



Gantalcalá
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Erasmus Student Mobility for Placements

- **Host Organisation:** Gantalcalá
- **Venue:** Activities will be developed in 2 cities: Alcalá de Guadaíra and Sevilla (Spain)
- **Field of activities:** intercultural learning, ICT's, volunteering local projects.
- **Target groups:** youth and elderly
- **Number of placements:** 2
- **Planned dates of start and end of the placement period:**
 - From 1st September 2011 to 31th January 2012/
 - From 1st February 2012 to 30th June 2012.
- **Deadline for applications:** 31st May 2011
Applicants must send CV and motivation letter to: erasmus.applications@gantalcala.org

MORE INFORMATION ABOUT THE PLACEMENT:

- **Knowledge, skills and competences to be acquired by the trainee:**

- Interpersonal and social competences: Adaptability and ability to cope with new challenges, teamwork and shared responsibilities.
- Cultural Expression: To enable students to develop specific skills, including language skills and to improve understanding of the economic and social culture of the country concerned in the context of acquiring work experience.
- Inter-generational competences: Being able to deal with beneficiaries of different ages (young people/old people).
- Professional field: To improve students employability, to adapt to the requirements of the EU-wide labour market.
- Project management skills: Management of resources and time; objectives-based work; experiential learning; etc.

- **Tasks of the trainee**

Supporting project coordinators carrying out the daily activities, such as: ICT's project with the elderly; foreign languages and intercultural learning projects with youth and the elderly; administration tasks in the office; visibility and promotion activities, such as fairs, congresses and other events related with NGO's; among others.

The trainee will be responsible for complying with the obligations of fulfilling his/her tasks as stated in the description. He/She will also contribute with his/her time, energy and enthusiasm

towards achieving the aims and objectives of the activities, as well as to attend to the scheduled meetings.

The trainee will respect the established schedules and will be punctual in the work. The trainee will follow the indications of his/her supervisor when implementing activities.

- **Provisional weekly programme of the training period:**

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
9:00 – 13:00 Support in ICT project with the elderly	9:00 – 13:00 Support in Gantalcalá administration – Regular Projects and activities in Gantalcalá.	9:00 – 13:00 Support in ICT project with the elderly	9:00 – 13:00 Support in Gantalcalá administration – Regular Projects and activities in Gantalcalá.	9:00 – 11:00 Coordination evaluation 11:00 – 13:00 Tutorial with mentor
Lunch				
16:00 – 19:00 Support in Foreign languages and intercultural learning Project with youth	16:00 – 19:00 Support in Foreign languages and intercultural learning Project with the elderly	16:00 – 19:00 Support in Foreign languages and intercultural learning Project with youth	16:00 – 19:00 Support in Foreign languages and intercultural learning Project with the elderly	16:00 – 19:00 Support in Foreign languages and intercultural learning Project

Note: The schedule and the distribution of activities are subject to the profile and needs of the trainee and the activities developed in each period. This scheme is subject to change.

- **Monitoring and evaluation plan:**

During the placement, the trainee will be involved in an Initial, Intermediate and Final Evaluation to check his/her expectations and learning process.

During the placement a continuous evaluation plan will be carried out in order to identify any circumstances related with logistics, personal matters, and learning process that could affect the trainee or the organization.

Meetings between the trainee and the mentor will be developed on a regular basis, once a week.

▪ **The host organisation undertakes to:**

- Assign to students tasks and responsibilities (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
- Draw a contract or equivalent document for the placement in accordance with the requirements of the national legislation;
- Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress;
- Provide practical support if required, check appropriate insurance cover and facilitate understanding of the culture of the host country.

▪ **The student undertakes to:**

- Comply with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success;
- Abide by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality;
- Communicate with the sending institution about any problem or changes regarding the placement;
- Submit a report in the specified format and any required supporting documents at the end of the placement.

▪ **Contact information**

For questions or further information, please write to:

erasmus.applications@gantacala.org