



# **Europe for all Educational Training**

**Mobility Hosting organization  
Rules**



**EUROPE FOR ALL** (non-profit association) was founded to promote educational and training programmes, both at European and International level, aiming to develop skills, human resources and improving the labour market.

EUROPE FOR ALL through the constant commitment of all the members of the association encourages intercultural exchanges, improves the educational and vocational system through a variety of activities in order to strengthen the European dimension.

Thanks to a long experience in the educational and vocational field, EUROPE FOR ALL promotes different vocational education projects internationally, covering various duties as a trainer, hosting and sending institution. In this context, EUROPE FOR ALL helps young people to be aware of and ready to the changes in the labour market, to be more flexible and above all more competitive by giving them the possibility of improving their language skills, their professional abilities as well as personal.

Europe For All is a non-profit organization, which operates throughout the Italian territory. It was founded in 2010 by a group of young people with a consolidated experience in the field of transnational training.

The main purpose of the association is to stimulate an exchange between the different European cultures, an exchange that encourages the professional and personal growth of each European individual. To do it, the association carries out different activities that aim at the training of individuals .

### **Training and Education**

- Promotion of European pathways for work-linked training, including language learning;
- Organization and management of cultural exchanges with European Union member countries and non EU countries
- Orientation and training courses, qualifying and re-qualifying courses, refresher courses for European a non European people;
- Preparation for departure courses for transnational mobility projects;
- Language and educational courses for trainees;
- Job training courses



## Services to Public Authorities

- Informative seminars about mobility inside the European Community and about European projects;
- Information and advices for planning, in particular for Erasmus plus project • Administrative and bureaucratic activities in the drafting of European projects;
- Coordination with the European network of partners;
- Participation in seminars and study visits around Europe;
- Language training for teachers and students;
- Paths of non-formal education for school students of all levels.

## HOSTING ORGANISATION

Europe For All, as hosting organization, is able to manage work placements and vocational training for citizens from all over Europe, especially for students, workers and teachers, in the frame of mobility projects Europe For All has an extended experience in searching and in the choice of the company that is best adapted to the curriculum, work experiences and language level of the participants.

In the context of other Leonardo measures, Europe For All organizes professional visits to companies in different sectors, professional seminars and follow-up meetings.

Europe For All provides, as hosting organization, the following services:

- Management and coordination of the project ;
- Various information to participants ;
- Transfer from/to the airport ;
- Accommodation ;
- Local Transports ;
- Italian Language Course ;
- Providing the companies for the internship ;
- Continuous monitoring of the participant ;
- Certifications.



## MONITORING

During all the development of the project, each student is assisted by two tutors, the tutor of the association Europe For All and the tutor within the company of his/her work placement. The tutor of the association will follow the participant for the entire period, both inside and outside of the company, by verifying continually the correct pursuit of the project. The tutor of the company will closely follow the participant during his/her training within the company and remains in constant contact with the tutor of the association. In this way we can assure a constant monitoring of everything in the project implementation.

The association Europe For All organizes regular meetings and individual interviews with participants in order to monitor properly the progress of the program, and resolving in this way any problem that may arise.

The meetings will be the as follows:

- An Opening Meeting for introductions.
- Follow-up meetings and individual interviews are held almost every day during the first part of the program - the language course.
- During the training period collective meetings are organized regularly.
- Individual interviews with participants to solve problems are set according to the needs of the participants.
- The final evaluation meeting takes place at the end of the participants' stay in Italy.

The achievement of the project objectives, in addition to the participants' professional and cultural backgrounds, are discussed and evaluated. Participants are also given instructions for departure. Europe For All has frequent contact with the heads of all institutions, where there are participants. These procedures represent a great value for the proper monitoring of beneficiaries and the project development.

## LANGUAGE COURSE

The Italian language courses are held by qualified teachers specialized in Teaching Italian as a Foreign Language. Depending on the language level of the participants, they will be organized in different language courses: **basic**, **intermediate** and **advanced**.

