- create project tasks for participants/trainees..
- share participant data and project contracts with accepting organizations abroad.
- Document learning performances (acquired competencies) for the Europass-Mobility.

Internal area for participants

In the internal area, trainees, applicants and participants can:

My Profile: Apply and create profiles (upload personal information, CV and photo, describe motivations for the stay abroad)

My Learning objectives: On the basis of guiding questions, you describe your motivation for the stay abroad and receive support in describing your learning objectives in the areas foreign languages, and social, professional and personal competencies.

Create project tasks: Either the participants receive a predetermined project task or they work out the type of problem themselves for their "Career Field Exploration" – in agreement with their project coordinator.

Upload project results: Everything that the participants create for project results on location while abroad can be uploaded here as files (PDF, doc, films, audio files...).

Since this is a protected area, the work results are only visible for the project coordinator. The results will only be visible in the public area of the website after approval by the participants and confirmation by the project coordinator.

Login for project-coordinators

EVST European Vocational Skills Training

GD Bildung und Kultur
Programm für lebenslanges Lernen

Startseite Projektarbeiten-Archiv Mobilitätsprojekte Entsendeorganisationen Login Teilnehmende Login Projektkoordinatoren

Login Projektkoordinatoren

Benutzer-Name

Passwort

Angemeldet bleiben

[Passwort vergessen?](#)

Möchten Sie Ihre Mobilitätsprojekte in der EVST-Projektdatenbank registrieren?

Wenn Sie die EVST-Projektdatenbank für das Management Ihrer Mobilitätsprojekte nutzen möchten, wenden Sie sich bitte an den Datenbank-Administrator. Von dort erhalten Sie die erforderlichen Zugangsdaten.

[Email Administrator](#)

Haben Sie bereits Ihre Zugangsdaten erhalten, können Sie sich auf dieser Seite anmelden.

kómpass
Meine Kompetenz für Europa

intakt
Experience Europe

[Impressum](#)

Once you have received your login data, you can log in on this page.

My establishment

EVST
European Vocational Skills Training




GD Bildung und Kultur
Programm für lebenslanges Lernen

Hello Sebastian/Welter!
Change password | Log out

My establishment
My mobility projects
New user
My participants
Project tasks
Document learning achievements

My establishment

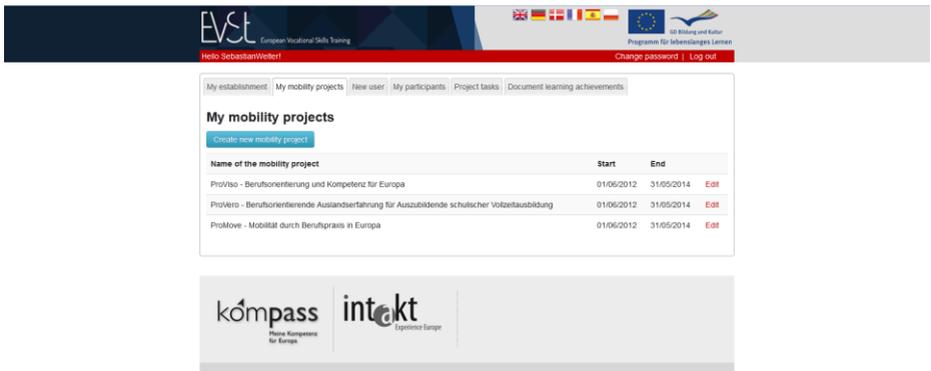
Please briefly describe the profile of your establishment and indicate a contact person for those interested in participating in your mobility projects.

