*Please fill in this form* ***electronically****.*

### Trainee

|  |  |  |  |
| --- | --- | --- | --- |
| Last name (s) |  | First name (s) |  |
| Date of birth |  | Sex [*M/F*] |  | Nationality[[1]](#endnote-1) |  |
| Study cycle [[2]](#endnote-2) | EQF LEVEL 6 – CODE 1 – **GRADE IN PRIMARY EDUCATION** | Field of Education [[3]](#endnote-3) | 0110 – **3rd course** | Academic year |  |

### Sending Institution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Universidad Autónoma de Madrid | Erasmus code[[4]](#endnote-4) | E MADRID04 | Country | SPAIN |
| Faculty/School | Teacher Training and Education | Address | Ciudad Universitaria de Cantoblanco, 28049 Madrid |
| Contact person[[5]](#endnote-5) name: e-mail; phone | Beatriz Mangada Cañas, Vice-dean For International RelationsRosa María Esteve Dávila, International Relations Officeori.profesorado@uam.es+34 91 497 86 24 |

### Receiving Organisation/Enterprise

|  |  |
| --- | --- |
| Name |  |
| Department |  | Organisation Type [[6]](#endnote-6) |  |
| Public Body | [ ]  Yes [ ]  No | Non-Profit | [ ]  Yes [ ]  No | Size | [ ]  < 250 employees [ ]  > 250 employees |
| Address [street, city, country] |  |
| Website |  |
| Contact person [[7]](#endnote-7) name; position; e-mail; phone |  |
| Mentor[[8]](#endnote-8) name; position; e-mail; phone |  |

