



**European  
Funds**

Knowledge Education Development

**European Union**

European Social Fund



# Project Final Report

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*Pogłębianie kompetencji kluczowych drogą do sukcesu zawodowego*

*2016-1-PL01-KA102-025295*

BETWEEN

**The Sending Organization**

**Zespół Szkół w Czerwionce Leszczynach**

AND

**The Intermediary Organisation**

**Euromind Projects SL**

Training Programme Dates

**20-11-2017 - 08-12-2017**



# EUROMIND AS PROJECT PARTNER

## 1. Profile Description

euroMind is an international training consultancy and VET provider with headquarters in Seville and Úbeda in Andalusia (Spain).

euroMind as a training provider delivers vocational education trainings, general and job-related language courses, VET training-related workshops and study visits, workshops on culture, lifestyle and customs of EU countries as well as classes on skilful and effective job search in the EU.

It promotes and delivers trainings for teaching staff and secures work placements and exchange activities for VET students and graduates enabling at the same time young people and professionals to make the most out of opportunities of competencies & skills development offered by European educational programmes.

euroMind in partnership with Andalusian vocational colleges and companies delivers school based vocational trainings for students of different educational fields, such as: CNC, automation, electricity, renewable energy sources, plumbing, industrial and graphic design, 3D design, ICT, electronics, administration.

euroMind as a VET provider works in partnership with a wide array of private companies in almost all the sectors, such as tourism, business administration, medicine, fashion, hairdressing, health & beauty, physiotherapy, marketing, media, advertising, public relations, tourism, IT, social work, logistics, nursing, construction, geodesy, analytics etc.

## 2. euroMind experience and expertise

The euroMind possesses extensive experience and expertise in the field of European mobility projects preparation and management which allows it to assist Spanish vocational colleges and governmental institutions with the preparation of project applications, finding trustworthy and competent host partners in Europe for their project participants, teaching and HR staff.

Over last 3 year euroMind has participated as a receiving – host partner in over 60 mobility projects with the participation of a total of 1800 persons: students from technical and vocational schools, university students, graduates, unemployed and teaching and HR staff. These projects involved partners from Poland, Great Britain, Czech Republic, Slovakia, Germany, Portugal, Turkey, Croatia, Italy, Greece, Bulgaria, Lithuania, Latvia, etc. The full list of projects including numbers and titles is available on the euroMind website: [www.euromind.es](http://www.euromind.es) in the Gallery.



euroMind is also responsible for the participants' linguistic, socio-cultural and practical preparation and also, if necessary, for the project administration and management issues.

euroMind has been participating as a sending and host organization in more than 100 projects including Leonardo Partnership, Erasmus Placement and Leonardo Mobility – PLM, VETpro and IVT and Erasmus + projects.

euroMind monitors that all the required documentation is prepared and submitted on time at every stage of the project lifecycle and makes sure that all the partners carry out their responsibilities.

euroMind participates in seminars organised by ECVET team regarding the use of system of transfer of competences and skills in the vocational training. euroMind experts have extensive knowledge in the field, hence they are able to train their partners on how to make use of this system in their projects.

euroMind has an impressive network of partner companies from different economic sectors. More than 400 entities both private and public cooperate with euroMind in Ubeda, Seville and Cracow. This extensive activity is a perfect guarantee that all the students received by euroMind will be successfully placed.



# PROJECT PARTICIPANTS' LIST

Participants' Name	Placement Sector
Alan Wilim	Logistics Team Assistant
Adrian Wartak	Logistics Technician
Artur Franciszek Piecha	Logistic technician
Ewelina Iwona Niedziela	Logistic Assistant
Wiktoria Nalewajko	Logistic Assistant
Paweł Dawid Cichowski	Logistics Team Assistant
Michalina Oktawia Pikulicka	Graphic Designer Assistant
Oliwia Krystyna Lichawska	Graphic Designer
Natalia Aleksandra Kaczor	Graphic Designer Assistant
Daria Angelika Jureczko	Graphic Designer Assistant
Magdalena Hysa	Marketing Assistant
Grzegorz Mirosław Urbański	Electrician in cars
Kamil Mateusz Śłosarczyk	Electrician's assistant
Przemysław Wojciech Kubies	Electrician in cars
Michał Tadeusz Kolarczyk	Electrician
Grzegorz Finkielman	Electric Technician's Assistant
Malwina Marcelina Jelińska	Housekeeper
Sandra Tarnowska	Assistant Chef
Bartosz Jegor	Assistant Chef
Natalia Irena Grabowska	Assistant Chef





# Alan Wilim

**Host Organization:** Electrodomésticos El Arca

**Tutor's name:** Ramón Jesús Rubio Molina

## 1. Description of the host organization

Electrodomésticos El Arca was founded in 2001 with the aim to sell electrical appliances as well as other types of hardware. The company is dedicated to the CNAE activity: retail sale of electrical household appliances in specialized stores.

Electrodomésticos El Arca is dedicated to the sale of the products of the highest quality and well-known brands.

They always get great prices and they can offer their clients the best deals in the sector, thanks to belonging to a group of 24 stores spread throughout Andalusia (each independently when selling, but united when buying).

They have discontinued appliances and low turnover of manufacturers, allowing them to offer discounts of up to 80% (without entailing a loss of performance, quality and product warranty). Moreover, among their products, there are small appliances and packaging aesthetic defects, debris series, balances, and auction. All of them we can find in outlets stores of El Arca. Electrodomésticos El Arca store in Ubeda is divided into 3 parts. The first part where we have an exposition of the products which we can buy, then office and at the end warehouse.

## 2. Main responsibilities & tasks carried out during the work placement

- Assisting with inventory management
- Packing products
- Helping loading and unloading goods
- Assisting in the management planning of warehouse space allocation, planning office space availability and on time preparation
- Filling out documents and checking orders
- Use the information technology tools that modern organisations use in their logistics functions
- Preparing the orders of clients
- Assisting with the delivery of goods
- Cleaning the store and the warehouse areas

## 3. Tutor's final note

5 (Very Good)



#### 4. Tutor's final evaluation

Alan has been assessed very highly by his supervisor, who is completely satisfied with the work he carried out. His supervisor thinks that Alan is a very good, responsible and hardworking person. The tutor claims, that hosting Alan has been a very enriching experience for the company.

#### 5. Participant's opinion about his/her personal & professional development

I am satisfied with the internship and I am very glad that I signed up for the project. My Spanish colleagues were very nice and friendly. The work was hard but learned a great deal.