<p style="font-size: x-small;">Name of your establishment</p> <input style="width: 95%;" type="text" value="Bundesarbeiters ARBEIT UND LEBEN"/> <p style="font-size: x-small;">Website</p> <input style="width: 95%;" type="text" value="http://www.arbeitundleben.de"/> <p style="font-size: x-small;">Email address</p> <input style="width: 95%;" type="text" value="bildung@arbeitundleben.de"/> <p style="font-size: x-small;">Contact</p> <input style="width: 95%;" type="text" value="Sebastian Welter"/> <p style="font-size: x-small;">Visible to the public?</p> <p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p> <p style="text-align: center; margin-top: 5px;">Save changes</p>	<p style="font-size: x-small;">Please briefly describe the profile of your establishment (max. 1000 characters)</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 150px;"> <p style="font-size: x-small; margin: 0;">Die Förderung von internationaler Begegnung und Völkerverständigung stellt traditionell einen wichtigen Baustein der von ARBEIT UND LEBEN durchgeführten Bildungsarbeit dar.</p> <p style="font-size: x-small; margin: 0;">Im Zuge der europäischen Integration gewinnt heute neben der Auseinandersetzung mit gesellschafts-politischen Entwicklungen in unseren Nachbarländern die Möglichkeit des Austausches zur beruflichen Orientierung und Qualifizierung an Bedeutung.</p> <p style="font-size: x-small; margin: 0;">Bereits seit dem 19er Jahren beteiligt sich AL intensiv an der Vertiefung der deutsch-französischen Freundschaft. In den 60er Jahren trat - ins Zeichen der Entspannungspolitik - der Austausch mit den Ländern Osteuropas und der ehemaligen Sowjetunion hinzu.</p> <p style="font-size: x-small; margin: 0;">Die von ARBEIT UND LEBEN mit einer Vielzahl internationaler Partner organisierte Bildungsarbeit umfasst Seminare, Austausch- und</p> </div>
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Please briefly describe the profile of your establishment and indicate a contact person for those interested in participating in your mobility projects.

My mobility projects



Name of the mobility project	Start	End	Edit
ProViso - Berufsorientierung und Kompetenz für Europa	01/06/2012	31/05/2014	Edit
ProVero - Berufsorientierende Auslandsaufenthalt für Auszubildende schweizerischer Vollzeitausbildung	01/06/2012	31/05/2014	Edit
ProMove - Mobilität durch Berufspraxis in Europa	01/06/2012	31/05/2014	Edit

Please describe your mobility project and indicate whether participants can freely select the tasks or work on predetermined tasks, and whether internships and Vocational Skills Projects are possible.

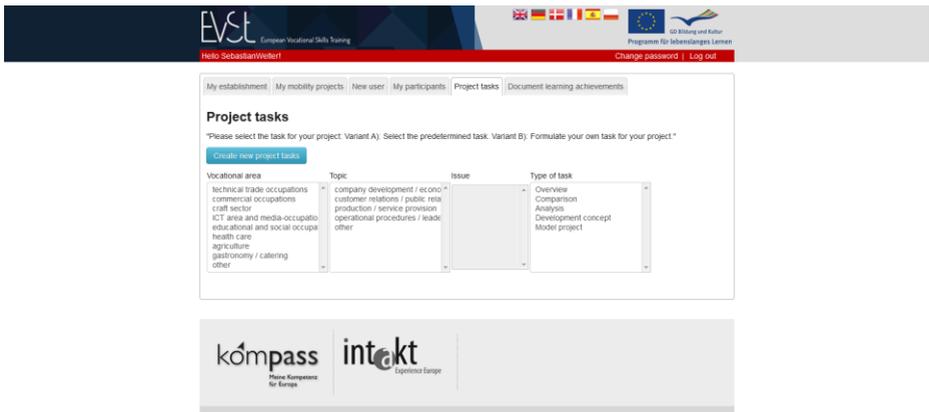
If your mobility project is only open to a restricted group of participants (e.g. students at school), please do not publish the project: It will then remain “invisible” to outside users.

Project Tasks

You specify tasks for the trainees?

There are two procedures for this:

1. From the tasks already created in the database.
2. You freely formulate project-tasks.



The screenshot shows the 'Project tasks' section of the intekt web application. At the top, there is a navigation bar with the following tabs: 'My establishment', 'My mobility projects', 'New user', 'My participants', 'Project tasks', and 'Document learning achievements'. The 'Project tasks' tab is active.

Below the navigation bar, there is a header for 'Project tasks' with a sub-header: 'Please select the task for your project. Variant A): Select the predetermined task. Variant B): Formulate your own task for your project *'. There is a button labeled 'Create new project tasks'.

