

## IES PERE BOÏL - CONVOCATORIA DE BECAS ERASMUS 2017-18

### Objeto de la convocatoria

Conceder 10 becas Erasmus para movilidad de estudiantes para hacer prácticas en en empresas de países de la Unión Europea.

### Destinatarios

Alumnado matriculado en el centro, en cualquier Ciclo Formativo de Grado Superior, que deba realizar la FCT en el año 2018, en el primer período ordinario de realización de FCT.

### Cuantía de las becas.

La cuantía de cada beca se puede consultar en la web de la SEPIE y dependerá del nivel del país al que se accede y de la duración de la misma en días. Se pueden consultar todos los detalles en [http://sepie.es/doc/convocatoria/2017/Informacion\\_financiera\\_2017.pdf](http://sepie.es/doc/convocatoria/2017/Informacion_financiera_2017.pdf) Se debe tener en cuenta que, en el caso de estudiantes de FCT, se amplía la dotación general en 100 euros mensuales.

### Periodo de estancia

Aproximadamente dos meses y medio realizando 8 horas diarias hasta completar 400.

### País y empresa de destino

El país elegido para la realización de las prácticas becadas por esta convocatoria podrá ser cualquier país de la UE.

El idioma para la realización de las prácticas deberá ser el francés o el inglés.

La responsabilidad de búsqueda de empresa de destino corresponde al alumno pudiendo utilizar para ello los recursos disponibles del centro. Si el alumno utiliza una empresa intermediaria para buscar su empresa de destino, el centro subvencionará la búsqueda con un máximo de 250 euros y el alumno como mínimo aportará 100 euros. Esta subvención se concederá siempre que el alumno finalice las FCT con calificación de Apto. El centro abonará directamente a la empresa el importe de la subvención.

El equipo educativo del alumno becado, de acuerdo con el propio beneficiario, determinará la idoneidad de la empresa de destino.

### Plazo de presentación de solicitudes

El plazo de presentación de solicitudes finaliza el día 6 de noviembre de 2017.

### Lugar de presentación de solicitudes

Las solicitudes y la documentación anexa se presentarán a través del registro de la secretaría del centro.

### Requisitos

Para acceder a las becas será condición necesaria acreditar, mediante la superación de las pruebas que se organizarán en el centro, un conocimiento de inglés o de francés, según el idioma de la empresa en la que se deseen realizar las prácticas, que garantice el buen aprovechamiento de las prácticas. Todos los candidatos deberán realizar la prueba de nivel. La realización y calificación de las pruebas correrá a cargo de los departamentos correspondientes.

Si el número de candidatos que cumplan los requisitos es superior al número de becas disponibles, se seleccionarán los que hayan obtenido mayor puntuación en la prueba de idioma y en caso de empate, en función de la nota media del curso anterior. Los candidatos no seleccionados quedarían en una lista de reserva.

Una vez superada la prueba de idioma citada en el apartado anterior, las becas se asignarán a medida que se reciba el acuerdo con la empresa. Se facilita el modelo en el anexo a este documento. Este acuerdo se entregará a través de registro de entrada en la secretaría del centro. Se dispondrá de plazo hasta el 15 de enero para entregar el acuerdo. En caso de no entregar dicho acuerdo en este plazo, se podrá ofrecer la beca a otros candidatos que estuvieran en reserva si los hubiera. Junto con el acuerdo, se entregará una fotocopia del DNI y tarjeta sanitaria europea en vigor durante el tiempo que duren las prácticas.

Documentación a presentar para solicitar la beca.

- Impreso de solicitud (DOCUMENTO 1)
- Europass en el idioma elegido

SOLICITUD DE BECAS ERASMUS 2017-18

DOCUMENTO 1

Alumno/a: \_\_\_\_\_

Ciclo Formativo de Grado Superior \_\_\_\_\_

Curso y grupo: \_\_\_\_\_ Tutor/a: \_\_\_\_\_

Nivel de idioma \_\_\_\_\_

Documentación que adjunta \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manifiesto mi interés y compromiso por realizar las prácticas en empresas con una beca Erasmus gestionada a través del centro, durante un periodo de 400 horas (aprox. dos meses y medio), en una empresa de habla inglesa o francesa en un país de la Unión Europea, cumpliendo las obligaciones especificadas en los convenios de colaboración que rigen el Programa Erasmus, y que se especifican en la página web del SEPIE:

