

Once the tutor assessment has been confirmed the Europass Mobility is available to download both in pdf or doc format, automatically filled by the system with the available data.

The screenshot shows the Europass Mobility interface. At the top, there are navigation tabs: KSC DATABASE, MOBILITY PROJECTS, ORGANIZATION PROFILE, PERSONAL DATA, and MASTER DATA. Below these, there are three main sections: MOBILITY PROJECTS (Careers Promotion 2012), PLACEMENT CONTENTS (Debenhams - NWA), and MATCHING (Debenhams - NWA - Nicolò Grotto). A 'Download documents' dialog box is open, showing 'Document: Europass' and 'Format: Portable Document Format'. Below the dialog, there is a 'Key competences' section with a table of competences and their ratings.

Competence	1	2	3	4	5
K Vocabulary and functional grammar, intonation and pronunciation. Awareness of various types of verbal interaction		2	3	4	5
K Appropriate range of literary and non-literary texts		2	3	4	5
K Main features of different styles and registers in spoken and written language		2	3	4	5
K Societal conventions and cultural aspects and the variability of language in different geographical, social and communication environments		2	3	4	5
S To listen to and understand spoken messages in an appropriate range of communicative situations		2	3	4	5
S To initiate, sustain and conclude conversations on topics that are familiar, of personal interest or pertinent to everyday life		2	3	4	5
S To read and understand non-specialist written texts on a range of subjects or, in some cases, specialist texts in a familiar field		2	3	4	5
S To write different types of text for various purposes in an appropriate range of situations		2	3	4	5
S To use aids (for example, notes, diagrams, maps)		2	3	4	5

ERMES



LLP-LdV-TOI-11-IT-592
Agreement N° 2011-1-IT1-LEO05-01895
CUP G32F11000090006

Work Package 5: Product/contents development, adaptation and contextualization
Result: 5.4.: Production of the on-line users' guide

September 2012

Work Package 5: *Product/contents development, adaptation and contextualization*

Result: 5.4.: *Production of the on-line users' guide*

Work Package 5 Leader:



Partners involved:



Disclaimer



This project has been funded with support from the European Commission. This publication reflects the views only of the author and the Commission cannot be held responsible for any use which may be made of the information contained therein.

6. Documents

By clicking on 'Download documents' in the Matching (Placement Content tab) you can download different versions of Learning/Training Agreement in pdf or doc format automatically filled by the system with the available data.

The screenshot shows a web application interface with a top navigation bar containing 'KSC DATABASE', 'MOBILITY PROJECTS', 'ORGANIZATION PROFILE', 'PERSONAL DATA', and 'MASTER DATA'. Below this, there are three main sections: 'MOBILITY PROJECTS' (Careers Promotion 2012), 'PLACEMENT CONTENTS' (Debenhams - NWA), and 'MATCHING' (Debenhams - NWA - Nicolò Grotto). The 'MATCHING' section is active, showing a 'MATCHING' tab and a 'Download documents' modal window. The modal window has a title bar with a close button and contains two dropdown menus: 'Document:' set to 'Learning agreement' and 'Format:' set to 'Portable Document Format'. Below these are 'Download' and 'Cancel' buttons. The background interface shows fields for 'Trainee:' (Nicolò Grotto), 'Office:' (test - D...), 'Tutor:' (Natalie Henry), 'Time table:', 'Europass certificate issued by:', 'Notes:', and 'Status:' (confirmed). A 'Save' button is visible at the bottom right of the interface.

5. Assessment

For every individual mobility project and once the whole procedure is completed two different forms are generated:

1. Assessment based on the selected KSC to be filled in both by the tutor and the trainee
2. Trainee's Satisfaction questionnaire.

When the individual mobility project is completed the assessment form is ready to be submitted from the company tutor and the trainee.

Click confirm to save the assessment data. By doing so it will become read-only and the Europass Mobility will be available for download.

Colophon

E.R.M.E.S. Enhancing Resources for Mobility Experiences and Strategies

LLP-LdV-TOI-11-IT-592
Agreement N° 2011-1-IT1-LEO05-01895
CUP G32F11000090006

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Publishing organisation:
Fondazione Giacomo Rumor
Centro Produttività Veneto

Technical editing:
Fondazione Giacomo Rumor
Centro Produttività Veneto
with the contributions of
E.R.M.E.S. partners

E.R.M.E.S. project

Project number: **LLP-LdV-TOI-11-IT-592**

Agreement N° 2011-1-IT1-LEO05-01895 - G32F11000090006

No part of the report may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording; and may not be quoted or cited, without prior permission in writing from the Project Co-ordinator.



