

Together for Future VETskills

Key Competences for Lifelong Learning in International Activity

Student name:

Exchange Period:

Destination:



- ▶ Erasmus+ KA3 Support for Policy Reform 2019-2021
- ▶ 609068-EPP-1-2019-1-FI-EPPKA3-VET-NETPAR

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Report Instructions

- ✓ Great that you decided to participate in student exchange! It's worth it!
- ✓ Here you can write your report.
- ✓ You answer some questions **in writing** and the others **orally**. Instructions for recording are on slide 4. You can upload pictures and video recordings suitable for the recording tasks.
- ✓ You can add more slides if needed.
- ✓ Add pictures and text.
- ✓ Note: Always remember to ask for permission if you take pictures of a person or your workplace.



Report instructions

After completing your report delete this and the previous slide from your presentation.

- ✓ Remember to submit your report no later than two weeks after the termination of your training agreement to your international coordinator, study counsellor and work placement instructor. The report gives a total of 2 credits.
- ✓ You can do some assignments either in English or in the language of the destination country and then you'll also receive 1-2 credits for optional language studies of communication and interaction skills.
- ✓ Some assignments you have to do in English only or in the language of the destination country.
- ✓ Assignments, which have to be done **before** exchange period are on slides 5-15 and assignments **during** the exchange are on slides 16-27.



Instructions for Recording

- ✓ For recording assignments you can either put a background image, selfie or you can record them live.
- ✓ Each recording assignment has a link to access the recording. Follow the instruction below to log in to the recording assignments:

Password: **Exchange**. For assignments select the icon below:

and for recording the red icon below:

Are you a family member or guest? [Enter your guest password.](#)

 Record a Response



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ASSIGNMENTS BEFORE EXCHANGE LITERACY COMPETENCE

Assignment 1: CV ja Motivation letter

CV and Motivation letter are written right after you have been accepted for student exchange.

Before writing the CV and letter, discuss with your PCDP instructor the following:

- ✓ Which study unit does this exchange period belong to.
- ✓ In what kind of work placement would you like to work.
- ✓ When can you leave for the destination country and how long would you like to stay there.



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ASSIGNMENTS BEFORE EXCHANGE

LITERACY COMPETENCE

EUROPASS CV



- ✓ Find the CV form in Google using the keyword europass cv.
- ✓ Register as user.
- ✓ Choose English or the language of the destination country as language.
- ✓ Fill in the form with single words, no sentences.
- ✓ Finally press 'share' and share it with your international coordinator.
- ✓ **Bonus assignment:** Make video CV in English or the language of the destination country. From the link below you can get some ideas for visual output of a video CV.
- ✓ <https://www.youtube.com/watch?v=dPier5oVdHQ>



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Motivation Letter: Send it together with your Europass CV to the international coordinator.

- ▶ **Motivation letter** is an application letter for finding a suitable work placement. It is always sent together with CV. You can write an informal letter but it has to include certain items. Possible language errors are not corrected.
- ▶ **Layout:**
 - ✓ Use business letter format. Have a look at a model letter on the next slide.
- ▶ **Contents:**
 - ✓ Greet politely.
 - ✓ Introduce yourself shortly, i.e. tell your name, age, hometown.
 - ✓ Explain, why you'd like to go on student exchange abroad and why you chose that country.
- ▶ **Education:**
 - ✓ Where and what are you studying? When did you start studying and when will you graduate?.
 - ✓ What kind of work tasks have you learnt so far?.
- ✓ **Work experience:**
 - ✓ Tell about the work experience you've gained from your study field.
- ▶ **Expectations for the exchange period (IMPORTANT):**
 - ✓ In what kind of work placement would you like to work?
 - ✓ What would you like to learn during the exchange period?
 - ✓ When would you like to leave for the destination country and how long would you like to stay there?
- ▶ Finally mention some good characteristics of yourself as a person and an employee. Finish the letter politely.



Motivation Letter (malli)

MOTIVATION LETTER

- ▶ Maija Meikäläinen
- ▶ Pohjolankatu...
- ▶ 57200 Savonlinna
- ▶ Finland
- ▶ Tel. +35840... 1st August 202X
- ▶ email:
- ▶ Dear Madam/Sir, **TAI** Hello!
- ▶ My name is.....
- ▶ I'm studying.....(your study field) at ... Samiedu Vocational College and I'll graduate.../ This is my second/third year...
- ▶ Work experience: I have worked... / I have had my on-the-job training in....
- ▶ In your company/restaurant/hotel/residential home I'd like to work in.../ I'd like to learn...
- ▶ I can stay for...months beginning in... (kuukausi/päivämäärä)
- ▶ Something positive about yourself.
- ▶ I hope I can complete my on-the-job training in your company/restaurant....)
- ▶ Looking forward to hearing from you soon! **TAI** Hoping to hear from you soon!
- ▶ Best wishes/ Kind regards,
- ▶ Maija Meikäläinen



ASSIGNMENTS BEFORE EXCHANGE LITERACY COMPETENCE

Recording assignment 2: Tell the following details about Finland and your home town either in English or the language of your destination country. Press [HERE](#) for recording.

