

ERASMUS+ TRAINING PROGRAMME FOR MOBILITY

DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Knowledge, skills and competence to be acquired:

- improvement of professional and entrepreneurship skills and competences related to the professional area of **Beauty Care (cosmetics, manicure & pedicure)**
- acquiring new knowledge and contact with techniques that are beyond the situations available during training
- development of work habits, entrepreneur spirit and sense of professional responsibility
- experiencing human relations at work (team work spirit)
- improvement of foreign language level
- add to their expertise new techniques & methodologies
- improvement of social skills such as adaptation, communication and cooperation
- improvement of work-related skills such as team-work, punctuality, multitasking and pro-activity
- ability to form professional relationships with a range of individuals, groups and communities
- ability to demonstrate professional conduct and attitudes
- ability to work on one's own initiative and in a team
- understand how learners mobility enhances their personal development
- expanding horizons by acquiring knowledge of other countries and cultures.

Detailed programme of the training period:

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

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

Short-term learning mobility of VET learners: VET learners will spend a period learning abroad at a partner VET provider, in a company, or in another organisation active in the field of VET or the labour market. The learning period must include a strong work-based component and an individual learning programme must be defined for each participant.

The trainees will be doing their work placements from Monday to Friday, 6 hours per day. The training

programme is divided into 2 stages in accordance with the length of the trainees' stay in the host companies:

1st stage

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

2nd stage

The trainees will be developing their skills further as well as starting to take up new tasks. The trainees will be given more responsibilities and tasks depending on their development and performance review.

During the last week of their work placement, the trainees should be able to carry out all the tasks envisaged for them in the programme. The skills and knowledge acquired will be discussed and analysed during the last evaluating session carried out before the trainees' departure to their home country.

Tasks of the trainees:

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

Tasks proposed to be achieved by the group of Beauty Care (cosmetics, manicure & pedicure):

- Carrying out skin analysis and giving advice about skin and body care;
- Performing facial or body massage and aromatherapy treatment;
- Analysing body type and advising on exercise programmes and nutrition;
- Using a variety of treatments and electrical equipment to treat skin and body conditions;
- Removing facial and body hair by electrolysis or waxing;
- Applying make-up;
- Performing manicures, pedicures, nail extensions and eyelash and brow tinting;
- Performing reception duties (such as receiving bookings and arranging appointments);
- Maintaining client records;
- Providing advice about and sell cosmetic products and related beauty equipment;
- Performing other tasks as assigned by the mentor/supervisor.

Schedule draft for the group:

Week 1

Day 1

Arrival in Braga. Check in the hotel (Welcome at Braga, Check In- in the accommodation)
Cultural visit to the city of Braga, including the Bom Jesus Mount and the Sameiro Sanctuary.

Day 2

9,00 to 12,00: Presentation of the company and mentoring company – information about the daily work schedules, organization of the company, etc; Introduction of the standards of Health and Safety at work;
14,00 to 17,00: Meeting the staff and getting acquainted with the workplace.

Day 3

8.30 - 12.30: Integration in the day-to-day routine of the company; Daily work activities following the standards of Health and Safety at work;
14.00 - 18.00: Performing facial or body massage and aromatherapy treatment; Performing other tasks as assigned by the mentor/supervisor.

Day 4

8.30 - 12.30: Carrying out skin analysis and giving advice about skin and body care; Analysing body type and advising on exercise programmes and nutrition; Applying make-up.

14.00 - 18.00: Performing facial or body massage and aromatherapy treatment; Using a variety of treatments and electrical equipment to treat skin and body conditions; Performing other tasks as assigned by the mentor/supervisor.

Day 5

8.30 - 12.30: Performing manicures, pedicures, nail extensions and eyelash and brow tinting; Performing reception duties (such as receiving bookings and arranging appointments); Maintaining client records;

14.00 - 18.00: Providing advice about and sell cosmetic products and related beauty equipment; Using a variety of treatments and electrical equipment to treat skin and body conditions; Performing other tasks as assigned by the mentor/supervisor.