Table of contents

[1. Introduction](#)

[2. Management Interface](#)

[3. KSC Database](#)

[3.1 Occupational profiles](#)

- [Add occupational profile](#)
- [Add a task](#)

[3.2 Units of learning outcomes](#)

[4. Mobility projects](#)

[4.1 Add a mobility project](#)

[4.2 Tab Trainees](#)

[4.3 Host organizations](#)

[4.4 Profiles Tab](#)

[4.5 Placement contents](#)

[4.6 Select Occupational Profiles and/or Unit of Learning Outcomes](#)

[4.7 Submit an application and Matching](#)

[5. Assessment](#)

[5.2 Matching \(tab mobility project\)](#)

[6. Documents](#)

4.7 Submit an application and Matching

Starting from the Placement Content, you can search and select one or more trainees from the list to be matched to the Placement Contents and the Company.

ID	Trainee	Trainee assessment	Company tutor assessment
96	Alice Brian		
95	Nicolò Grotto		
94	Renato Laudanna		
93	Silvia Peruzzo		
92	Valentina Gasparotto		

To complete and confirm the matching you have to fill all the fields required.

Trainee: Ilaria Bedin

Office: via tai dei tai, 35 - Riviera Sports

Tutor: Steve Ballard

Time table:

Europass certificate issued by:

Notes:

Status: confirmed

Save

KSC DATABASE ▾ MOBILITY PROJECTS ORGANIZATION PROFILE PERSONAL DATA MASTER DATA ▾

MOBILITY PROJECTS Test mp

PLACEMENT CONTENTS Bikes of Brighton - PIERRE OVERALL

Placement contents

Select the knowledge, skills, competences

Occupational Profile: Secretary and Administration Assistant

To welcome company's guests or visitors

Knowledge	Skill	Competence
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Safety, hygiene, environmental protection regulations <input checked="" type="checkbox"/> Privacy policy <input checked="" type="checkbox"/> Principles of organization and corporate communications <input checked="" type="checkbox"/> Communication techniques <input checked="" type="checkbox"/> Time management techniques <input checked="" type="checkbox"/> Technical terminology specific to the sector in a EU language 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> To apply criteria of organization of the work in compliance with the standards of safety, hygiene and environmental protection <input type="checkbox"/> To consult and manage calendar appointments solving or preventing non-compliances <input checked="" type="checkbox"/> To provide clear information on how to access the company (or department or business unit) consistent with the directions of management <input checked="" type="checkbox"/> To receive visitors communicating politeness and cordiality <input checked="" type="checkbox"/> To properly manage time and priorities 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> To be able to ensure adequate welcome and accommodation for guests and visitors of the company (or sector) <input type="checkbox"/> To be able to identify the visitor and the reason for his/her visit <input type="checkbox"/> To be able to provide information on how to access and to inform sectors / departments involved

TO ORGANISE MEETINGS AND TRAVELS

Knowledge	Skill	Competence
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Functionality of the main office software applications (spreadsheets, word processors, relational database, etc.) <input checked="" type="checkbox"/> Principles of organization and corporate communications to entertain contacts with internal and external stakeholders <input checked="" type="checkbox"/> Services: navigation, search information on the major search engines, e-mail <input checked="" type="checkbox"/> Types of services for business and travel expenses to organize meetings and events 	<ul style="list-style-type: none"> <input type="checkbox"/> To adopt procedures for the organization of travel and the booking of travel tickets and hotel reservations <input type="checkbox"/> To define environments and instrumentation suitable for meetings and events in line with policies and corporate strategies <input checked="" type="checkbox"/> To distinguish estimate costs and revenues for the formulation of budget for meetings and business events <input checked="" type="checkbox"/> To recognize emergencies and planning of meetings and business events <input checked="" type="checkbox"/> To recognize emergencies and planning of meetings and business events 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> To be able to define and update calendar appointments <input checked="" type="checkbox"/> To be able to provide organizational support for conducting meetings or corporate events

Occupational Profile: Shop Assistant

TO MANAGE INTERNAL AND EXTERNAL RELATIONS

Knowledge	Skill	Competence
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Verbal and non verbal communication; <input checked="" type="checkbox"/> Main correspondence models/ products/company specific services procedures <input checked="" type="checkbox"/> Regulations on the protection of personal data <input checked="" type="checkbox"/> ICT tools 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> To prepare documents, reports and presentations <input checked="" type="checkbox"/> To efficiently manage written and oral correspondence (E-mail, telephone, etc.) 	<ul style="list-style-type: none"> <input type="checkbox"/> To be able to manage internal and external communication

