

The evaluation of practical training placements within the Erasmus+

“Together for success in Europe”

2017-1-BG01-KA102-035751

Preparation of Work Experience programme

The project implemented and delivered between **8th July** and **20th July 2018**.

Preparation of WE program within the Erasmus+ project was carried out based on telephone consultations and emails among the sending organization **Profesionalna Tehnicheska Gimnazia "Tsar Simeon Veliki" Targovishte, Bulgaria** and **ADC College London**. The following organizations participated: *Yottabyte, Stamford Hill Computers, Pentecom, KAM Computers and Mobiles, Camara Education, Foto-Plus, Prontaprint Harrow*.

The companies selected for the students' work experience agreed to deliver high quality work experience which will help students to develop their professional & personal skills and their level of English while working with people from multiple cultures. The students were with Information Technologies (IT) profile. They were placed in the different companies according to their level of English, personality, skills and knowledge.

The students were accommodated in host families where they had the opportunity to immerse themselves within the families' customs. The students were interacting with the hosts to learn more about their culture as well as to practise their English.

Practical implementation of internships

Induction was given to the group regarding ADC College facilities, team, values and an overall explanation of the Erasmus+ programme. Students were advised and informed on matters of their work placements and their designated families regarding expectations.

All students participated in Health and Safety training to avoid the risk of any injuries in the work place. They were also familiarised with other procedures such as Equal Opportunities and Safe Guarding. The aim for all work placements was to broaden each student's professional competence in areas related to their field of study. Additionally, and of equal importance, was to support the students to gain confidence in using English in business communication.

The students took part in variety of companies performing different, diverse tasks working as a part of a team supervised by a mentor. They gained an understanding of work values and discipline. They were immersed in the culture of their respective employers by participating in everyday activities developing specific skills in their field of studies while progressing their professional English language. Students became familiar with commercial environments and gained a better understanding of complex business strategy necessary for competitiveness.

In each company, a designated manager or supervisor was responsible for monitoring and supporting the students. They were also involved in preparation of the daily work tasks for the students, monitoring and evaluating their progress. Feedback was given by the managers to the Group Leaders during the arranged monitoring visits by ADC College.

The companies were very satisfied with the work of the students as they have shown pro-activity, enthusiasm, tolerance and knowledge in their work. All participants have had an excellent attitude and behaviour towards their work, communicating well in English.

Furthermore, they have exceeded the expectations of their managers/supervisors with a very good knowledge in the different subjects and willingness to learn new things.

The students who achieved a practical experience in Information Technologies & Business Administration are the following:

1. Mr Aleksandar YANCHEV
2. Mr Alim DRAGOEV
3. Mr Damyan KANEV
4. Mr Georgi GEORGIEV
5. Mr Ivan IVANOV
6. Mr Konstantin DIMITROV
7. Mr Nikolay GEORGIEV
8. Mr Pavel SLAVOV
9. Ms Radina TONCHEVA
10. Mr Sasho GEORGIEV
11. Mr Simeon PETKOV
12. Ms Viktoria VELIKANOVA
13. Mr Vladimir PETROV
14. Mr Stoycho HRISTOV
15. Mr Stefan GYUROV

Some of the tasks were as follow:

Information Technology

- ✓ working with internal IT system
- ✓ entering data to the databases
- ✓ updating company's website
- ✓ researching data
- ✓ interacting with clients
- ✓ assembling and disassembling laptops and PCs
- ✓ helping with controlling stock
- ✓ reinstalling OS and Windows operating systems
- ✓ repairing laptops, PCs and phones
- ✓ work place maintenance

Leisure Time

The accompanying Group Leaders have prepared a cultural programme for the students during the weekend and other activities in the local area during their free time. The students visited many well-known, historical and interesting cultural places in London.

Conclusion and Recommendations

The students demonstrated motivation and integration within the companies throughout the programme.

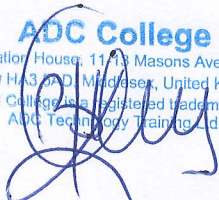
At the end of the two-weeks Work Experience programme a certification session was held at ADC College to celebrate the achievements of the students through the award of a Certificate of Attainment. The whole group have received certificates as a result of successfully completed the project.

The students contributed to the evaluation of the project by providing detailed feedback on their experience in all areas of the organisation of their placements by ADC College.

The additional language skills built up within this internship in London through Erasmus+, would substantially enhance students' communication skills and facilitate better participation and integration of the students in their future career path. They will be able to share new ideas in their home country and bring excitement and encouragement to their friends and school-mates.

The project contributed significantly to build awareness in the differences at a work place in different European countries.

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