## BEFORE THE MOBILITY

***Table A - Traineeship Programme at the Receiving Organisation/Enterprise***

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned period of the mobility:** from [day/month/year] | from 21th October 2019 to 17th January 2020 |  |  |
| **Traineeship title:** Primary School Practicum PeriodPRÁCTICUM I Y II | **Number of working hours per week:**  |
| **Total number of working hours:**   |
| **Detailed programme of the traineeship period:** It will take place in an educational centre for the mentioned dates, from Monday to Friday, full time. The student must be supervised by two tutors: one belonging to the school and another belonging to the Faculty |
| **Traineeship in digital skills[[9]](#endnote-9):** [ ]  Yes [ ]  No |
| **Knowledge**, **skills and competences to be acquired by the trainee at the end of the traineeship (expected Learning Outcomes):**While the student is doing the internship, he/she should be able to: 1. Acquire better knowledge of the education reality and all the elements and variables involved: Community Education and Administration. 2. Acquire practical knowledge of the classroom and its management. 3. Apply the concepts learned during the theoretical training in a specific real context. 4. Collect and analyse educational facts from the constructive side, through the eyes of a professional. 5. Develop the necessary competence to teach and assess children who have different skills, abilities and learning styles, and also children from different cultures. 6. Identify the variables and processes that are present in a school and describe their organization. 7. Discover the social, cultural and educational reality where it is intended to intervene. 8. Identify the procedures used by the centre to promote the participation of the different social sectors of the school community, and the school community in the social environment. 9. Identify the classroom variables (personal, formal, structural and material) and use/control them in the management of space and time. 10. Recognize the organizational aspects of the school and the classroom. 11. Develop systematic observation skills and the mastery of the different procedures to enrich critical observation. 12. Value the organizational aspects of the school and the classroom. 13. Participate responsibly in the different formal and informal situations that occur in the classroom. 14. Develop attitudes of respect and appreciation for the work of the teaching professionals, and show interest in knowing everything about the work that takes place in it. 15. Collect information from the class group about their characteristics and needs and design teaching activities adapted to different situations. 16. Understand and apply the processes of interaction and communication in the classroom, and master the necessary social skills to foster a classroom atmosphere that facilitates learning and coexistence. 17. Regulate the interaction and communication processes in groups of students from 6-12 years old. 18. Track the educational process and, in particular, the teaching-learning process by mastering the techniques and strategies needed. 19. Develop the ability to work collaboratively in the performance of teaching. 20. Establish guidelines to develop the capacity to be a critical professional. 21. Develop the capacity for critical thinking, prior to action, during the action and after the action. 22. Self-assess the learning acquired during the internship, developing reflexive attitudes to education practices. 23. Be aware of one’s strengths and weaknesses in order to improve gradually through reflexive coaching and other supervisor-supported modalities, peer collaboration, study and on-going inquiry. 24. Insist on personal development, promoting self-knowledge, self-esteem, social skills that facilitate a good atmosphere in the classroom and at school, as well as the attitude of: independence, openness to creativity and innovation, critical thinking, continuous improvement, respect for other people, empathy, support, and commitment to the values of a democratic society. 25. Incorporate ethical component to think about the practice. 26. Dialogue with other students and the tutor of the Faculty about the experiences gained during the internship. 27. Promote respect, tolerance, professional ethics and responsibility to all sectors of the education community. 28. Participate in the proposals for improvement in the different fields, which could be set up by the school. 29. Collaborate and get involved in daily activities and display willingness to carry out projects of innovation and improvement. |
| **Monitoring plan:** School Tutor: Each student will be assigned a mentor from the institution where the practices are carried out. The tutor, who is a teacher in charge of a group of students, will be the person who establishes the work pattern according to the drawn up program (objectives, content, methodology, activities, learning strategies, schedules, etc. ...). Therefore, the trainee student will join this class group. The tutor of the school will provide the conditions for the preparation, planning and development of the work for the internship. This teacher will accompany the student on every activity carried out with the class group, and will be responsible for it. Besides, the tutor will assess the activities that the student carries out, according to the guidelines established by the Faculty and the Faculty tutor. In addition to the generic module tutor, in the school there will be a tutor (which may coincide in the same person) for the students’ specialization, who will evaluate the work of the student in this area. The school tutor should guide and assist the student in:  The observation, description and analysis of the environmental characteristics, as well as the organization, planning and evaluation of the school's activities;  Analysing students’ characteristics, social climate and relationships established between them;  Analysing the planning and the development of the didactic process, and also tutorial action in the classroom;  The design and implementation of global programming;  The trainee’s self-assessment of the development of their practical experience. Linked to this, every week, the student must fill out a form about their teaching internship, so it would be appropriate that the school tutor is open to the student’s questions asking for advice, or that the tutor would spontaneously give advice or opinion on how the student's practice is developed, indicating both positive points as those to improve. The assessment made by the teacher of the school consists on daily monitoring of the student in the classroom. A report model will be provided to the tutor to complete it, and in this report the tutor could add the necessary information to properly evaluate the student. In the necessary establishment of a link between the university and the school, it is very important that, from the first day of practice or even earlier, the school tutor is in contact with the Faculty tutor or International Relations Office, in order to ensure high quality practices in the students, a key element in the development of their training as teachers. |
| **Evaluation plan:** Faculty Tutor: Each student will be assigned an academic tutor among the professors of the Faculty of Teacher Training and Education. The tutor of the Faculty is directly responsible for the student internship: organises his work, provides the specific context of action, and is coordinated with the school tutor. The tutor of the Faculty may conduct follow-up visits, if it is possible, for knowing the school better. The tutor also evaluates the student's final work. |

|  |
| --- |
| **Language competence of the trainee**The level of language competence [[10]](#endnote-10) in \_\_\_\_\_\_\_\_\_\_ *[indicate here the main language of work]* that the trainee already has or agrees to acquire by the start of the mobility period is: [ ]  A1 [ ]  A2 [ ]  B1 [ ]  B2 [ ]  C1 [ ]  C2 [ ]  *Native speaker*The Receiving Organisation/Enterprise requires the trainee to submit proof of his/her proficiency to the sending institution: [ ]  Yes [ ]  No |

***Table B - Sending Institution***

*Please use only* ***one*** *of the following three boxes.[[11]](#endnote-11)*

|  |
| --- |
| 1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to: |
| Award …… ECTS credits (or equivalent)[[12]](#endnote-12) | Give a grade based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]  |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document [ ]  Yes [ ]  No |

|  |
| --- |
| 2. The traineeship is **voluntary** and, upon satisfactory completion of, the traineeship the institution undertakes to: |
| Award ECTS credits: [ ]  Yes [ ]  No | If yes, please indicate the number of ECTS credits:  |
| Give a grade: [ ]  Yes [ ]  No | If yes, please indicate if this will be based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]  |
| Record the traineeship in the trainee's Transcript of Records: [ ]  Yes [ ]  No |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: [ ]  Yes [ ]  No |

|  |
| --- |
| 3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to: |
| Record the traineeship in the trainee's Europass Mobility Document (highly recommended): [ ]  Yes [ ]  No |