TO MANAGE THE STORE

Knowledge	Skill	Competence
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Display techniques <input checked="" type="checkbox"/> Visual merchandising <input checked="" type="checkbox"/> The store layout <input checked="" type="checkbox"/> The display/shop window structure for the presentation of a specific product <input type="checkbox"/> The signs and shop window <input type="checkbox"/> The sale of household and gift items <input type="checkbox"/> The techniques of product promotion in the store <input type="checkbox"/> Design of promotional materials <input type="checkbox"/> Classification of goods <input checked="" type="checkbox"/> Market Sectors <input checked="" type="checkbox"/> Product labels and product technical cards <input checked="" type="checkbox"/> Type of packaging and packaging techniques <input checked="" type="checkbox"/> Physical location of products in the store <input checked="" type="checkbox"/> Techniques of preserving goods 	<ul style="list-style-type: none"> <input type="checkbox"/> To provide exhibition space allocated on the basis of specifications <input type="checkbox"/> To use display techniques appropriate to the product <input checked="" type="checkbox"/> To use appropriate presentation and decoration techniques <input checked="" type="checkbox"/> To ensure visibility and presentation of articles <input checked="" type="checkbox"/> To carry out promotional actions <input checked="" type="checkbox"/> To promote products <input type="checkbox"/> To manage the rotation of items <input type="checkbox"/> Window dressing <input checked="" type="checkbox"/> To apply a marketing plan <input checked="" type="checkbox"/> To make orders <input checked="" type="checkbox"/> To arrange the counter, point of sale and cash <input checked="" type="checkbox"/> To manage the internal distribution of the shop according to market needs <input checked="" type="checkbox"/> To manage spaces providing an adequate store layout and display of various products <input checked="" type="checkbox"/> To prepare the installation of windows / counters using display techniques appropriate and functional to visual sales <input checked="" type="checkbox"/> To carry out promotional work on display and / or in connection with the Shop Manager <input checked="" type="checkbox"/> To organize the store in terms of promotional events 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> To be able to promote and display products and services in the shop <input type="checkbox"/> To be able to pack products <input type="checkbox"/> To be able to make orders

Confirm

Select all Select none

After the preview page you can confirm the selections.

1. Introduction

E.R.M.E.S. Mobility Portal is a tool for the management and administration of international mobility activities. The Portal simplifies all the tasks concerning the administration of mobility projects by giving access to trainees, host companies and training organisations to a range of support management tools and resources that they would otherwise need to develop independently.

Making specific tools available on-line in simple-to-use formats allows trainees, training organisations and host companies to quickly and easily click through the most relevant information and documentations for organising and managing successful and rewarding mobility experiences abroad.

E.R.M.E.S. Mobility Portal and tools are designed for Registered users at all stages of mobility programme development: from new comers to those with years of experience in managing international mobility projects.

E.R.M.E.S. Mobility Portal creates an on-line database of all trainees, host companies and training organisations and this permits the migration of such data in all the documents related to mobility.

Documents as the Training Agreement and Europass Mobility are automatically generated by the system.

Mobility projects are described in a form that is compliant with European guidelines and expressed in terms of learning outcomes or Knowledge – Skill – Competences.

E.R.M.E.S. Mobility Portal includes also assessment forms for filling in the final questionnaire requested by the trainees and the company's tutor at the end of their mobility.

By accessing the reserved area of the Portal, training organisations, companies and selected trainees will be able to:

TRAINING ORGANISATIONS >

- ⇒ Improve and optimise the work performance of organisations staff by making easy and rational the management of mobility projects
- ⇒ Automate management procedures in order to reduce operational time and avoid possible mistakes
- ⇒ Monitor the overall activities of the mobility programmes
- ⇒ Store all the information in a single tool that guarantees a quick access to its users to the data inserted.

COMPANIES >

- ⇒ Visualize possible international work placement offers
- ⇒ Define the work placement programme by selecting the tasks to be performed by the trainee
- ⇒ Assess the trainee's performances by filling an online work placement assessment form

TRAINEES >

- ⇒ Preparation before departure
- ⇒ Logistical support concerning travel arrangements, insurance, social security and health assistance
- ⇒ Information about the host organisations
- ⇒ Training Agreement
- ⇒ Formats for writing daily/weekly reports
- ⇒ A forum/discussion board where trainees can send text messages, post videos and pictures
- ⇒ Self-assessment of the mobility experience by trainees.

2. Management Interface

E.R.M.E.S. Mobility Portal has a reserved area for the management of mobility projects. After authentication (**SIGN IN**), registered operators with access to the reserved area can visualize the link "**MANAGEMENT INTERFACE**". The access page to the management area displays a dashboard composed of quick links to the main features, statistic panels on mobility projects. In this page, a User's Manual can also be downloaded.

This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

4.6 Select Occupational Profiles and/or Unit of Learning Outcomes

You can choose Occupational Profiles or Units of Learning Outcomes by clicking "Select Occupational profiles or Unit of LOs". The page shows the Occupational Profiles or Unit of LOs provided in the Mobility Project (*cap. 3.0*); in this web page you can select the items and, by click "confirm", adding them to the Placement contents; you have to select at least one.

This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

To validate placement content you have to select an Occupational Profile or Unit of Learning Outcomes and the related KSC. Once the placement content has been validated, it's possible to submit an application (button '**Submit an application**').