The main content area is a table with four columns: 'Vocational area', 'Topic', 'Issue', and 'Type of task'. Each column has a list of options and a dropdown arrow.

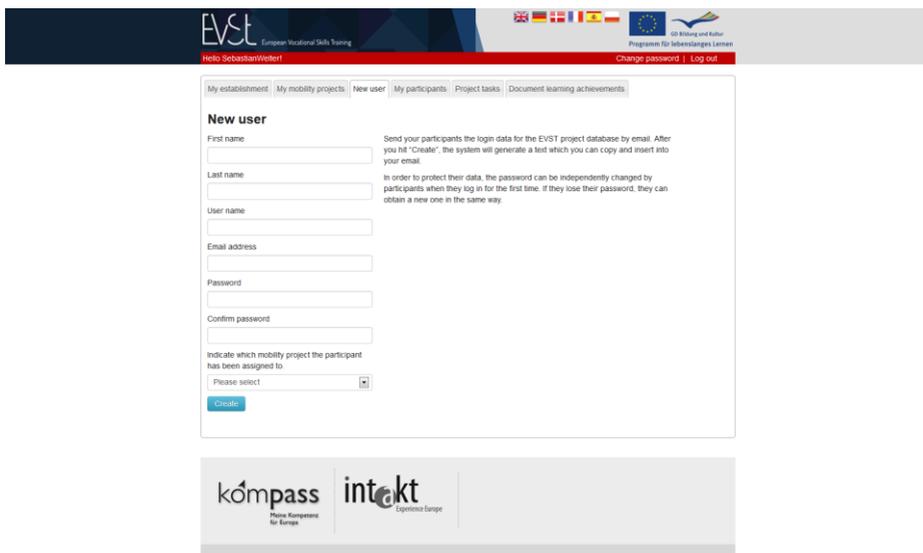
Vocational area	Topic	Issue	Type of task
<ul style="list-style-type: none"> technical trade occupations commercial occupations craft sector ICT area and media-occupatio educational and social occupa health care agriculture gastronomy / catering other 	<ul style="list-style-type: none"> company development / econo customer relations / public rela production / service provision operational procedures / lease other 		<ul style="list-style-type: none"> Overview Comparison Analysis Development concept Model project

At the bottom of the screenshot, there are logos for 'kompass' (Make Competence for Europe) and 'intekt' (Experience Europe).

First determine the type of your project work, then select its topic area and aspect.

Please describe what tasks your participants should work on abroad and what results your participants should achieve and how they should present them.

New User



My establishment | My mobility projects | **New user** | My participants | Project tasks | Document learning achievements

New user

First name

Last name

User name

Email address

Password

Confirm password

Indicate which mobility project the participant has been assigned to

Please select

Send your participants the login data for the EVST project database by email. After you hit "Create", the system will generate a text which you can copy and insert into your email.

In order to protect their data, the password can be independently changed by participants when they log in for the first time. If they lose their password, they can obtain a new one in the same way.

kompass **intekt**
 Keine Kompetenzen für Europa Experience Europe

GD Bildung und Kultur
 Programm für lebenslanges Lernen

Is an applicant interested in participating in an EVST-project, he or she will contact you via the database. You will send access data to the interested person for the internal area for participants. There, the participant will create his or her application (read more about this under "Internal area for participants")

Send your participants the login data for the EVST project database by email. After you hit "Create", the system will generate a text which you can copy and insert into your email.

In order to protect their data, the password can be independently changed by participants when they log in for the first time. If they lose their password, they can obtain a new one in the same way.

My Participants

My establishment | My mobility projects | New user | **My participants** | Project tasks | Document learning achievements

My participants

-- Mobility project -- | -- Destination country -- | -- Last name -- | Show users
 Active Archived
 Archive selected users