# Adrian Wartak

**Host Organization:** Ferrescu S.L.U

**Tutor's name:** Jose Luis Ferrera Escudero

## 1. Description of the host organization

FerrEscu SLU is a company specialized in the sale, rental and reparation of all kind of machinery. This repair shop offers the best brands in the market, such as Bosch, and Hitach. Their headquarter is situated in an industrial area of Ubeda. Is divided into a small office, store and huge part of warehouse and place where they repair machinery. All well organized to give to the customer best service as soon as possible.

Their business is constantly evolving, they believe they adapt quickly to market changes and can get fast creative solutions for their customers. Their pricing strategy is to be fair and also extremely competitive.

FerrEscu takes great pride in providing great after sales service. With proper care and genuine parts, the machines they sell should give to customers many hours of good service. They have a fully equipped workshop, with experienced fitters, giving professional servicing and maintenance work.

## 2. Main responsibilities & tasks carried out during the work placement

- Identifying the structure and the organization of the company relating them to the type of service provided
- Applying inventory management methods, making predictions of goods and materials requirements in production and supply systems
- Organizing the storage process by activity and goods volume, optimizing space and handling times
- Managing store stocks, ensuring provisioning and dispatch
- Preparing the documentation relating the control, the register and the exchange of information with suppliers, following quality procedures and using applications
- Performing administrative tasks necessary for the development of logistic activities in compliance with regulations

## 3. Tutor's final note

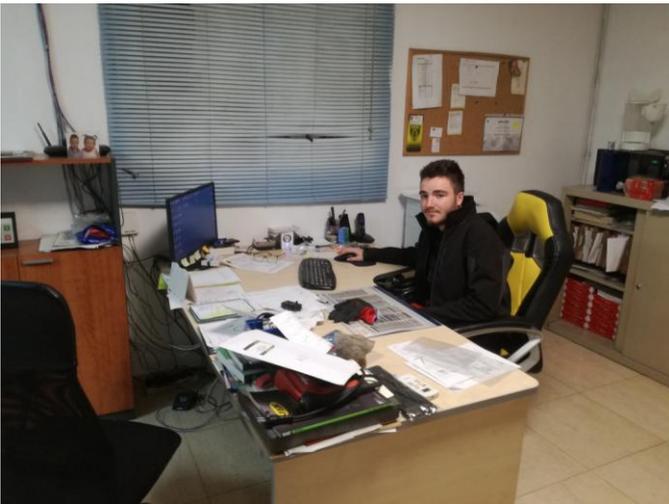
6 (Excellent)

#### 4. Tutor's final evaluation

Adrian has received an excellent grade from his supervisor, who sees Adrian as a hardworking, punctual and responsible worker.

#### 5. Participant's opinion about his/her personal & professional development

I am completely content with the internship. I learned many new things and met wonderful people. I could practice my Spanish. The boss and other workers were always friendly and understanding.





# Artur Franciszek Piecha

**Host Organization:** Merca Fruta

**Tutor's name:** Francisco del Valle Vargas

## 1. Description of the host organization

The company has more than 50 years' experience working in the greengrocery sector. Mercafruta, which has been a big-sized family business for three generations, works with the main objective to meet the needs and expectations of its customers. Founded in 1969 by Antonio del Valle Martínez, by now has expanded to three department stores, located in Ubeda downtown: Barrio San Pedro en C/ Madre de Dios, 1, Parque Norte en C/ Bétula, 25 y Vandelvira en C/ Vandelvira, 2. Offering a high level of quality products, the company has become a strong point of reference for all the inhabitants of the city.

## 2. Main responsibilities & tasks carried out during the work placement

- Moving pallets and boxes to the store
- Opening cases of merchandise and sort all products
- Placing all products in the warehouse (use staircase to access to shelves)
- Removing and placing in the to shop all products
- Handling carts, boxes and high weights.
- Cleaning the store and the warehouse areas

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Artur has received a very good grade from his supervisor, who thinks that Artur is a very kind and scrupulous person.

## 5. Participant's opinion about his/her personal & professional development

I am completely satisfied with the internship. In my workplace, everyone was nice and helpful and I felt like a part of the family. Thanks to them I learned and tried some Spanish specialties.





# Ewelina Iwona Niedziela

**Host Organization:** Shana

**Tutor's name:** Almudena Hidalgo

## 1. Description of the host organization

The company was created in the mid-2010s by Julián Imaz, ex-provider of the company Inditex, a brand that is a leader in Spain. The company is also present in Turkey, in the Latin America, Asian and Arabic markets. Nowadays, the Group has over 240 stores in the whole world, employing over 3.000 people, with 1,700,000 square meters of installations. Realizing that each woman is unique, the company draws inspiration from the women themselves. Their clothes are refined and unusual. Providing their customers with unique pieces that are classic yet contemporary at the same time is the first priority of the company. They believe shopping is a right, not a luxury, so their aim is to deliver the biggest trends at the most affordable prices, on a global scale.

## 2. Main responsibilities & tasks carried out during the work placement

- Moving pallets and boxes to the store
- Opening cases of merchandise and sort all products
- Placing all products in the warehouse (use staircase to access to shelves)
- Removing and placing in the to shop all products
- Handling carts, boxes and high weights
- Cleaning the store and the warehouse areas

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Ewelina has been assessed very highly by her supervisor, who is completely satisfied with the work she carried out. Her supervisor thinks that Ewelina is a very good, responsible and hardworking person. The tutor claims, that hosting Ewelina has been a very enriching experience for the company.

## 5. Participant's opinion about his/her personal & professional development

My opinion about the internship is absolutely positive. The atmosphere at work was amazing and my tutors always kind and helpful. I learned a big deal from them, not only about my profession but also about how one should treat others.





# Wiktorija Nalewajko

**Host Organization:** Deportes Blanes

**Tutor's name:** Ana Martínez Martínez

## 1. Description of the host organization

Deportes Blanes is a chain of sports shops founded in 1983. It has its locations spread in different parts of Spain, with a total number of 40 shops. Fortunately, one of them is situated also in Ubeda, in one of its most central streets. The aim of the chain is to provide their clients with the best products in the sports market, at affordable prices. Deportes Blanes is already a recognized brand among the Spanish. The customers are satisfied not only with the good quality price proportion that they can find here but also with customer service because they try to give advice about the perfect sporty outfit.