The screenshot shows the 'Placement contents' form with the following details:

- Host company:** ECOLE DE DANSE ROSELLA HIGHTOWER
- Host organization:** ESMOVIA (Sistema Practices sl)
- Project name:** ECOLE DE DANSE ROSELLA HIGHTOWER - ESMOVIA (Sistem
- Category:** -----
- Contact person:** Francesca Rondina
- Start date:** 2012-09-17 Today |
- End date:** Today |
- Duration:** Duration of the traineeship in days
- Timetable:**
- Facilitations:**
- Seats:** Number of available seats
- Notes:**
- Status:** unconfirmed

3. KSC Database

E.R.M.E.S. Mobility Portal envisages the management of two types of mobility schemes:

1. workplacement abroad as work-related learning opportunity;
2. Learning mobility in the framework of educational and training pathways.

In order to tackle the heterogeneity of the descriptive elements and contents of the mobility projects and to allow the transparency and recognition of the learning outcomes acquired during the mobility experience abroad, E.R.M.E.S. Mobility Portal allows the use of formats (for the two types of mobility schemes) describing occupational profiles or Units of learning outcomes according the European Qualifications Frameworks and ECVET recommendations.

The formats are designed to assign **Knowledge – Skill – Competence** to core activities of an occupation or to training units.

Each occupational profile/Unit of learning outcome is structured in task/unit to be described in KSC terms i.e.:

Knowledge (*the body of facts, principles, theories and practices that is related to a field of work or study*)

Skill (*the ability to apply knowledge and use know-how to complete tasks and solve problems*)

Competence (*the demonstrated ability to use knowledge, skills and personal, social and/or methodological abilities, in work or study situations and in professional and personal development in order to achieve objective results according to a specific level of autonomy and context complexity*).

Some of the key competences (such as communication in foreign languages, digital competence, learning to learn, social and civic competences, sense of initiative and entrepreneurship and cultural awareness and expression) defined in the European Reference Framework, are also described in terms of Knowledge – Skills and Competences that can be acquired during the mobility experience for personal fulfilment and development, intercultural understanding, active citizenship and employment.

These key competences can be selected to enrich the description of the mobility projects.

3.1 Occupational profiles

In this index you can see all the occupational profiles. You can search by typing in the search field and clicking the button "**Search**"; the text you type will be sought between name, annotation, country and organization of the profile. You can also filter the list of profiles by status (*under preparation, confirmed, expired*) by clicking on the filter options in the "**Filter**" section to the right. You can add a new profile by clicking '**Add occupational profile**'.

The screenshot shows the 'Occupational profile' index with the following table:

Denomination	Status	Country	Organization
ICT Technical Assistant	confirmed	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto
Key competences	confirmed	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto
Secretary and Administration Assistant	confirmed	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto
Shop Assistant	confirmed	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto
Test 1	under preparation	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto
Waiter	confirmed	ITALIA	Fondazione Giacomo Rumor Centro Produttività Veneto

6 occupational profile

Add occupational profile

To create a new profile you have to insert at least the **denomination**. To save a profile, click on one of the three buttons on the bottom right of the page.

Once you create a profile, its status is automatically set to "under preparation"; before confirming a profile, by clicking on the button "**Confirm**", you have to add at least one task/KSC in the **tasks** section. Once confirmed, the occupational profile is not modifiable anymore: you can neither change field nor change its tasks/KSC.

By clicking "Set as expired" you will not be able to select any Mobility Project.

The screenshot shows the 'Change occupational profile' form. At the top, there are navigation tabs: 'KSC DATABASE', 'MOBILITY PROJECTS', 'ORGANIZATION PROFILE', 'PERSONAL DATA', and 'MASTER DATA'. Below these is a green header for 'OCCUPATIONAL PROFILE' with a sub-header 'Test 1 (Occupational Profile)'. There are two sub-tabs: 'DETAILS' and 'TASKS'. The main form area is titled 'Change occupational profile' and includes buttons for 'History', 'Confirm', and 'Set as expired'. The 'Denomination' field contains 'Test 1'. Below it is a large text area for 'Notes'. At the bottom, there is an 'Expire date' field, a 'Status' field showing 'under preparation', and buttons for 'Delete' and 'Save and continue editing'.

Add a task

Once entered in the task section, by clicking on the tab "TASKS", you can see all the tasks and the related Knowledge, Skill and Competences. In this details page you can also add and remove tasks, add, remove and change the order of the KSC items.

The screenshot shows the 'Tasks' section of the occupational profile details. It features a 'Tasks' header with an 'Add' button. Below this is a 'Learning to learn' section with a 'Remove' button. The main content is organized into three columns: 'Knowledge', 'Skill', and 'Competence', each with an 'Add' button. Each column contains a list of items with a red 'X' icon next to them, indicating they are currently selected or active. The 'Knowledge' items include 'Available education and training opportunities' and 'Understanding the strengths and weaknesses of one's skills and qualifications'. The 'Skill' items include 'To dedicate time to learning, autonomy, discipline, perseverance and information management in the learning process', 'To concentrate for extended as well as short periods of time', 'To reflect critically on the object and purpose of learning', 'To communicate as part of the learning process by using appropriate means to support oral communication', and 'To understand and produce various multimedia messages'. The 'Competence' items include 'To be able to manage one's time effectively, to solve problems, to acquire, process, evaluate and assimilate new knowledge', 'To be able to apply new knowledge and skills in a variety of contexts', and 'To be able to organise and regulate one's own learning, both individually and in groups'.