Search results: 30

Mobility project	Destination country	Last name	First name	Departure	Return	Status	Email
ProVero - Berufson...	United Kingdom	Meger	Michael	18/03/2013	09/04/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Leuchtmann	Kimberly	28/01/2013	22/02/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Michaak	Tim	28/01/2013	22/02/2013	1 2 3 4 5 6	
ProVero - Berufson...	Ireland	Roosen	Tobias	12/01/2013	09/11/2013	1 2 3 4 5 6	
ProVero - Mobilität ...	United Kingdom	Piankov	Maria	07/01/2013	30/06/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Elangholt	Greta	06/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...		Klump	Anne	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	France	Kidlgem	Lena	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	Spain	Gorkes	Rabea	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Sieser	Lena Marie	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Beckmann	Sophia	05/01/2013	27/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	Ireland	Cretu	David Maximilian	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	Spain	Jongyusakson	Pitchaporn	05/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Keil	Marie	04/01/2013	27/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Bone	Sonja	04/01/2013	26/01/2013	1 2 3 4 5 6	
ProVero - Berufson...		Pungwe-Mpala	Benita	03/01/2013	27/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	Spain	Köppe	Christin	03/01/2013	23/01/2013	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Kussenann	Natascha	17/03/2012	20/04/2012	1 2 3 4 5 6	
ProVero - Berufson...	United Kingdom	Rosenkranz	Rabea	20/11/2011	10/12/2011	1 2 3 4 5 6	
ProVero - Berufson...		Bull	Sven			1 2 3 4 5 6	
ProVero - Berufson...		Godthoff	Fenna			1 2 3 4 5 6	

Assign trainees to projects, occupational areas and countries of destination.

Spare yourself the trouble of sending emails: Your foreign partners can see the data of your participants (personal information, CV, motivation, learning objectives and project tasks and self-assessment of learning performance) as soon as you send access data to your foreign partners.

"Alarm list": Monitor deadlines for all of your participants at a glance:

Have registered applicants and participants created their profile?

Have they defined learning objectives?

Were project tasks created?

Has project work already been uploaded?

Have participants already assessed their own learning performances?

Have participants evaluated their stays abroad?

Checking results

Results from EVST-projects you find in the internal area of the respective participant.

The screenshot shows a web interface for managing a project. At the top, there are navigation tabs: 'My profile', 'My task', 'My learning objectives', 'My project', 'My learning achievements', and 'My evaluation'. The 'My project' tab is active.

My project

Title of the project
Early Childhood Education in UK and DE

Briefly describe the content of your work (max. 1000 characters)

In todays world a good education is essential, because we are living in an achieving and knowledge based society. You have to adapt constantly to the system, work with it and use its resources.

In early childhood the human being is influenced the most. It is a sensitive phase of cognitive, social and physical development, giving the foundation for our whole life and especially for our language competences.

It is not only a special time for our personal development, but necessary in order to provide an efficient society which enables equality of opportunity and integration for each

Visible to the public?
 Yes No

Please upload the results of your project to the EVST project database. Save text files in PDF format and indicate the links by which videos, audio files or websites associated with your work can be viewed. To remove saved data or links, click on the respective "Delete" button and save changes.

Files

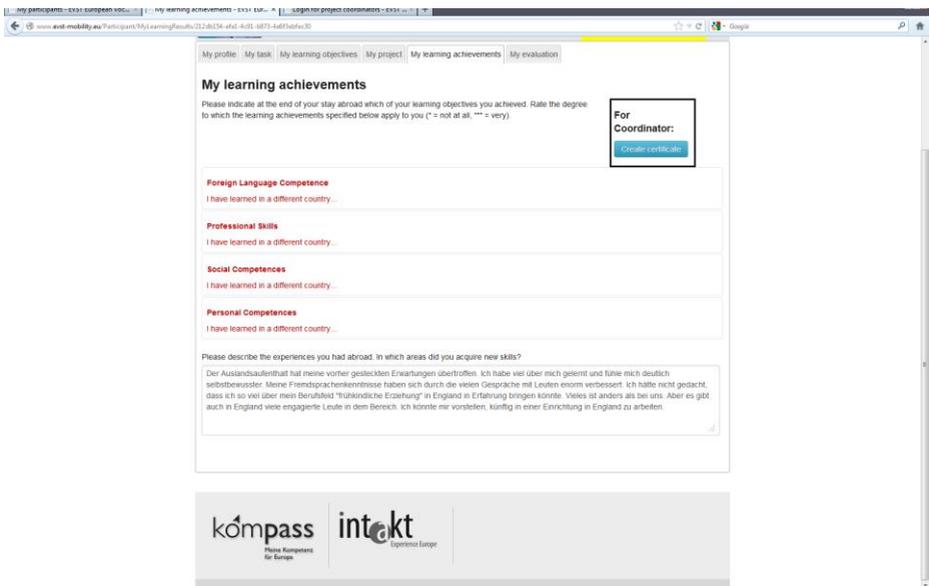
Link Name	PDF File (max. 1MB)	
Early Childhood Education in UK and DE	Early Child Education in UK and DE	<input type="checkbox"/> Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Durchsuchen..."/>
<input type="text"/>	<input type="text"/>	<input type="button" value="Durchsuchen..."/>