## 2. Main responsibilities & tasks carried out during the work placement

- Moving pallets and boxes to the store
- Opening cases of merchandise and sort all products
- Placing all products in the warehouse (use staircase to access to shelves)
- Removing and placing all products in the shop
- Handling carts, boxes and high weights
- Cleaning the store and the warehouse areas

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Wiktorija has been assessed very highly by her supervisor, who is completely satisfied with the work she carried out. Her supervisor thinks that Wiktorija is a very good, responsible and hardworking person. The tutor claims, that hosting Wiktorija has been a very enriching experience and very helpful for the company.

## 5. Participant's opinion about his/her personal & professional development

I am completely satisfied with the internship. I was surprised that I could carry out so many responsible tasks on my own. My tutor was great, friendly and very helpful. I am happy that I came to Spain. I learned many new, interesting and useful things.





# Paweł Dawid Cichowski

**Host Organization:** Recambios Guadalquivir

**Tutor's name:** Manuel Ruiz Barbero

## 1. Description of the host organization

Recambios Guadalquivir is a wholesale and retail seller of motor vehicles spare parts and accessories. It offers a wide range of products at very competitive prices and high-quality products backed by a team that is known for its cordial and spirit of service. Their long experience in the sector guarantees their clients as well products from the most important brands in the sector, such as Cecauro, Continental, Fram, Ruvilla, etc.

Recambios Guadalquivir is an official distributor of the brand CECAUTO, which is in the after-sales market for more than 25 years. They have reached a great standing in the market thanks to the confidence that their clients have put in them during all this time. An outstanding price-quality relationship makes them different from the competence.

## 2. Main responsibilities & tasks carried out during the work placement

- Assisting with inventory management
- Assisting in the management planning of warehouse space allocation including of definition of future needs, planning office space availability and on time preparation
- Using the information technology tools and vehicles that modern organisations use in their logistics functions
- Packing and unpacking products
- Preparing the orders for customers
- Loading and unloading wares
- Caring about the order and cleaning of the warehouse
- Filling out documents

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Paweł has received a very good grade from his supervisor, who is satisfied with his work. The supervisor thinks that Paweł is a very good and punctual worker.

## 5. Participant's opinion about his/her personal & professional development

I am completely satisfied with the internship. There was no day that I would not do something interesting and learn something new. All my colleagues were helpful and tried to share with me their knowledge. I think this experience will help me in my future career.





# Michalina Oktawia Pikulicka

**Host Organization:** Publikey

**Tutor's name:** Francisco Martinez Sanchez

## 1. Description of the host organization

Publikey is a company which was established in 2009 in Baeza, Jaen. The enterprise operates in the advertising and printing sector, in which it offers a wide variety of services. They include, in particular, merchandising, silk-screen printing, work clothing, sign boards, digital printing, dye sublimation printing, interior decoration, etc.

It is a small-sized company, whose main objective is to emphasize the client's image respecting their wants and needs. With this purpose, the qualified employees personalize each work, as a unique project, giving it a different style taking into account the customer's preferences and taste. The individual attitude and the fact that the team only uses materials of first quality and appropriate machinery, allows them to guaranty their customers the best possible results.

## 2. Main responsibilities & tasks carried out during the work placement

- Becoming familiar with graphic design and advertising strategies
- Helping in the development and creation of business cards, logos and other graphic elements for businesses and individuals
- Assisting with designing and creating of various promotional and advertising materials such as posters, brochures and catalogues, sign boards in accordance with client's requirements and wants
- Working with a wide range of graphic design software such as Photoshop, CorelDraw, etc.
- Collaborating in the silk-screen printing process
- Using computer-aided design software for drawing and printing charts, graphs, illustrations, and other artwork
- Helping with delivering the cutting-edge design visuals for sales and marketing materials
- Providing support and assistance in design efforts for various graphic design projects
- Performing other duties and tasks as assigned by superiors

## 3. Tutor's final note

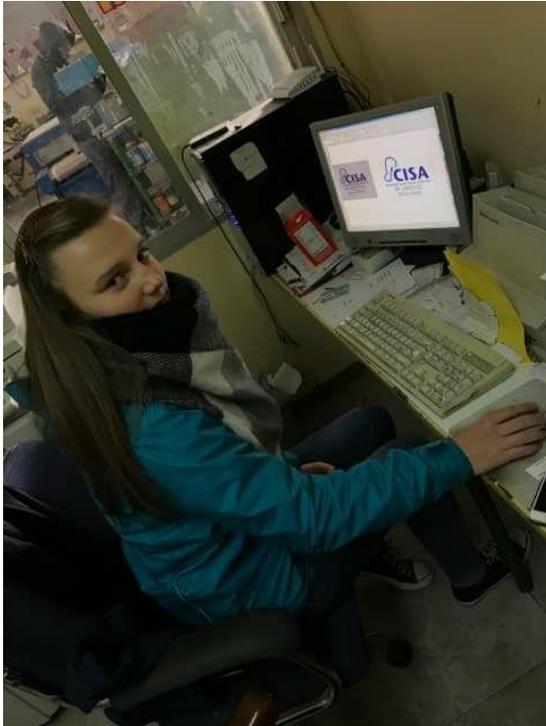
6 (Excellent)

## 4. Tutor's final evaluation

Michalina has been assessed with the highest grade by her supervisor, who had nothing but compliments for her. Michalina stands out as a skilled, punctual and hard-working girl. She fulfilled all the tasks without any problems and showed a lot of motivation to learn new things. She hasn't got any problems with communication in English.

## 5. Participant's opinion about his/her personal & professional development

I am satisfied with the internship. I learned many new things and I could use my knowledge in practice.





# Oliwia Krystyna Lichawska

**Host Organization:** Miguel Amezcua Europe S.L

**Tutor's name:** Miguel Ángel Amezcua Guzmán

## 1. Description of the host organization

Miguel Amezcua Europe S.L (Aceites Hacienda San Felipe) is a family business dedicated to the extraction of virgin olive oil and extra virgin olive oil.

Their plantation called Las Cañadas is an irrigated olive grove, located in a place with a climate particularly suitable for olive cultivation. It helps to obtain first class olive oil, with magnificent flavor and properties.