This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

"Add placement content"

To create a placement content you have to insert at least the company, host organization and a contact person, which must be an operator of the host organization.

The project name is automatically set by using the company and host organization name.

The screenshot shows the 'Placement contents' form. At the top, there are navigation tabs: 'KSC DATABASE', 'MOBILITY PROJECTS', 'ORGANIZATION PROFILE', 'PERSONAL DATA', and 'MASTER DATA'. Below these is a green header for 'MOBILITY PROJECTS' with a sub-header 'Test mp'. The main form area is titled 'Placement contents' and includes fields for 'Host company', 'Host organization', 'Project name', 'Category', 'Contact person', 'Start date' (set to '2012-09-17'), 'End date', 'Duration' (with a sub-label 'Duration of the traineeship in days'), 'Timetable', 'Facilitations', 'Seats' (with a sub-label 'Number of available seats'), and 'Notes'. At the bottom, there is a 'Status' field showing 'unconfirmed' and a 'Save and continue editing' button.

This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

4.5 Placement contents

The "placement contents" Tab defines the learning outcomes of a specific mobility experience (workplacement or learning mobility in the framework of educational and training pathways) defined by the hosting company/hosting VET institution for one or more trainees.

In this index you have all projects' contents; you can search by project name, annotations, timetable, host organization, host company and filter the result by category and status (*unconfirmed, proposed, validated, closed*).

Once the mobility project has been confirmed is possible to add placement contents, by clicking to "Add placement content".

Placement contents

Project name	Duration	Seats	Status	Host organization	Host company	Start date	End date
ECOLE DE DANSE ROSELLA HIGHTOWER - ESMOVIA (Sistema Practices sl)			unconfirmed	ESMOVIA (Sistema Practices sl)	ECOLE DE DANSE ROSELLA HIGHTOWER	Sept. 17, 2012	
Bavaria Assekuranz-Service GmbH - ESMOVIA (Sistema Practices sl)			closed	ESMOVIA (Sistema Practices sl)	Bavaria Assekuranz-Service GmbH	Aug. 30, 2012	
Bikes of Brighton - PIERRE OVERALL			unconfirmed	PIERRE OVERALL	Bikes of Brighton	Aug. 30, 2012	
Riviera Sports - ESMOVIA (Sistema Practices sl)			validated	ESMOVIA (Sistema Practices sl)	Riviera Sports	Aug. 30, 2012	Sept. 27, 2012

Clicking on the task add button, a popup window will open from which you can select a task to associate; the search bar helps you find the task you wish to select; if not present, you can create a new one, by clicking on "Add task", typing description and annotation if needed and finally clicking the "save" button.

Tasks

Description	Knowledge, skills, competences	Profiles	Expiration date
To study software specifics analysing the main information flows and monitoring efficacy of ICT tools	11	1	
To install software packages following its integration with the pre-existent operative system	6	1	
To write down programmes? source code following specifics defined during the design phase reducing time and errors	7	1	
Communication in a foreign language	12	1	
Digital competence	9	1	
Learning to learn	10	2	
Interpersonal, intercultural and social competences	13	1	
ENTREPRENEURSHIP	9	1	
To clean and sanitise the service areas as well as large and small equipment	11	1	
To monitor the characteristics, the quality and the integrity of raw materials	14	1	