Internet links

Link Name	URL
<input type="text"/>	<input type="text" value="http://"/>
<input type="text"/>	<input type="text" value="http://"/>

When you accept the results and approve the publication, these will be visible in the public area of the web site for everyone, at first on the homepage (the most up to date results), and afterwards in the project archive.

My Learning achievements



The screenshot shows a web browser window with the URL www.evt-mobility.eu/Participant/MyLearning/evaluation/2.28234-af6d-4d91-b873-6d7fabfa30. The page title is "My learning achievements". At the top, there are navigation tabs: "My profile", "My task", "My learning objectives", "My project", "My learning achievements" (selected), and "My evaluation".

The main content area is titled "My learning achievements" and includes the instruction: "Please indicate at the end of your stay abroad which of your learning objectives you achieved. Rate the degree to which the learning achievements specified below apply to you (' = not at all, *** = very)".

On the right side, there is a box for the "Coordinator" with a "Create profile" button.

The form contains four sections for self-assessment:

- Foreign Language Competence:** "I have learned in a different country..."
- Professional Skills:** "I have learned in a different country..."
- Social Competencies:** "I have learned in a different country..."
- Personal Competencies:** "I have learned in a different country..."

Below these sections is a text area for a free-text description: "Please describe the experiences you had abroad. In which areas did you acquire new skills?" The user has entered the following text: "Der Auslandsaufenthalt hat meine vorher gesteckten Erwartungen übertroffen. Ich habe viel über mich gelernt und fühle mich deutlich selbstbewusster. Meine Fremdsprachkenntnisse haben sich durch die vielen Gespräche mit Leuten enorm verbessert. Ich hätte nicht gedacht, dass ich so viel über mein Berufsfeld "Hilfskindliche Erziehung" in England in Erfahrung bringen könnte. Vieles ist anders als bei uns. Aber es gibt auch in England viele engagierte Leute in dem Bereich. Ich könnte mir vorstellen, künftig in einer Einrichtung in England zu arbeiten."

At the bottom of the page, there are logos for "kompass" (Haus Kompetenzen für Europa) and "intekt" (OpenMind Europe).

The participants do a self-assessment of their learning performances by clicking: the following are predetermined: individual aspects of the categories foreign language, social competencies, professional competencies and personal competencies.

The participants give reasons for or explain their self-assessment in free text. If the project coordinator agrees, he confirms this by clicking. If he does not agree, he can reject (reset status), confer with the participant and request a new assessment.

Finally, the project coordinator can formulate his own opinion. The entire document can then be generated as a PDF file and simply printed out for the Europass-Mobility.

My Evaluation

My profile | My task | My learning objectives | My project | My learning achievements | **My evaluation**

My evaluation

At the end of your stay abroad, we would like to ask you to answer a few questions for us. Please rate the statements below: * = I completely disagree to *** = I completely agree

During my preparation my/our project tasks were defined.	***
My experience abroad gave me the opportunity to learn something about myself.	***
I had the opportunity to improve my language skills during my stay abroad.	***
I was satisfied with my accommodation.	**
I learnt about another culture/other cultures during my stay abroad.	***
I have personally benefitted from living abroad.	***
After my experience I am more likely to consider living in another country in the future.	**
I had the opportunity to communicate with local people.	***
After this experience I feel more confident in dealing with new situations.	***
The Leonardo da Vinci-funding helped me successfully complete my project tasks.	***
I would recommend participating in a project like this to a friend.	***

Do you have any suggestions to improve this project?