The process begins in early November, with the color change from olive green to violet at their optimum ripening (version), ending in mid-December. It is done only by mechanical means, thus achieving healthy fruit. Selected with the highest quality assurance and with minimal damage to the fruit. Selecting the fruit in the field (only collecting the olive tree), transport to the mill is made immediately in bulk, never used sacks. Thus we get that the fruit retains all its qualities and properties intact, not damaged resulting. In less than 24 hours it is ground enough to loosen the oil from the olive plant tissues, the vacuoles release oil droplets contained within them. Their olive trees are located in three different fields (Fincas):

- Finca Salmerón: is located in Bedmar.
- Finca Las Cañadas: is located in the county of Los Cerros de Ubeda, or Loma de Úbeda, among Guadalimar and Guadalquivir rivers, born nearby, before the imposing Sierra Magina and in view of the Sierra de Cazorla and Sierra de Segura and Sierra de Las Villas.
- Finca Mendoza: is located in Mancha Real.

## 2. Main responsibilities & tasks carried out during the work placement

- Supporting the main designers with tasks they need to complete
- Designing and create logos for companies
- Assisting in the development of posters, advertisements or other works (calendars, catalogs, etc).
- Becoming familiar with graphic design strategies
- Using computer-aided design software for drawing and printing charts, graphs, illustrations, and other artwork
- Working with a wide range of graphic design software such as Photoshop, CorelDraw, etc.
- Helping with delivering the cutting-edge design visuals for sales and marketing materials
- Helping in other tasks when it is required

### 3. Tutor's final note

6 (Excellent)

### 4. Tutor's final evaluation

Oliwia has been assessed very high by her supervisor, who had nothing but compliments for her. Oliwia stands out as a skilled, punctual and hard-working girl. She fulfilled all the tasks without any problems and showed a lot of motivation to learn new things. She could help the company in the graphic design for its international activities related to the selling of Olive Oil.

### 5. Participant's opinion about his/her personal & professional development

I am very satisfied with my internship. At the workplace, I felt very good. I appreciate that my bosses trusted me with the tasks that I could carry out on my own and I believe it helped me to develop my creativity.





# Natalia Aleksandra Kaczor

**Host Organization:** Artifactum Soluciones Creativas S.L.

**Tutor's name:** Antonio Sanchez

## 1. Description of the host organization

Artifactum is a company that is specialized in developing ideas to create value. It offers design and branding services in all the levels of the creation of a particular brand (advice, study, and development) to improve the business of companies and entrepreneurs. The aim of the company is to create successful brands, studying the tendencies of the market as well as the strengths of the enterprises. Moreover, Artifactum designs projects for their clients in the most appropriate way so that they can present themselves to their customers as professionals.

The objectives are as follows:

- Customizing and escaping from the routine because each client is different
- Repeating that a good brand cannot live in isolation, people need to know it
- Preparing the entire process of branding starting from counselling, then studying and developing a brand for it to be a good sales tool
- Looking for simplicity in designs

The company's services are aimed at individuals and companies committed to the professional design.

## 2. Main responsibilities & tasks carried out during the work placement

- Designing and creating graphic elements and logos for products and businesses in accordance with the client's requirements and wants
- Assisting in the development of the overall layout and production design for various applications such as advertisements, brochures, magazines, corporate reports etc.
- Becoming familiar with graphic design strategies
- Working with a wide range of graphic design software such as Photoshop, CorelDraw, etc.
- Performing activities in administrating websites
- Using pictures for updating and uploading new website content
- Preparing, assembling and completing final layouts for printing
- Using computer-aided design software for drawing and printing charts, graphs, illustrations, and other artwork



### 3. Tutor's final note

6 (Excellent)

### 4. Tutor's final evaluation

Natalia has received the highest grade from her supervisor, who has nothing but compliments for her. She stands out as a skilled, punctual and hard-working girl. She showed a lot of motivation to learn and to improve her skills in marketing and graphic design.

### 5. Participant's opinion about his/her personal & professional development

My opinion about the internship is very good. With my boss, I communicate in Spanish and in English. All the colleagues were nice and helpful and wanted to teach me something.





# Daria Angelika Jureczko

**Host Organization:** Publikey

**Tutor's name:** Francisco Martinez Sanchez

## 1. Description of the host organization

Publikey is a company which was established in 2009 in Baeza, Jaen. The enterprise operates in the advertising and printing sector, in which it offers a wide variety of services. They include, in particular, merchandising, silk-screen printing, work clothing, sign boards, digital printing, dye sublimation printing, interior decoration, etc.

It is a small-sized company, whose main objective is to emphasize the client's image respecting their wants and needs. With this purpose, the qualified employees personalize each work, as a unique project, giving it a different style taking into account the customer's preferences and taste. The individual attitude and the fact that the team only uses materials of first quality and appropriate machinery, allows them to guaranty their customers the best possible results.

## 2. Main responsibilities & tasks carried out during the work placement

- Becoming familiar with graphic design and advertising strategies
- Helping in the development and creation of business cards, logos and other graphic elements for businesses and individuals
- Assisting with designing and creating of various promotional and advertising materials such as posters, brochures and catalogues, sign boards in accordance with client's requirements and wants
- Working with a wide range of graphic design software such as Photoshop, CorelDraw, etc.
- Collaborating in the silk-screen printing process
- Using computer-aided design software for drawing and printing charts, graphs, illustrations, and other artwork
- Helping with delivering the cutting-edge design visuals for sales and marketing materials
- Providing support and assistance in design efforts for various graphic design projects
- Performing other duties and tasks as assigned by superiors

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Daria has been assessed with the highest grade by her supervisor, who had nothing but compliments for her. Daria stands out as a skilled, punctual and hard-working girl. She fulfilled all the tasks without any problems and showed a lot of motivation to learn new things. She hasn't got any problems with communication in English.

## 5. Participant's opinion about his/her personal & professional development

I am very happy with the internship. I believe I could not work in a better place. I learned many things in the nice and friendly atmosphere.





# Magdalena Hysa

**Host Organization:** Cooperativa La Carrera

**Tutor's name:** Alfonso Ráez Mayor

## 1. Description of the host organization

S.C.A. La Carrera is an olive-pressing cooperative in the heart of Úbeda, a UNESCO World Heritage Site in Jaén province, Andalusia, one of the largest and most important producers of Olive Oil in the world. Almost 2,000 members grow and harvest olives in the cooperation with La Carrera, entrusting the company to obtain the finest extra virgin olive oil. Their annual target is a production of six to seven million liters of Olive Oil.