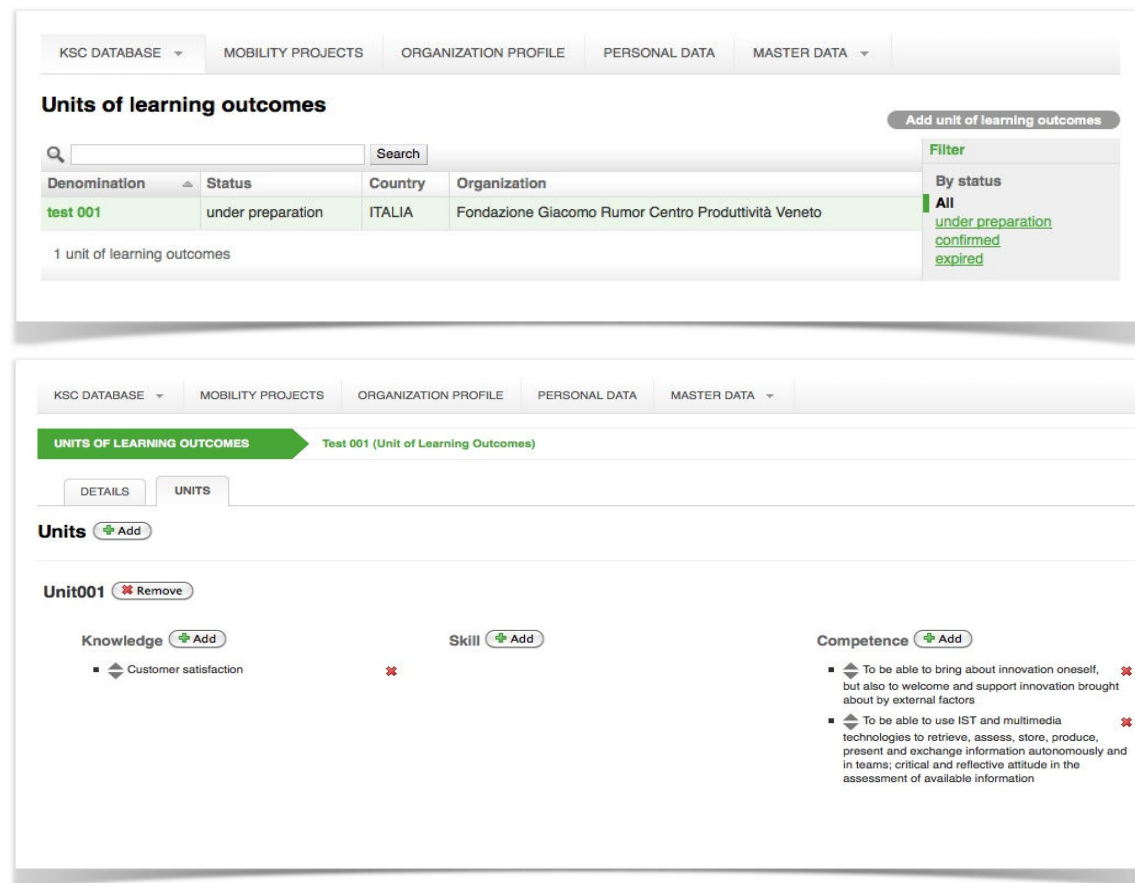
For adding a Knowledge, skill or competence, the procedure is exactly the same as for the tasks.

Knowledge

Description	Tasks	Units	Expire date
The basic rules of business	0	0	
Customer satisfaction	1	1	
Specifics structure of a software procedure	1	0	
Error theory and methods for elimination of errors	1	0	
Architecture and functionalities of the operative system	1	0	
Basics of database management	1	0	
Main concepts of individual, group, society and culture	1	0	
Features of the main tools categories available on the market	1	0	
Software installation techniques in complex operative systems	1	0	
Techniques of preparation of users manuals	1	0	

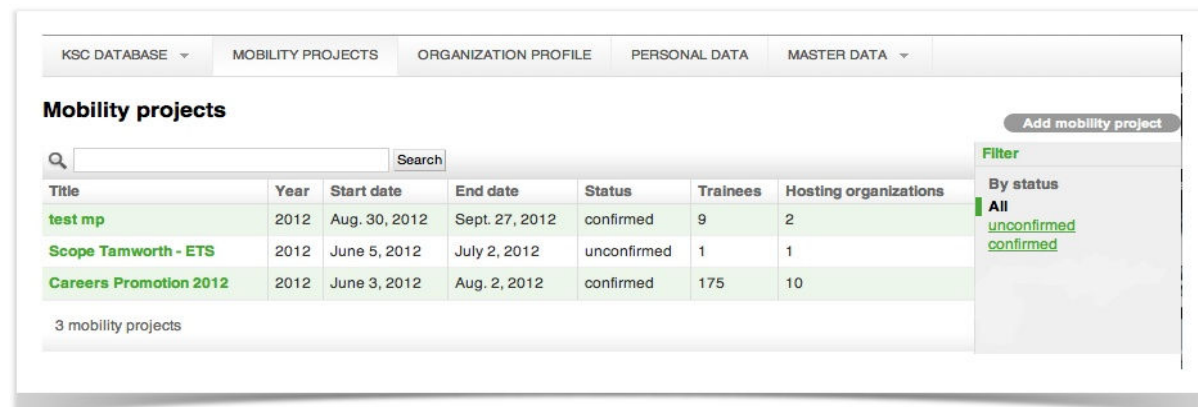
3.2 Units of learning outcomes

The procedure for describing the learning mobility experience in terms of Unit of learning outcomes is very similar to the one for the description of the Occupational profile: index information, detail page, fields and buttons are exactly the same. The only difference it's in the detail page where, instead of **TASKS** we aggregate the KSC items in **UNITS**.
Index:



4. Mobility projects

The "Mobility project" section defines the aggregation of trainees, host organisations, occupational profile or Unit of learning outcomes for the management of the individual workplacement/learning experience abroad.
The mobility project index page shows all the mobility projects of **your organization**.