For me the best aspect of this experience was...

Thank you for your participation!

Here the participants can evaluate individual aspects of their stay abroad, convey experiences and make suggestions for improvement.

The results are only visible for the project coordinator and will not be published.

How are the learning achievements assessed in relation to competences?

There can be various approaches to cope with situations successfully, this is also true of task-and problem -solving. Therefore it is difficult to use the standard terms „correct“ or „wrong“ to determine whether the result meets the expectations. In fact, the assessment as to whether the chosen approach has led to the desired result in an efficient way, depends on the perception of the parties involved.

Within the scope of a mobility project, the completion of and coping with everyday situations abroad can be assess as special achievement by the mobility participants, whereas the representatives of the sending or hosting organisations may consider this a matter of course.

On the other hand, it may happen that mobility participants assess their work achievements made during the work placement as poor, whereas the hosting companies consider them very satisfactory.

Consequently, there must be a dialogue to assess competence-related learning achievements to align the participants' self-assessment and third-party evaluation. The learners have to assess themselves in which fields they have acquired additional skills which is then certified by the teaching staff with their own assessment of the achievements.

Therefore, the mobility participants are expected to show personal responsibility to design and assess the learning process. The E-portfolio of the KOMPASS Method serves this purpose. It provides the mobility participants with a platform to record and present learning achievements that allow reference to their learning progress and the achievement of agreed learning objectives. The teaching staff should therefore aim at motivating the mobility participants to describe their learning achievements in a most detailed and comprehensive way.

The information provided in the E–portfolio, in turn, is the basis of the assessment of learning achievements in a dialogue. The previously

agreed learning objectives constitute the assessment standards. In the assessment interview, it can be jointly agreed in how far the described learning achievements comply with the expectations and in which fields competence gains can be established.

This positive and reassuring assessment method allows to document learning progress in individual competence areas if the respective mobility participants were not able to achieve all learning objectives during the work placement.

INTAKT distinguishes four areas of competence that reflect the different areas of action of an internship abroad:

Language Competence	Ability to communicate with and understand people in the host country.
Professional skills	Ability to interactively apply work procedures, methods, machines and tools in a different cultural environment.
Social skills	Ability to familiarise with and communicate in a different cultural environment.
Personal skills	Ability to shape the personal living environment in a different cultural environment.

The system mainly provides a frame of reference with learning achievements being allocated to competences and being visualised in a comprehensible way. This is mainly done to show the interaction of individually acquired, intercultural competences to be used at work and the gain of professional skills acquired abroad.

The additional benefit is, that with the help of the Can Descriptions, it is possible to word learning objectives in relation to competences, which makes it easier to determine the competence fields to be focused on, to make respective competence gains transparent and to document them.

INTAKT-Can-do-Descriptions:

Competence Area: **Foreign Language**

I would like to learn in a different country ... I have learned in a different country...

to understand familiar expressions and instructions and explanations on work tasks.
to describe my own background and environment, education and training and work tasks.
to make myself understood in routine situations in everyday life and at work with other people and colleagues.
to write short notes and messages in the foreign language.
to understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure etc.
to express myself simply and fluently on familiar topics and personal interests, identify problems and describe proposed solutions.
to talk about experiences and events and give reasons and explanations of plans and views.
to write simple connected text on topics that are familiar and of personal interest.
to understand the content of complex texts and technical discussions in my own area of interest.
to present clear, detailed descriptions on a wide range of subjects and express myself spontaneously and fluently.
to explain a point of view on a topical issue, giving the advantages and disadvantages of various opinions.
to write clear, detailed text on a wide range of subjects, an essay or report passing on information or giving reasons in support of or against a particular point of view.
to understand long, complex texts in the foreign language and also understand their background meanings.
to express myself spontaneously and fluently abroad, without much obvious searching for expressions.
to use the foreign language flexibly and effectively for professional and social purposes and in training and studying.
to express myself in a written text clear and well-structured, expressing points of view at some length about complex subjects in an essay or report.
to understand practically everything I read or hear in the foreign language without any difficulties.

to express myself spontaneously, fluently and precisely, giving reasons and explanations in a coherent presentation.

to explain in discussions also complex topics.

to write complex reports or articles to present a subject in a well-structured manner, and summarise and discuss technical texts in writing.