The cooperative La Carrera was born with the idea of continuing the work that was being done in the city by a private mill to collect, grind and market the olive oil obtained. Currently, their facilities cover an area of 12,000 m<sup>2</sup> and are located in the town of Ubeda, in the street Comendador Messias 44. These facilities are divided into several parts: ship entrance Winery 1, Winery 2, Winery 3, supply store, store merchandise, office service and plant protection products, main courtyard, air tanks oil and the mill itself, where it receives and produces olive oil. In the main entrance to the office, we can find La Carrera store, where we can buy olive oil, as well as other products produced on the base of olive oil as cosmetics and many more.

La Cooperativa La Carrera collaborates with many companies worldwide, selling their olive oils to many countries. They give the opportunity to the trainees to be in touch with international clients and learn how to manage an international company.

## 2. Main responsibilities & tasks carried out during the work placement

- Promoting products internationally.
- Investigating and making use of different marketing strategies in order to gain new potential clients. This might require explaining to them project and products in detail
- Promoting products through social networks
- Reviewing website in English and creating a blog
- Accompanying boss to trades and promotion events of brand and their extra virgin olive oil
- Managing contacts and relations of the company
- Assisting during the preparation of organised tours to the olive oil mill to find out more about company and about how they produce olive oil.

## 3. Tutor's final note

6 (Excellent)



#### 4. Tutor's final evaluation

Magdalena has received the highest grade from her supervisor, who has nothing but compliments for her. She stands out as a skilled, punctual and hard-working girl. She showed a lot of motivation to learn and to improve her skills in economics. Even sometimes she could communicate and understand conversations in Spanish.

#### 5. Participant's opinion about his/her personal & professional development

I am happy with the internship. The people at my work were amazing and I learned many things from them, especially from my boss.





# Grzegorz Mirosław Urbański

**Host Organization:** Electromecánica Robles Casado

**Tutor's name:** Pedro Robles Casado

## 1. Description of the host organization

Electromecánica Robles Casado is an automobile workshop located in Úbeda. It belongs to the chain Eurotaller, which can pride itself on having many repair shops in the whole country. This workshop is also the official distributor of Valvoline oil. They especially try to offer their clients excellent results and a personal customer service. They provide their customers with the best car maintenance and high-quality repair services, as they are specialists both in electromechanics as fast and general mechanics. They also offer vehicle diagnoses, repair and maintain automatic gearboxes, offer ITV services, assemble the autogas equipment, carry out pick-up and home delivery services, and arrange the tires, balance, and alignment of the cars.

Electromecánica Robles Casado works very closely with the most important vehicle manufacturers, especially with Mercedes, in order to offer service of the highest quality.

## 2. Main responsibilities & tasks carried out during the work placement

- Performing the installation of the equipment in cars
- Taking care of the maintenance of the installation and guarantee its good operation and maximum utilization
- Make the connection to the distribution network
- Preparing and installing components of electricity by applying appropriate techniques and procedures
- Gathering all needed materials, tools and other working equipment and preparing the worksite
- Ensuring that the work equipment is maintained in an efficient state
- Supervising the correct functioning of the already existing installations
- Fabricating, dismantling, assembling of utilities industry components

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Grzegorz has received an excellent grade from his supervisor, who thinks, that he is a very good worker and has surprisingly good knowledge of Spanish language.



## 5. Participant's opinion about his/her personal & professional development

I am very satisfied with the internship. I could learn many new things and develop my abilities because the work was challenging. I become more self-confident, especially in use of foreign language.





# Kamil Mateusz Ślosarczyk

## Host Organization: Discomic sistemas audiovisuales

**Tutor's name:** Antonio Torres

### 1. Description of the host organization

Discomic is a company that specializes in audiovisual systems, it is located in Úbeda. In its establishment, one can find a shop with a large exhibition and a warehouse, where customers can purchase almost all products related to audiovisual systems. The company covers different areas as sound, lighting, projection, musical technologies or study, with special attention to the DJs' world, both professional and amateur. The Discomic staff is always willing to help customers by offering the best product adjusted to their needs.

The office hours are from Monday to Friday 09:00- 14:00 and 19:00-20:00 as well as Saturdays 10:00-14:00.

### 2. Main responsibilities & tasks carried out during the work placement

- Assisting in the installation of light system
- Preparing and installing components of light system by applying appropriate techniques and procedures
- Gathering all needed materials, tools and other working equipment and preparing the worksite
- Ensuring that the work equipment is maintained in an efficient state
- Supervising the correct functioning of the already existing installations
- Fabricating, dismantling, assembling of utilities industry components

### 3. Tutor's final note

5 (Very Good)

### 4. Tutor's final evaluation

Kamil has received a very good grade from his supervisor. The supervisor underlined that Kamil is very punctual, formal at work and hardworking.

### 5. Participant's opinion about his/her personal & professional development

I am satisfied with the internship. I learned many things helpful in my profession. I met nice people and I practiced English and Spanish language.





# Przemysław Wojciech Kubies

**Host Organization:** Electromecánica Robles Casado

**Tutor's name:** Pedro Robles Casado

## 1. Description of the host organization

Electromecánica Robles Casado is an automobile workshop located in Úbeda. It belongs to the chain Eurotaller, which can pride itself on having many repair shops in the whole country. This workshop is also the official distributor of Valvoline oil. They especially try to offer their clients excellent results and a personal customer service. They provide their customers with the best car maintenance and high-quality repair services, as they are specialists both in electromechanics as fast and general mechanics. They also offer vehicle diagnoses, repair and maintain automatic gearboxes, offer ITV services, assemble the autogas equipment, carry out pick-up and home delivery services, and arrange the tires, balance, and alignment of the cars. Electromecánica Robles Casado works very closely with the most important vehicle manufacturers, especially with Mercedes, in order to offer service of the highest quality.

## 2. Main responsibilities & tasks carried out during the work placement

- Performing the installation of the equipment in cars
- Taking care of the maintenance of the installation and guarantee its good operation and maximum utilization
- Make the connection to the distribution network
- Preparing and installing components of electricity by applying appropriate techniques and procedures
- Gathering all needed materials, tools and other working equipment and preparing the worksite
- Ensuring that the work equipment is maintained in an efficient state
- Supervising the correct functioning of the already existing installations
- Fabricating, dismantling, assembling of utilities industry components

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Przemysław has received a very good grade from his supervisor, who thinks that Przemysław is a good and punctual worker.

## 5. Participant's opinion about his/her personal & professional development

I am content with the internship. I learned many new things and I could develop my passion for motorization. I could work with all of the workers and tried many different tasks.