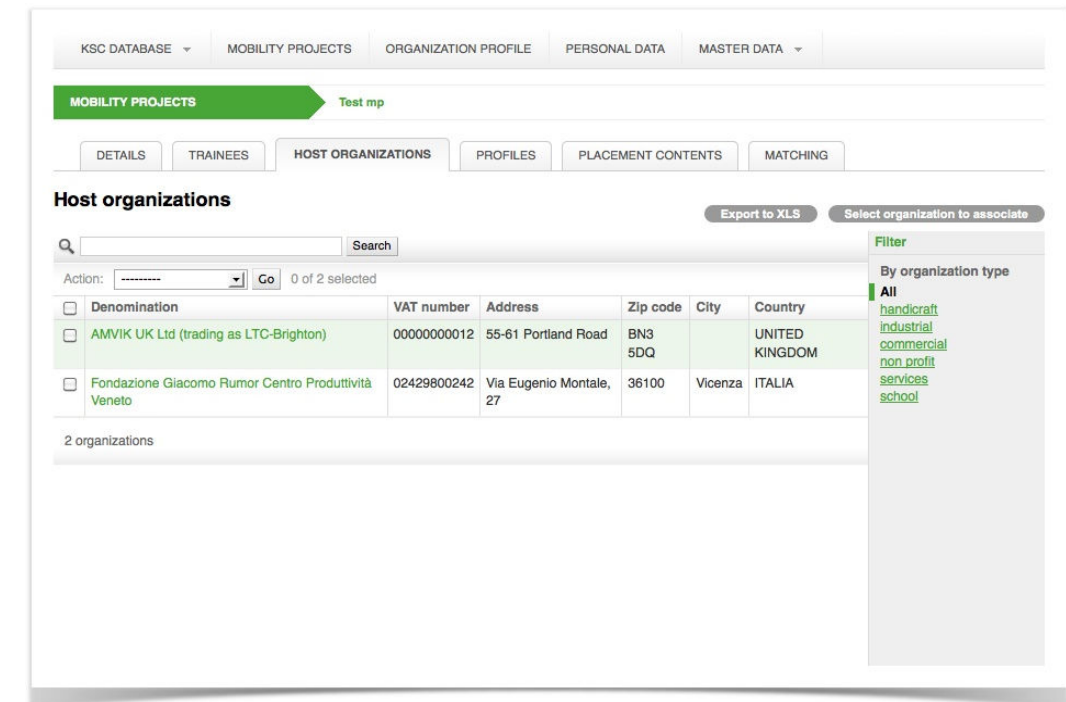


This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

You can search a trainee by first name, last name, email, residential address, residential postal code, municipality of residence, municipality of birth; you can also filter the results with the filter section at the right of the index.

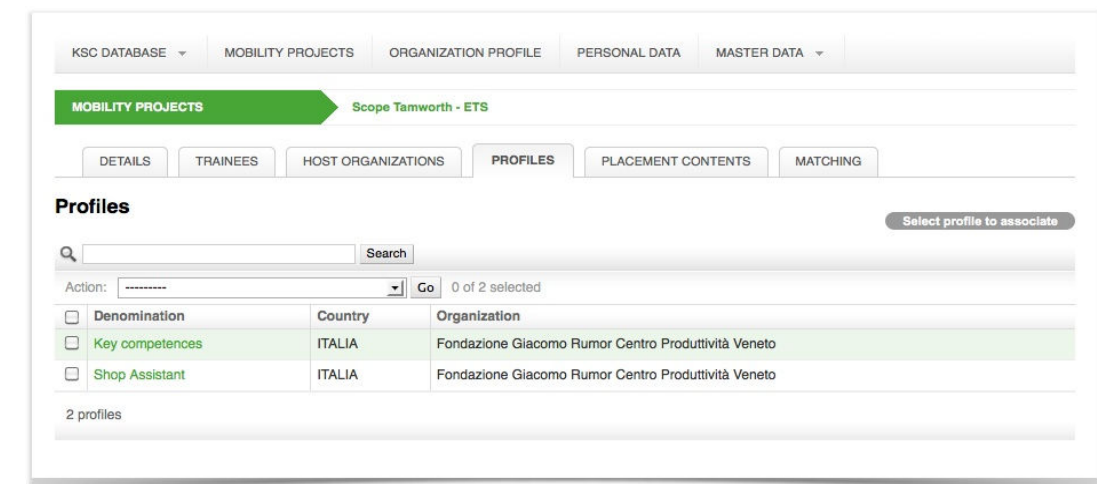
4.3 Host organizations

In this index you can select the host organization to associate with the project by clicking "**Select organization to associate**"



4.4 Profiles Tab

In this index you can select Occupational profiles or Units of learning Outcomes to associate with the project, by their indexes in the database of KSC (only the confirmed profiles can be selected).
When a project is created, the profile '**Key Competences**' is automatically associated with it.