* in accordance tot he European Frame for Language Learning.

Competence Area: **Professional Skills**

I would like to learn in a different country ... *I have learned in a different country...*

to present observations and findings on structures, processes or developments in my own occupational field in a way that is related to topics in that field and structured.

to use digital media for orientation and communication.

o independently access information sources to work on occupational tasks.

to use standard computer programmes for text and table-calculations to present results and findings.

to practically apply occupational skills and competences to fulfil work-related tasks.

to present similarities and differences between common structures and processes in my own occupational field, to draw conclusions about possible developments and make adjustments.

to recognise and explain the importance of my own work in a broader context.

to use occupational skills and competences in calculations to identify discrepancies and undesirable developments.

to use computers and the Internet to research diverse information on developments and compile and evaluate options for action and solutions to problems.

to use occupational skills and competences to analyse data and formulate proposed solutions for special problems in the my own occupational field.

to evaluate information and critically examine contradictory information.

to present information in self-designed graphics and diagrams using standard computer programmes for text and table-calculations.

to investigate structures, processes and tendencies and from this draw conclusions about possible problems and describe alternative options for action.

to apply new knowledge and ways of working to fulfil tasks set at work and find solutions to recognised problems.

- to use digital media to present the results of work in an inventive and exciting way.
- to use occupational skills and competences to design innovative activity and design options and plan their implementation.
- to integrate new methods und processes into my own way of working to optimise work processes and improve the quality of services and products.
- to use occupational skills and competences to position familiar things in new contexts, creatively transform them and creatively design new products or services.
- to organise and shape digital media and communication networks.
- to use occupational skills and competences to implement unconventional ideas and creations as models.

Competence Area: **Social Competences**

I would like to learn in a different country ... *I have learned in a different country...*

- to estimate the possible consequences of my own actions on others.
- to be helpful and constructively deploy my own skills in work and group processes.
- to observe valid rules and regulations in carrying out work tasks.
- to sophisticatedly perceive and reflect on cultural and social conditions.
- to integrate in a team and coordinate my own activities with other people.
- to accept an evaluation of my own views and work results by others and criticise others fairly.
- to recognise different values and forms of behaviour and adapt my own behaviour.
- to take responsibility for carrying out sub-tasks in work processes.
- to respect ways of behaving that differ from those in my own culture.
- to adapt my behaviour to changing requirements and work situations.
- to take different behavioural rules and values into account in implementing work tasks.
- to recognise contradictions and oppositions and consciously deal with difficulties and conflict.

to think in a networked way in teamwork and take part in decision-making processes.

to represent my own point of view, accept different views and accept compromises.

to perceive and evaluate circumstances from a different (cultural) perspective.

to mediate between different positions in problems and conflicts.

to take the ideas of others into account and set aside my own views in fulfilling tasks
at work

to take on a leadership function in group processes.

to take responsibility for my decisions and admit mistakes.

to develop goals together with others and work towards their implementation.

Competence Area: **Personal Competences**

I would like to learn in a different country ... I have learned in a different country...

to evaluate and use existing and necessary aids realistically to fulfill tasks.
to independently organise work and learning processes and observe deadlines.
to independently orient myself and reach goals set.
to carry out agreed tasks unassisted and independently organise help in the event of difficulties.
to plan work steps in carrying out tasks and set priorities.
to independently carry out comprehensive tasks and deal with unforeseen difficulties.
to predict possible problems and find alternative options for action and solutions.
to plan, examine and select work processes and approaches for their effectiveness.
to think in new ways in fulfilling work tasks and to improvise.
to take on responsibility for decisions in implementing innovative and alternative concepts for design and action.
to systematically plan work steps, taking conditions in another country into account, and implement them in a targeted manner.

Further information concerning the INTAKT-project you find on:

www.intakt-mobility.eu



www.arbeitundleben.de



www.fls-international.de



www.sde.dk



www.culture-et-liberte.asso.fr



www.westbourneacademy.com



www.partnershipeurope.com



www.semperavanti.org



www.esmovia.es