For each level, the teaching method is mainly based on communication and conversation, making sure that participants could develop the four main



functions of language : **listening, speaking, writing and reading.**

During the lectures is given special importance to communication and conversation, in order to make easier for participants the way to express themselves in everyday conversation, to facilitate their everyday life abroad.

During the lessons, the adopted methods will make the course more attractive and stimulating, in fact, in addition to the grammar books and materials, participants will enjoy the use of an array of educational tools, movies, DVDs, magazines, newspapers, that will be delivered during the course so it will make easier the comprehension of the new language.

## **CERTIFICATION**

Participants will receive two types of certificates. The first certificate is issued by the company in which they carry out their training, and includes the details of the tasks and responsibilities assumed by the participant during his/her placement. The second certificate is issued by the department of language as a confirmation of the successful accomplishment of the language course by the participant.

**EUROPASS CERTIFICATE:** In collaboration with the sending organization, Europe For All completes the european certificate Europass (for Leonardo da Vinci participants), so, when it will be ready, the association will also inform the participants.

**FINAL REPORT:** Once the project is finished, the association Europe For All, as hosting organization will draft a final report of the entire project with all the information concerning each phase of the same. This document will be delivered, together with other documents, to the sending organization.

## **LOCAL TRANSPORT**

Europe For All, as hosting organization, coordinates the transfer of participants from their arrival in Italy until their departure time. The transfer is managed by a representative of the association with an adequate means of transport for groups, from the airport to their accommodation, where they will receive the welcome pack. Inside there will be a variety of useful



information that will facilitate the movements and the adaptability of participants in the host country. Europe For All constantly takes care of the different transfers that could be organized throughout the host country. In addition, the association also provides the transfer from the accommodation to the airport, at the departure time.

## **ACCOMODATION**

The participants are usually accommodated in shared apartments with other students; these apartments are supplied with all the equipments so it will facilitate the stay of participants for longer periods, as required by some projects especially Erasmus plus Vet projects. In the case of projects involving short periods, the association Europe For All provides the accommodation in apartments or in residences.

All types of accommodation are carefully chosen by the association Europe For All and managed directly by the same association; this simplifies the treatment and allows that lodgings are always in perfect conditions, besides they always meet the needs of the participants in mobility projects. We have different type of accommodations in according with sending organization we can organize the permanence

- 1) Private apartment : The participants are usually accommodated in shared apartments with other students; these apartments are supplied with all the equipments so it will facilitate the stay of participants for longer periods, as required by some projects especially Erasmus plus Vet projects.
- 2) Residence/hostel : In the case of projects involving short periods, the association Europe For All provides the accommodation in apartments or in residences.
- 3) In some cases, the association also provides accommodation in host family.

## **WORK PLACEMENTS**

Europe For All organizes educational internships for students, workers and teachers from all over Europe. The association Europe for all can organize a wide range of trainings according to the preferences of the participants; for each of



them the association Europe For All will research and choose the company that is best adapted to their curriculum, to their previous professional experience and to their level of Italian language.

The participant will carry out his/her internship in a company of a particular sector that is part of the Europe For All database, and therefore, that it has been previously selected by the staff of the same association, who took on the task to verify the quality of services and the way of how these are being offered, the professionalism of the staff and of course the volume and quality of work that companies are able to offer.

### **Internship and traineeship sectors:**

- Aeronautics
- Aeronautical Engineering
- Agriculture
- Architecture
- Art & Design
- Automobile Engineering
- Bank
- Business & Finance
- Childcare
- Conservation, Recycling and Environmental Tourism
- Education
- E-Learning
- Electrical Engineering
- Fishing
- Forestry
- Hairdressing & Beauty
- Health & Safety
- Health & Social Care
- Heritage & Crafts
- Horticulture & Animal Management



- Hotel & Catering
- Human Resources
- Insurance
- International Trade
- Information Technology
- Languages
- Law & Legal Services
- Marketing
- Mechanical Engineering
- Media & Journalism
- NonGovernmental Organisations
- Performing Arts
- Public Releases
- Recreation & Leisure
- Research & Development
- Retail
- Special Needs
- Sports & Management
- Telecommunications
- Training of Others
- Transport
- Travel & Tourism