This project has been funded with support from the European Commission. This guide reflects the views only of the authors and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Coming back to the Mobility Project By clicking on “**send email**” you can send an email to all the trainees in the trainee tab. You just have to add a subject and message with the editor.

4.2 Trainees Tab

In this index you can select the trainees to associate with the project, by clicking “**Select trainee to associate**”, from the list of all trainees (see “master data” → “trainees” in the menu); you can also associate a school/training centre to the trainee for this project by clicking to “Select school/training centre to associate” (the association is valid only for the project; if the same student is associated with another project you have to re-select the school).

Trainee	Email	Telephone	School/Training Center
<input type="checkbox"/>	Chiara Gnata	kiar_94@yahoo.it	
<input type="checkbox"/>	Valentina Gasparotto	valentinagasparotto94@gmail.com	
<input type="checkbox"/>	Elena Molo	elena.molo@tiscali.it	
<input type="checkbox"/>	Silvia Peruzzo	silviotta1994@hotmail.it	
<input type="checkbox"/>	Alice Brian	sweetagnese77@yahoo.it	
<input type="checkbox"/>	Ilaria Bedin	ilaria.bedin@hotmail.it	
<input type="checkbox"/>	Renato Laudanna	giuseppelaudanna@alice.it	I.T.I.S. Francesco Severi
<input type="checkbox"/>	Giovanni Petteon	giopet94@hotmail.it	
<input type="checkbox"/>	Nicolò Grotto	nik.grotto@live.it	I.T.I.S. Francesco Severi

4.1 Add mobility project

To add a new mobility project click on the ‘**Add mobility project**’ button. The insert page will show you a web form where **title**, **year**, **start date-end dates** and **contact person** are the only required fields; friendly url is an optional field that is used to create the project's website in the portal; if you leave it blank it will be automatically generated from the title field. Complete at least all required fields and click on **save** button.

A mobility project is completed and can be confirmed only if there is at least one trainee, one host organization and one profile in the respective tabs. Once it's confirmed is not possible either change it or add/remove profiles, but it's still possible add/remove trainees and host organizations; by doing so, these users (trainees and operator of the host organizations) can access/do not access the project's site on the portal.

Change mobility project

Title: Scope Tamworth - ETS

Friendly Url: scopetamworth-ets
This field will be used to create the project's website URL in the portal

Year: 2012

Project number:

Start date: 2012-06-05 Today

End date: 2012-07-02 Today

Objective of the Europass Mobility experience:

Qualification (certificate, diploma or degree) to which the education or training leads, if any:

Initiative during which the Europass Mobility experience is completed, if applicable:

Contact person: Enrico Bressan

Status: unconfirmed

[Delete](#) [Save](#)

When you confirm the project, a batch process create a private website based on a sample template; the new private web site grant access to all trainees, organization and company operators involved in the project. The web site has a powerful Content Management System to allow administrator to manage application and contents. To know more about the use of the CMS refers to <http://www.liferay.com/documentation/liferay-portal/6.1/user-guide>.

ERMES ENHANCING RESOURCES FOR MOBILITY EXPERIENCES AND STRATEGIES

CAREERS PROMOTION 2012

HomePage SiteBlog Forum Media Assessment

cai-eu.cpv.org Careers.Promotion.2012 Forum

Message Board

Message Boards Home Recent Posts My Posts My Subscriptions Statistics Banned Users Search

Add Category Post New Thread Permissions

Categories

Showing 11 results. Items per Page 20 Page 1 of 1

Category	Categories	Threads	Posts	Actions
BRIGHTON (04.06.2012-1.07.2012)	0	3	6	Actions
CANNES (03.06.2012-30.06.2012)	0	2	2	Actions
CORK (05.06.2012 - 2.07.2012)	0	6	9	Actions
DERRY (06.06.2012 - 2.07.2012)	0	3	3	Actions
LICHFIELD (5.06.2012 - 02.07.2012)	0	2	3	Actions
LONDRA (05.06.2012-2.07.2012)	0	4	9	Actions
REGENSBURG (03.06.2012-30.06.2012)	0	3	9	Actions
TORQUAY (05.06.2012 - 2.07.2012)	0	2	2	Actions
TOTNES (05.06.2012 - 2.07.2012)	0	2	2	Actions
VALENCIA (03.06.2012-30.06.2012)	0	2	2	Actions

Showing 11 results. Items per Page 20 Page 1 of 1

Threads

There are no threads in this category.

ERMES

This project has been funded with support from the European Commission. This website reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

LLP-LDV-TOI-11-IT-592 AGREEMENT 2011-1-IT1-LE05-41855 CUP CODE G32F1100090006

The website template contains the functionalities of forum, documents management and images, management of a blog and, for the trainees, the access to self-assessment forms.