

TRAINING AGREEMENT and QUALITY COMMITMENT ERASMUS +

Education consulting & Employment agency in Austria (ECEAA) /Bildungsberatung & Vermittlungsagentur in Österreich (BVÖ). Aldona Biedermann/- host organisation for Erasmus+ projects

As a host organization, BVÖ has successfully organized international projects with educational institutions under the Longlife learning programmes- Comenius, Leonardo da Vinci, Gruntvig, and starting from 2014- under the new Erasmus+ programme. The Head of the company Aldona Biedermann has more than 15 years' experience in projects administration. She herself has prepared and administered over 100 European projects.

Our organisation has a partnership established with a wide range of companies of different branches and educational institutions all over Austria. We find and offer students and teachers of both general and vocational education places for practical training in small and medium-sized enterprises.

We are committed to providing beneficiaries with as much as possible knowledge, skills and competences; to boost their employability and secure their future.

We support the mobility of participants in the European Community and the communication between people from all over Europe.

PROJECT:

Title: "European Dimensions of Vocational Training"

Duration: June 6th, 2016 till June 26th, 2016 (3 weeks)

Sending organisation (name, address):

Vocational School of Transport - Ruse

1 Prof. Dimitar Balarev Str., Ruse, Bulgara

Contact Person (name, position, e-mail address, phone no)

Dipl. Eng. Radosveta Zhekova - Principal; pgtransport_rs@abv.bg; +359 82 84 18 86

Receiving organisation (name, address):

Education consulting & Employment agency in Austria (ECEAA) - Aldona BIEDERMANN

Frankenberg 6, 9571, Sirnitz, Austria

Contact Person (name, position, e-mail address, phone no):

Aldona BIEDERMANN- Leader; aldona.v@takas.it; +434279394, +4369912035834

Knowledge, skills and competence to be acquired:

Knowledge, skills and competence to be acquired are the following:

- Knowledge of the company/ies by facilitating the integration of students into the workplace

- Gathering practical experience during the performance of profession-specific activities in another European country
- Advancing professional skills so as to satisfy employers' needs and requirements
- Getting acquainted with the educational and labor system of the host country
- Boosting social and language competence

Activities I: Introducing the students to work conditions and basic requirements, for they to develop an idea as to how to behave and work

- Getting familiar with the placement company (structure & organisation)
- Getting to know the on-the-job applicable internal rules and requirements
- Getting familiar with occupational health and safety requirements
- Getting familiar with the applicable quality standards

Activities II: Practical training

- Aimed at improving and advancement of skills and knowledge already acquired in the field of automotive industry, i.e.:
- Dismantling and refitting basic parts of vehicle; carrying out inspections, performing routine car maintenance operations;
- Performing car repair activities on body panel, vehicle systems, structural damage repair; removing and replacing electrical/ electronic units/assemblies, engine parts; reading and interpreting engineering drawings;
- Carrying out diagnostic procedures, evaluating the bodywork, paintwork of a vehicle, identifying technical maintenance and repair needs;
- Disassembling/ Assembling vehicle's units, systems, components.

Activities III : Visits (General info: working conditions, work organisation, employees behavior and consciousness)

- How to become as successful as you are?
- Structure, organisation and management of companies
- Getting to know the applicable quality rules and requirements in Austrian companies
- Getting acquainted with the applicable quality standards/ certifying authorities in the professional field
- Visiting companies dealing in the automotive industry



All the above mentioned modules should be regarded as guidelines, a tentative plan only. It's possible to have it modified or adapted according to project participants' abilities. The duration and placement in a training centre/s is subject to further agreements between the Host organisation and Employers. The tasks and activities shall vary depending on practical and linguistic skills of beneficiaries and on the needs of the relevant centers and companies.

DETAILED PROGRAMME - PRACTICE	
Date	Activities
Sunday, 17th of April 2016	Arrival to Simitz, Austria Welcoming, check in and accommodation. Programme-focused meeting regarding timetable, additional information and arrangements (organizational issues). Free time.
Monday, 18th of April 2016	In the morning: Welcoming meeting organized by the by the staff of ECEAA Purpose: Welcome meeting, introduction to the programme. In the afternoon: Presentation- practice placements /car repair centers, firms and companies/. A representative of ECEAA shall take the students to the host companies, they will be shown to the way there and will be introduced to company tutor /administrator/. In the evening: The beneficiaries will be shown to the city, various attractions, libraries and information centers, hospitals and pharmacies, posts, banking institutions, public transport/ bus stops. Placement will be carried out in the following specialized car repair centers and companie; however, each beneficiary's placement shall be further defined in Austria: Car repair center; Participants shall be provided with a welcome pack of documents (tourist information, incoming guide etc.)
Tuesday, 19th of April 2016	Work placement- 6 hours: Introduction to the daily routine of the firm/company /information on working hours, making the students familiar with the health and safety standards, with the applicable local regulations and EU regulations in the professional field /. Technical documentation and data (specifications) related to motor vehicles, i.e. diagrams, catalogs, instructions and manuals). Understanding the graphic symbols used in mechatronic systems; practice in technical documentation reading and its application
Wednesday, 20th of April 2016	Work placement- 6 hours: Introduction to the daily routine of the firm/company /daily activities, carried out in compliance with the applicable internal labor regulations and the general health and safety regulations at work. Understanding the basic systems of the car. Practical training: Internal Combustion Engines general information. Mechanical working parts faults diagnosis.
Thursday, 21th of April 2016	Work placement- 6 hours: Practical training in the relevant center/ firm/ company/. Mechanical systems (assemblies, sub-assemblies, mechanisms, devices, appliances, machinery and equipment) - general presentation. Internal Combustion Engine mechanisms diagnosis. Practical work.