<http://sepie.es/convocatoria/index.html#contenido>

En Manises, a \_\_\_\_ de \_\_\_\_\_ de 201\_

Firmado:

## LEARNING AGREEMENT FOR TRAINEESHIPS

### The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality	
Sex [M/F]		Academic year	20../20..
Phone		E-mail	

### The Sending Institution

Name			
Address		Country,	
Contact person name		Contact person E-mail / phone	

### The Receiving Organisation/Enterprise

Name Sector		Department	
Address, website		Country	
Size of enterprise			
Contact person name / position		Contact person e-mail / phone	
Mentor name / position		Mentor e-mail / phone	

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For guidelines, please look at Annex 1, for end notes please look at Annex 2.

## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

<b>Planned period of the mobility:</b> from [month/year] ..... till [month/year] .....
<b>Number of working hours per week:</b> (the whole period has to include 400 hours in three months or less and it must finish on or before the 31 <sup>st</sup> of May, 2017)
<b>Traineeship title:</b> ...
<b>Detailed programme of the traineeship period</b> (they must consist of work connected with the student's course at the school)
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship</b> ...
<b>Monitoring plan</b> (the company must appoint a person to monitor the student and define a plan: a weekly interview with the candidate could be an example)
<b>Evaluation plan</b> (the company must design a plan to evaluate the student's performance: a weekly interview with the candidate could be an example)

#### Language competence of the trainee

The level of language competence in ..... [*workplace main language*] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1  A2  B1  B2  C1  C2

### The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

*[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]*

The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award 22 ECTS credits.
- Give a grade based on: Traineeship certificate  Final report  Interview
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes  No

The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes  No   
If yes, please indicate the number of ECTS credits: ....
- Give a grade: Yes  No   
If yes, please indicate if this will be based on:  
Traineeship certificate  Final report  Interview
- Record the traineeship in the trainee's Transcript of Records Yes  No
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes  No  *This is recommended if the trainee will be a recent graduate.*

**The receiving organisation/enterprise**

The trainee will receive a financial support for his/her traineeship: Yes  No

If yes, amount in EUR/month: ....

The trainee will receive a contribution in kind for his/her traineeship: Yes  No

If yes, please specify: ....

Is the trainee covered by the accident insurance? Yes  No

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes  No

The accident insurance covers:

- accidents during travels made for work purposes: Yes  No
- accidents on the way to work and back from work: Yes  No

Is the trainee covered by a liability insurance? Yes  No

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by .... [*maximum 5 weeks after the traineeship*].

**II. RESPONSIBLE PERSONS****Responsible person in the sending institution:**

Name:

Function:

Phone number:

E-mail:

**Responsible person in the receiving organisation/enterprise (supervisor):**

Name:

Function:

Phone number:

E-mail:

**III. COMMITMENT OF THE THREE PARTIES**

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period.

**The trainee**

Trainee's signature

Date:

**The sending institution**

Responsible person's signature

Date:



IES Pere Boïl, Alfons Blat, 20, 46940 Manises -Valencia (Espanya)



**The receiving organisation/enterprise**  
Responsible person's signature

Date:



## **Section to be completed DURING THE MOBILITY EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT**

### **I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME**

<b>Planned period of the mobility:</b> from [month/year] ..... till [month/year] .....
<b>Number of working hours per week:</b> ...
<b>Traineeship title:</b> ...
<b>Detailed programme of the traineeship period...</b>
<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...</b>
<b>Monitoring plan ...</b>
<b>Evaluation plan ...</b>

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

### **II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:**

<b>New responsible person in the sending institution:</b>	
Name:	Function:
Phone number:	E-mail:

**New responsible person in the receiving organisation/enterprise:**

Name:

Function:

Phone number:

E-mail:

## Section to be completed AFTER THE MOBILITY TRAINEESHIP CERTIFICATE

**Name of the trainee:**

**Name of the receiving organisation/enterprise:**

**Sector of the receiving organisation/enterprise:**

**Address of the receiving organisation/enterprise** [*street, city, country, phone, e-mail address*], **website:**

**Start and end of the traineeship:**

from [*day/month/year*] ..... till [*day/month/year*] .....