# Michał Tadeusz Kolarczyk

**Host Organization:** Manuel Arjona Pérez

**Tutor's name:** Manuel Arjona Pérez

## 1. Description of the host organization

Instalaciones eléctricas Manuel Arjona Pérez is a small electricity company based in Úbeda. The company was founded in 2004 by Manuel Arjona, who started to work as electrician 30 years ago, and after some years working as a worker in an electricity company, he decided to open his own business, and he became freelance and founded in 2004 the company named with his same name. Instalaciones eléctricas Manuel Arjona Pérez provides to its customers a high-quality service and affordable price, he loves work closely to his clients, he builds relationship and he provides a rapid response to all kinds of situations that arise.

## 2. Main responsibilities & tasks carried out during the work placement

- Assisting in the installation of light system
- Preparing and installing components of light system by applying appropriate techniques and procedures
- Gathering all needed materials, tools and other working equipment and preparing the worksite
- Ensuring that the work equipment is maintained in an efficient state
- Supervising the correct functioning of the already existing installations
- Fabricating, dismantling, assembling of utilities industry components

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Michał has been well-assessed by his supervisor, who is content with the work Michał carried out. His supervisor thinks that Michał is a very nice, good person always doing his work reliably and with interest. Maybe he needs more self-confidence in what he is doing.

## 5. Participant's opinion about his/her personal & professional development

I am very happy with my internship because the atmosphere was nice and my boss was very friendly. He had the tasks for me well planned and he always tried to explain them in details.





# Grzegorz Finkielman

**Host Organization:** Friorema

**Tutor's name:** Alfonso Delgado Vilches

## 1. Description of the host organization

Friorema is a company dedicated to the installation and maintenance of industrial cooling equipment and systems, supporting a variety of customers, ranging from bars to hospitals. The company was established in 2002 in Ubeda, in the Jaen province. The main areas of offered services are plumbing, heating, and air conditioning. Moreover, the company helps their customers to plan, design, install and modernize air conditioning and air circulation systems. Finally, Friorema advises on how to use all the above-mentioned installations in an efficient and economical way.

Friorema has the capital of more than 100,000 €. The company employs between 5 and 25 workers and its turnover is between 300,001 and 600,000 €.

## 2. Main responsibilities & tasks carried out during the work placement

- Assisting with the installation and repair of heating, ventilating, and air conditioning systems
- Assisting in testing system for any possible malfunctions
- Assisting in conducting preventive maintenance operations
- Changing spare parts
- Making routine adjustments to maximize operational efficiency of the systems
- Installing, connecting, and adjusting thermostats, humidistats and timers
- Assisting in regular cleaning of the equipment and adjusting ignition systems, electric and electronic controls
- Selecting and gathering all needed materials, tools and other working equipment
- Performing other related duties as required

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Grzegorz has received an excellent grade from his supervisor. The supervisor thinks that Grzegorz is a very good person. He is well-mannered, formal at work and observative.



## 5. Participant's opinion about his/her personal & professional development

In my opinion, the internship was great. My colleagues had a positive attitude towards me and were always helpful. The work was interesting and pleasant.





# Malwina Marcelina Jelińska

**Host Organization:** Hotel La Paz

**Tutor's name:** Gilberto Agustín Moreno Campoy

## 1. Description of the host organization

The Hotel La Paz is located in the center of Úbeda city, World Heritage Site by UNESCO since 2003. It is located just seven minutes walking, to the historic town. The San Pablo Church is just 10 minutes walk from Hotel La Paz. The Sacred Chapel of El Salvador is 20 minutes away and sits in the Plaza Valquez Molina.

Therefore, this hotel is an ideal and economical option for business travelers and for cultural and leisure tourism.

With over forty years of experience, the Moreno-Campoy Family actively works to give us a happy and comfortable stay while helping us to explore the city and its surroundings.

## 2. Main responsibilities & tasks carried out during the work placement

- Getting to know the Work Health and Safety regulations and Fire Safety regulations applied in the hospitality and gastronomy industry
- Getting to know different kinds of services provided by the hotel
- Familiarising with the rights and obligations of a trainee during vocational training
- Making beds daily and change bed linen
- Using disinfectants, cleaning devices and products during cleaning in hotel rooms
- Cleaning bathrooms and supplying with fresh towels and toiletries
- Checking and restocking tea, coffee, sugar, milk and mini bar supplies
- Getting to know the proper order of cleaning activities
- Getting to know the system of work and collaboration between housekeeping staff and reception, laundry unit.

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Malwina has received a very good grade from her supervisor, who has nothing but compliments for her. She stands out as a hardworking, punctual and skilled girl. She learned very quickly and she realized many different tasks without any problem. Malwina was always ready and motivated to do something new and to improve her skills.



## 5. Participant's opinion about his/her personal & professional development

I am content with the internship. The atmosphere was nice and people friendly and helpful. I wish I could stay and work here longer to try my strength at the reception desk.





# Sandra Tarnowska

**Host Organization:** Deliciosa Paula

**Tutor's name:** Ana Belen Castillo Perez

## 1. Description of the host organization

Deliciosa Paula is a gourmet shop that offers homemade takeaway food. It was established in April 2016 and in a surprisingly short time, the enterprise has achieved clients thanks to the undeniable flavor of the meals.

The name “Deliciosa Paula” has its origin in the film entitled “Deliciosa Marta”, which tells a story about a French restaurant, and here Paula is the daughter of the manager director of the shop. The owners are excited and still very passionate concerning their business in Úbeda. The place offers a variety of food, which makes it special in this sector since the meals are not only national and international ones but also they are more elaborated than in other places. The gourmet shop is open from Tuesday to Sunday, from 9:30 to 16:00.

## 2. Main responsibilities & tasks carried out during the work placement

- Learning about the typical Spanish cuisine and local specialties, as well as international cuisine.
- Doing skilled cooking and food preparation
- Estimating food supplies, reviewing inventory to assure that adequate supplies are available
- Assisting in coordinating food service activities to have meals prepared at scheduled time
- Washing and drying kitchen pots/utensils and ensuring their proper storage
- Keeping the kitchen area (floors, cookers etc) clean
- Assisting in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
- Carrying out any other reasonable duties within the overall function of the job.

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Sandra has received the highest grade from her supervisor, who has nothing but compliments for her. She stands out as a skilled, punctual and hard-working girl. She showed a lot of motivation to learn and to improve her skills in the kitchen.