Day 6

8.30 - 12.30: Removing facial and body hair by electrolysis or waxing; Applying make-up;

14.00 - 18.00: Performing facial or body massage and aromatherapy treatment; Analysing body type and advising on exercise programmes and nutrition; Performing other tasks as assigned by the mentor/supervisor.

Day 7

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

Day 8

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

Week 2

Day 10

8.30 - 12.30: Performing manicures, pedicures, nail extensions and eyelash and brow tinting; Performing reception duties (such as receiving bookings and arranging appointments); Maintaining client records;

14.00 - 18.00: Providing advice about and sell cosmetic products and related beauty equipment; Using a variety of treatments and electrical equipment to treat skin and body conditions; Performing other tasks as assigned by the mentor/supervisor.

Day 11

8.30 - 12.30: Carrying out skin analysis and giving advice about skin and body care; Analysing body type and advising on exercise programmes and nutrition; Applying make-up.

14.00 - 18.00: Performing facial or body massage and aromatherapy treatment; Using a variety of treatments and electrical equipment to treat skin and body conditions; Performing other tasks as assigned by the mentor/supervisor.

Day 12

8.30 - 12.30: Removing facial and body hair by electrolysis or waxing; Applying make-up;

14.00 - 18.00: Performing facial or body massage and aromatherapy treatment; Analysing body type and advising on exercise programmes and nutrition; Performing other tasks as assigned by the mentor/supervisor.

Day 13

9,00 to 12,00: Perform tasks as assigned by the supervisor;

14,00 to 17,00: Programme evaluation; Sharing of experiences and opinions regarding the stay in Portugal, concerning the training and cultural programmes; Handing of the documents pertaining to the project.

Day 14

Cultural visit to the city of Viana do Castelo.

Day 15

Farewell Departure / Return

Examples of possible placements:

Nuno Pereira Hair Studio

Av. Alfredo Barros, N.º18

4715-350 Fraiã – Braga

+351 253 682 100

<https://nunopereirahairstudio.com/>

Studio 387 Concept

R. do Matadouro 55

4700-035 Braga, Portugal

+351 924 488 595

<http://www.studio387.com/>

Filipa Abreu - Cabeleireiro

Rua do Fujacal n.º 6 R/C

4705-097 Braga, Portugal

+351 966 990 244

<https://www.instagram.com/accounts/login/?next=/filipaabreucabeleireiro/>

All the above mentioned companies can be seen as examples. It's possible that we have to modify or adapt them due to the abilities of the participants or the capacities of the host companies. The tasks and the activities vary and depend on the practical and the linguistic skills of the beneficiaries and on the needs and business volume of the companies.

Monitoring and Mentoring of the participants:

- The trainees will be evaluated and monitored on an on-going basis during the whole duration of their traineeship by their supervisor in cooperation with their mentor.
- The trainees will be asked to participate in a performance review during which they will be given feedback and guidance on what has been done correctly and what needs further improvement.
- The performance review will be delivered in the middle and at the end of the traineeship.

Evaluation and Validation of the training placement:

- Evaluation and validation will be carried out regularly during the course of the student's training place and at the end of it by all the parties involved: the Receiving/Host and Participating organisation(s) - evaluation sheets, the student as well as the Sending organisation.

ERASMUS+ VET MOBILITY QUALITY COMMITMENT

Obligations of the Sending Organization

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

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

Obligations of the Sending and Host Organization

- **Negotiate** a tailor-made training programme for each participant (if possible during the preparatory visits)
- **Define** the envisaged learning outcomes of the mobility period in terms of knowledge, skills and competences to be developed.
- **Establish** the Learning Agreement with the participant trainee or teacher to make the intended learning outcomes transparent for all parties involved.
- **Establish** appropriate communication channels to be put in place during the duration of the mobility and make these clear to participant.
- **Agree** monitoring and mentoring arrangements
- **Evaluate** the progress of the mobility on an on-going basis and take appropriate action if required

- **Arrange and document** the assessment of the learning outcomes, picking up on the informal and non-formal learning where possible. Recognize learning outcomes which were not originally planned but still achieved during the mobility.

Obligations of the Host Organization

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

Obligations of the Participant

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

Obligations of the Intermediary Organization

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