**Accident insurance for the trainee**

|  |  |
| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): [ ]  Yes [ ]  No | The accident insurance covers: - accidents during travels made for work purposes: [ ]  Yes [ ]  No- accidents on the way to work and back from work: [ ]  Yes [ ]  No |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by Receiving Organisation/Enterprise): [ ]  Yes [ ]  No |

***Table C - Receiving Organisation/Enterprise***

|  |  |
| --- | --- |
| The trainee will receive a financial support for his/her traineeship: [ ]  Yes [ ]  No | If yes, amount in EUR/month:  |
| The trainee will receive a contribution in kind for his/her traineeship: [ ]  Yes [ ]  NoIf yes, please specify:  |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): [ ]  Yes [ ]  No | The accident insurance covers:Accidents during travels made for work purposes: [ ]  Yes [ ]  NoAccidents on the way to work and back from work: [ ]  Yes [ ]  No |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by Sending Institution): [ ]  Yes [ ]  No |
| The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee. |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. |

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

|  |  |
| --- | --- |
| **Trainee** Name: Email: Position: Trainee |  |
| Date:  |   |  Signature |
| **Supervisor[[13]](#endnote-13) in the receiving organisation/enterprise:**Name: Email: Position:  |  |
| Date:  |   |  Signature |
| **Academic supervisor / mobility coordinator in the sending institution:**Name: Email: Position:  |  |
| Date:  |   |  Signature |
| **Responsible person[[14]](#endnote-14) in the sending institution:**Name: Email: Position:  |  |
| Date:  |   |  Signature |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
6. **List of Organisation Types:**

|  |  |  |  |
| --- | --- | --- | --- |
| EPLUS-EDU-HEI | Higher education institution (tertiary level) | EPLUS-SOCIAL | Social partner or other representative of working life |
| EPLUS-EDU-GEN-PRE | School/Institute/Educational centre – General education (pre-primary level) | EPLUS-RES | Research Institute/Centre |
| EPLUS-EDU-GEN-PRI | School/Institute/Educational centre – General education (primary level) | EPLUS-YOUTH-COUNCIL | National Youth Council |
| EPLUS-EDU-GEN-SEC | School/Institute/Educational centre – General education (secondary level) | EPLUS-ENGO | European NGO |
| EPLUS-EDU-VOC-SEC | School/Institute/Educational centre – Vocational Training (secondary level) | EPLUS-NET-EU | EU-wide network |
| EPLUS-EDU-VOC-TER | School/Institute/Educational centre – Vocational Training (tertiary level) | EPLUS-YOUTH-GROUP | Group of young people active in youth work |
| EPLUS-EDU-ADULT | School/Institute/Educational centre – Adult education | EPLUS-EURO-GROUP-COOP | European grouping of territorial cooperation |
| EPLUS-BODY-PUB-NAT | National Public body  | EPLUS-BODY-ACCRED | Accreditation, certification or qualification body |
| EPLUS-BODY-PUB-REG | Regional Public body | EPLUS-BODY-CONS | Counselling body |
| EPLUS-BODY-PUB-LOC | Local Public body  | EPLUS-INTER | International organisation under public law |
| EPLUS-ENT-SME | Small and medium sized enterprise | EPLUS-SPORT-PARTIAL | Organisation representing the sport sector |
| EPLUS-ENT-LARGE | Large enterprise | EPLUS-SPORT-FED | Sport federation |
| EPLUS-NGO | Non-governmental organisation | EPLUS-SPORT-LEAGUE | Sport league |
| EPLUS-FOUND | Foundation | EPLUS-SPORT-CLUB | Sport club |

 [↑](#endnote-ref-6)
7. **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-7)
8. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-8)
9. **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category. [↑](#endnote-ref-9)
10. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-10)
11. **There are three different provisions for traineeships:**

Traineeships embedded in the curriculum (counting towards the degree);

Voluntary traineeships (not obligatory for the degree);

Traineeships for recent graduates. [↑](#endnote-ref-11)
12. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added. [↑](#endnote-ref-12)
13. **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-13)
14. **Responsible person in the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-14)