## 18. Participant's opinion about his/her personal & professional development

I am completely satisfied with the internship. I learned many things which I did not know from Poland. I learned the Spanish language and about the culture. My tutors were very friendly and I would not like to work in any different place. I am very happy, that I could take part in this project.





# Bartosz Jegor

**Host Organization:** Deliciosa Paula

**Tutor's name:** Ana Belen Castillo Perez

## 1. Description of the host organization

Deliciosa Paula is a gourmet shop that offers homemade takeaway food. It was established in April 2016 and in a surprisingly short time, the enterprise has achieved clients thanks to the undeniable flavor of the meals.

The name “Deliciosa Paula” has its origin in the film entitled “Deliciosa Marta”, which tells a story about a French restaurant, and here Paula is the daughter of the manager director of the shop. The owners are excited and still very passionate concerning their business in Úbeda. The place offers a variety of food, which makes it special in this sector since the meals are not only national and international ones but also they are more elaborated than in other places. The gourmet shop is open from Tuesday to Sunday, from 9:30 to 16:00.

## 2. Main responsibilities & tasks carried out during the work placement

- Learning about the typical Spanish cuisine and local specialties, as well as international cuisine.
- Doing skilled cooking and food preparation
- Estimating food supplies, reviewing inventory to assure that adequate supplies are available
- Assisting in coordinating food service activities to have meals prepared at scheduled time
- Washing and drying kitchen pots/utensils and ensuring their proper storage
- Keeping the kitchen area (floors, cookers etc) clean
- Assisting in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
- Carrying out any other reasonable duties within the overall function of the job.

## 3. Tutor's final note

6 (Excellent)

## 4. Tutor's final evaluation

Bartosz has received the highest grade from his supervisor, who has nothing but compliments for him. He stands out as a skilled, punctual and hard-working boy. He showed a lot of motivation to learn and to improve his skills in the kitchen.

## 5. Participant's opinion about his/her personal & professional development

I am happy with my internship. We could understand each other at work without problems and I wish I could work here longer. I find out many things about Spanish cuisine and culture.





# Natalia Irena Grabowska

**Host Organization:** Restaurante Taperia Antique

**Tutor's name:** Pepa Higuera

## 1. Description of the host organization

ANTIQUE restaurant is located in the heart of the old town (in the middle of Royal Street, which as its name suggests is the city's main streets) of Ubeda, city named by UNESCO Cultural Heritage of Humanity along with Baeza, thanks to the quality and value retention of its many Renaissance buildings.

This wonderful restaurant has a perfect balance of tradition and innovation, combining the traditional cuisine of the area with the most modern techniques and modern presentations.

On the outside, the place is perfectly matched with the rest of the buildings, but upon entering has been observed as a step forward and the decor is elegant and innovative, combining the finest stone and modern elements.

## 2. Main responsibilities & tasks carried out during the work placement

1. Learning about the traditional Spanish cuisine and local specialties
2. Preparing typical Spanish tapas
3. Estimating food supplies, reviewing inventory to assure that adequate supplies are available
4. Assisting in coordinating food service activities to have meals prepared at scheduled time
5. Washing and drying kitchen pots/utensils and ensuring their proper storage
6. Keeping the kitchen area (floors, cookers etc) clean
7. Assisting in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
8. Carrying out any other reasonable duties within the overall function of the job.

## 3. Tutor's final note

5 (Very Good)

## 4. Tutor's final evaluation

Natalia has received a good grade from his supervisor, who has nothing but compliments for her. She stands out as a hardworking, punctual and skilled girl. She learned very quickly and she realized many different tasks without any problem.



## 5. Participant's opinion about his/her personal & professional development

I am happy with my internship. I found out many new things, I learned more about Spanish culture and I wish I could stay here for longer.





# PROJECT MANAGEMENT

## 1. Mobility Project Preparation & Induction

Before the arrival of your trainees in Spain, euroMind provided them with the pre-arrival guide, including useful information, local transport & social life, emergency numbers.

euroMind has also arranged Skype meeting with the participants in order to get to know them and to interview them.

After the Skype interview, euroMind created a Facebook group to which all the selected participants were invited, together with their Teachers. This way euroMind Coordinator had constant contact with the target group already before their arrival in Spain.

Once the Skype interviews were delivered, euroMind upon a thorough analysis of the participants' studies and profile provided each one of them with an adequate work placement.

euroMind took responsibility for preparing Learning Agreements individually for each participant and made sure that all the parties involved signed all the necessary documents.

On the first day after the arrival, euroMind organized the welcome session during which the participants got to know the euroMind team, were reminded about the programme agenda, accommodation rules and dissemination strategy options.

Later on, the participants were taken for a walk around the neighborhood to get to know the area and find out where banks, mail box, workplace, supermarkets, bus station are.

## 2. Monitoring & Monitoring

In order to make sure that the objectives of the Learning Agreement were going to be achieved and that the participants would be fully integrated in the companies' work culture, the monitoring was delivered by all of the parties involved in the project.

euroMind assigned a Mentor for the group of participant who was responsible for the introduction of the participants to the host organisation(s). During the work placement/training the Mentor delivered monitoring visits to the work placements in order to revise the tasks of the trainees, their progress as well learn from the first hand the level of satisfaction of both the participants and the host companies/ training centre tutor.

The mentor in cooperation with companies Tutors carried out the evaluations of the trainees in the middle and at the end of the trainings.



After obtaining the results of the half-way through evaluation, the Mentor met the participants to give them the results of this evaluation. The least favourable results were discussed with the participants in private so that both the Mentor and the trainees had the comfort of sharing the information and exchanging the opinions and finding solutions to some problematic issues.

Host organisations assigned a member of its staff as a tutor. The tutors from the host companies were responsible for helping, informing and guiding and supervising the work done by the participants. The tutors had regular meetings with the participants in order to assess their presence in the company as well as to discuss the tasks and responsibilities according to the needs of the company and the participants.

euroMind at the end of the programme during the goodbye session handed out evaluation sheets to the participants so that they could assess their stay in Spain, work placements, as well as the work of the euroMind.

euroMind was also available to the participants 24/7 in case of emergency.

### **3. Communication**

EuroMind takes good care of successful communication between companies and trainees. Each evaluation of work is aimed at improving the quality of cooperation. Each party is thoroughly checked and assessed and the necessary improvements are introduced. Moreover, euroMind mediates in this supervisor-trainee collaboration by translating and solving language-connected complicated matters.