**Traineeship title:**

**Detailed programme of the traineeship period including tasks carried out by the trainee:**

**Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):**

**Evaluation of the trainee:**

**Date:**

**Name and signature of the responsible person at the receiving organisation/enterprise:**

## Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

**Before the mobility**, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

**After the mobility**, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

### PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a

higher education institution in the receiving country. If it is the case, the monitoring plan will also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this **level of language competence** by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document, is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the section before the mobility**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

## CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the **mobility programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

**All parties must confirm that the proposed amendments to the Learning Agreement are approved**. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

## TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the

traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

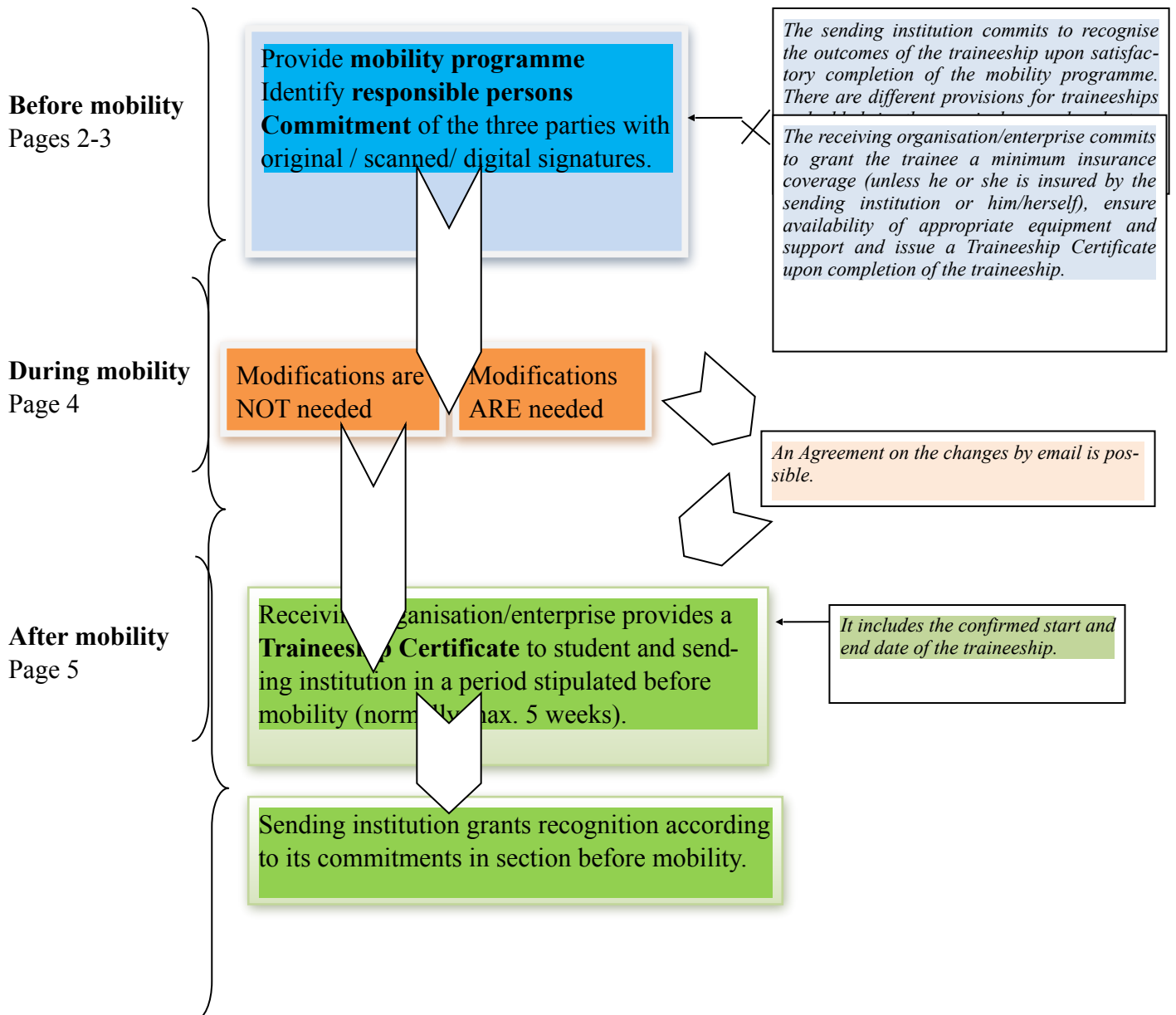
The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.



## Steps to fill in the Learning Agreement for Traineeships

Page 1 – Information on the student and the sending and receiving organisation/enterprise





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