<p>Friday, 22th of April 2016</p>	<p>Work placement- 6 hours: Practical training in the relevant center/ firm/ company/. Mechanical systems (assemblies, sub-assemblies, mechanisms, devices, appliances, machinery and equipment). Internal Combustion Engine mechanisms diagnosis. Practical work.</p>
<p>Saturday, 23th of April 2016</p>	<p><i>Cultural program: a visit to the Klagenfurt. City tour; sightseeing. Cultural Evening: Evening of Bulgaria / should there be other states' teams beneficiaries - a Feast of international culture, manners and customs</i></p>
<p>Sunday, 24th of April 2016</p>	<p><i>Free time. Visiting museums, sights and monuments of culture in Sirmitz.</i></p>
<p>Monday, 25th of April 2016</p>	<p>Work placement- 6 hours: Practical training in the relevant center/ firm/ company/. Mechanical systems (assemblies, sub-assemblies, mechanisms, devices, appliances, machinery and equipment). Practical work: technical documentation; devices; measuring and diagnostic tools and gauges, troubleshooting.</p>
<p>Tuesday, 26th of April 2016</p>	<p>Work placement- 6 hours: Practical training in the relevant center/ firm/ company/. Mechanical systems (assemblies, sub-assemblies, mechanisms, devices, appliances, machinery and equipment). Practical work: technical documentation; devices; measuring and diagnostic tools and gauges, troubleshooting.</p>
<p>Wednesday, 27th April 2016</p>	<p>Work placement- 6 hours: Electronic systems (microelectronics, power electronics, sensor and actuators software etc.). General presentation.</p>
<p>Thursday, 28th of April 2016</p>	<p>Work placement- 6 hours: Electronic systems (microelectronics, power electronics, sensor and actuators software etc.). Practical work: technical documentation; devices; measuring and diagnostic tools and gauges.</p>
<p>Friday, 29th of April 2016</p>	<p>Work placement- 6 hours: Electronic systems (microelectronics, power electronics, sensoric software, actoric etc.). Practical work: technical documentation; devices; measuring and diagnostic tools, devices and gauges Practical work related to electrical vehicles, electrical installations and diagnostic.</p>
<p>Saturday, 30th of April 2016</p>	<p><i>Cultural programme: A trip to Salzburg A guided tour around the city. Getting to know the interesting facts about the life of local people, traditions and history. Free time.</i></p>
<p>Sunday, 01st of May 2016</p>	<p><i>Free time. Visiting museums, sights and monuments of culture in Sirmitz.</i></p>
<p>Monday, 02nd of May 2016</p>	<p>Work placement- 6 hours: Information systems in Mechatronics (computers, software, modeling, 3D design, engineering analysis, simulation, CAD/CAM systems, internet technologies, etc.). General information, Introduction to the matter.</p>
<p>Tuesday,</p>	<p>Work placement- 6 hours:</p>



03rd of May 2016	Information systems in Mechatronics (computers, software, modeling, 3D design, engineering analysis, simulation, CAD/CAM systems, internet technologies, etc.). Practice: simulator- multimedia training.
Wednesday, 04th of May 2016	Work placement- 6 hours: Information systems in Mechatronics (computers, software, modeling, 3D design, engineering analysis, simulation, CAD/CAM systems, internet technologies, etc.). Practice: simulator- multimedia training.
Thursday, 05th of May 2016	Work placement- 6 hours: Mechatronic systems. Diagnosis of automotive systems and components. Practical application of mechatronic systems and installations. Vehicle testing.
Friday, 06th of May 2016	Work placement- 6 hours: Mechatronic systems. Diagnosis of automotive systems and components. Diagnosis of automotive systems and components. Practical application of mechatronic systems and installations. Practical application of mechatronic systems and installations. Documentation. Guarantee conditions.
Saturday, 07th of May 2016	<i>Closing meeting dedicated to results reporting. Assessment and results evaluation. at ECEAA office. (handing documents recognizing participation in the project and the placement (certificates, records, reports)).Departure to Bulgaria.</i>

Tasks of the trainee:

Trainees have to make all possible effort towards the achievement of the programme objectives and its quality assurance. Furthermore, they have to adhere to the programme and instructions given by responsible persons/ supervisors and by the teacher who accompanies the trainees.

Monitoring and Mentoring of participants:

A team of experienced staff of the receiving organisation as well as accompanying teachers shall monitor and mentor the trainees.

Evaluation and Validation of the training placement:

On completion of training programme, professional achievements and personal development of participants will be evaluated; they shall be issued to Europass certificates by the Host organization, Certificates by the placement company.