### **4. Dissemination strategy**

euroMind took active part in the process of preparing and dissemination results of the project together with the sending organisation and participants.

While the trainees were in Spain, euroMind involved them in a number of activities the aim of which was to make students monitor and collect all the information related to the progress of their work placements and stay in Spain. The materials produced by the participant would be then used as tools for disseminating results by the school in their country and by the partner in Spain.

The participants could work in groups or individually. On the first day they needed to decide on the form or forms of recording their professional experiences.

As a rule the whole group needed to create a Facebook fan page as it is an effective and quick means of accessing large numbers of people. What is more, it is a form that appeals to young people as they can share their experiences instantly and receive instant feedback, too. The fan page is



always linked to the euroMind's Facebook fan page. The sending organisation was also asked to do the same thing.

This way the material produced by the trainees reached bigger audiences and was more effectively disseminated.

Apart from the Facebook fan page, the trainees were encouraged to prepare a presentation in English which they would be able to use to disseminate the results of the project back home (conferences, meetings with other students, parents, etc.).

euroMind also disseminates the project at a local level. It organises language and cultural exchanges between the international trainees and students from local vocational colleges. During those meetings both Spanish and International students are involved in a number of activities the aim of which is to get to know each other, share experiences related to work experiences and in general their stay in Spain. The students also exchange information about their countries and cultures.

## 5. Certification

To validate the acquired skills, the trainees, at the end of their stay, received complete proof of their participation in the project by means of several methods of recognition:

- Training Certificate
- Europass Mobility Certificate
- ECVET
- Spanish Course Certificate





# CULTURAL & LINGUISTIC PREPARATION

## 1. Spanish course: teaching method & participants' outcomes

The group was given very intensive Spanish lessons with our Spanish Teacher. euroMind's teaching methods were very effective as they made learning fun through playing games and creating an enjoyable atmosphere in the class. The Spanish classes can be described by 2 words: dynamic and practical! We used an interactive method of teaching based on learning by practicing. This means that grammar was covered as much as possible by using practical situations. Therefore, speaking and actively using the language is crucial and central in all our activities delivered. After intensive and hard learning the students had a written an exam. All of the participants passed with very good results!



## 2. Cultural activities, Andalusian cities & places visited during the programme

Walk around Ubeda :

Ubeda is a beautiful, small city full of narrow, tangled streets where monuments wait for you in every corner. Its history is a tale of battles, changing cultures and religions. The first day a member of the euroMind's team took the group for a walk around Ubeda, to show all the trainees the most important and the most interesting places in the city. It helped trainees to get an orientation in the neighborhood. They find out the shortest way to get from residence to the euroMind's office and to the city center. During the walk, they visited Hospital de Santiago, the most emblematic building of Ubeda, small Plaza de Toros, where bullfights are still being organized, City Hall, The Cathedral and San Salvador Church which are famous renaissance works of architect Vandelvira. The euroMind's coordinator helped our trainees to understand the city from a historical and artistic point of view but also gave them some shopping and eating tips. The group was shown the most attractive places



where they could go and grab something to eat, drink or just relax and hang out. The whole group went to a panorama point to enjoy the view of olive fields and mountains. Old city walls led them back to the residence.

#### Trip to Baeza :

The trainees visited one of the most beautiful historical cities with well-preserved examples of Renaissance architecture in Spain. Baeza is twin town of Úbeda, both included in the World Heritage Sites list. This town in the province of Jaen stands on a little promontory, dominating a landscape of olive trees, in the centre of the county of La Loma. Declared of historic and artistic importance, Baeza is home to an incredible legacy of Renaissance architecture; awarded the World Heritage designation by the UNESCO; where ornate carved stone mingles with traditional whitewashed houses. Set on the Andalusian Renaissance Route and the Nazarite Route, it is a wonderful place for touring the whole region and tasting its pure olive oil, focus of the Mediterranean diet. Accompanied by their euroMind Mentor, the trainees were shown around all the beauties of the town, such as Plaza de los Leones, Plaza Santa María, Palacio de Jabalquinto, Torre de los Aliatares and many others.

#### Trip to Nerja :

Nerja, located on the eastern end of the Costa del Sol, has all the ingredients to charm any visitor. Its annual average temperature, around twenty degrees Celsius, the beautiful mountain landscape of La Axarquía region, as well as a rugged coastline of beaches and cliffs, are just some of its attractions. Nerja has more than its fair share of fabulous beaches, Burriana and Torrecilla being the main ones, boasting 16 kilometers of beaches with powdery sand and sparkling clear and calm water, and a splattering of small coves. The old quarter of the town is still virtually unchanged with narrow, winding streets, whitewashed houses with wrought iron terraces overflowing with geraniums, on which a canary can sometimes be heard singing.

#### Trip to Cazorla :

During this wonderful day trip the students could see the beauties of Úbeda's surroundings. Cazorla is a charming town in the mountains. We find it in the north-eastern part of the province of Jaén, surrounded by impressive rocky mountains, where many rivers have their origin here, including the Guadalquivir. This area is also the largest protected nature area in Spain spreading out on 200.000 hectares. It was designated an UNESCO biosphere reserve in 1983, recognizing its exceptional ecological importance. Lovely little town of Cazorla attracts visitors with the typical

Andalusian white houses, the beauty of its nature and the calm of this place. Here the group could see unique ruins of the church build above a river, the Muslim castles and an old watching-towers, about which legends are told. They could admire a view from the terraces.





# SUMMARY OF THE PROJECT

euroMind team did their best in order to deliver the best professional and cultural experience to the trainees of the project being always ready to help, give advice and solve any problems or doubts.

The trainees were fully satisfied with their work placements. They gained much needed professional experience abroad which is highly appreciated and sometimes even specifically asked by today's employers.

We have no doubt that our trainees will use their new knowledge and experience at their current work in their home country or increase their chances at the labour market and dazzle their future potential employers.

Moreover, the trainees learnt the basics of the Spanish language were able to work in a multi-cultural environment and proved themselves with the ability to work individually as well as in a team.

euroMind team was extremely satisfied with the trainees' involvement in the project and personal interest in whatever they participated in.

This project was very successful and we hope to realize other successful projects with Zespół Szkół w Czerwionce Leszczynach in the future.

ÚBEDA, 08-12-2017

**Carlos Hoyo de la Torre**

**Director**