FINLAND:

- ✓ Number of population
- ✓ Weather conditions in different seasons
- ✓ Main sources of livelihood
- ✓ Official languages
- ✓ Tell about some attractions in Finland (about 4) and about celebrities.
- ✓ **YOUR HOME TOWN:**
- ✓ Number of residents
- ✓ Sources of livelihood and companies
- ✓ Attractions and activities

Lisää teksti
näppäimellä



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ASSIGNMENTS BEFORE EXCHANGE LITERACY COMPETENCE

Recording assignment 3: Tell about a job of your study field in Finland in English or in the language of your destination country.

Press [HERE](#) for recording.

This can also be a learning environment of college, e.g. teaching restaurant, hair or beauty salon or workshop. Introduce the workplace and tell about your tasks.

You can introduce:

- ✓ Facilities
- ✓ Size of the company
- ✓ Clientele
- ✓ Products and services
- ✓ Work tasks, working hours, tools and equipment, clothing



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ASSIGNMENTS BEFORE EXCHANGE MULTILINGUAL COMPETENCE



Written assignment 4: Small talk

What is small talk?

- ✓ Find some information: [Small talk –Wikipedia](#)
- ✓ Test your skills. Are the statements true or false. Small talk test: [HERE](#).
- ✓ Which of the statements did you answer incorrectly? Why did you disagree?



MULTILINGUAL COMPETENCE

(SMALL TALK)

- ✓ **Assignment:** Add some links. Foreigners often wonder the natural habit of Finnish people to be silent e.g. in lift, bus etc. The Finns don't smile all the time, which might sometimes also be considered rude. Find more examples in Youtube about Finnish customs, manners and habits that surprise foreigners. Add the links here:
- ✓ **Recording assignment:** You'll get some ideas for the assignment from the link below. Listen first to the tips for small talk:
https://www.youtube.com/watch?v=C1zOPtNhko&ab_channel=OxfordOnlineEnglish
- ✓ You are having lunch at canteen with foreign exchange students and like to make some small talk with them. What could you talk about? Record five short small talk conversations in English. Press [HERE](#) for recording.



ASSIGNMENTS BEFORE EXCHANGE

MULTILINGUAL COMPETENCE

Recording assignment 5: Interview a foreigner living in Finland. Remember small talk also during the interview.

Ask him/her at least the following questions:

Press [HERE](#) for recording (upload a picture of you both as wallpaper):

- ✓ May I publish this interview?
- ✓ Where do you come from?
- ✓ When did you move to Finland?
- ✓ What was the most difficult thing to cope with after your arrival in Finland?
- ✓ What good things are there in Finland?
- ✓ What kind of advices would you give me for my training period abroad?

Thank you for the interview!



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ASSIGNMENTS BEFORE EXCHANGE MULTILINGUAL COMPETENCE

Assignment 6: Add a link about your destination town/city.

You can tag your destination on the map [HERE](#).

- ✓ Choose **edit** on the left. Add your destination by writing the name of your destination in the magnifying glass and tag it on the map.
- ✓ Finally click your destination seen on the left as well as + button. Press preview and you can see your destination on the map.



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ASSIGNMENTS DURING EXCHANGE MULTILINGUAL COMPETENCE

Assignment 7: Introduce your destination country and town either in Finnish, English or the language of your destination country.

Attach a short video and/or some pictures on the padlet [HERE](#).

Tell about:

- ✓ Attractions
- ✓ Your accommodation
- ✓ Moving around (on foot/by bike/bus/car)
- ✓ Tips about cafés and restaurants
- ✓ Shopping
- ✓ Freetime activities



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ASSIGNMENTS DURING EXCHANGE MULTILINGUAL COMPETENCE

Recording assignment 8: Tell about your work placement and tasks abroad in English or the language of your destination country.

Press [HERE](#) for recording.

Tell e.g. the following:

- ✓ General information about the work placement (name, facilities, number of employees, clientele)
- ✓ Products and services
- ✓ Work tasks, working hours, tools/equipment, machines, working clothes
- ✓ Compare the behaviour in interaction situations between Finland and your destination country. What kind of differences were there? (e.g. between you and the supervisor, workmates, clients).



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ASSIGNMENTS DURING EXCHANGE MULTILINGUAL COMPETENCE

Recording assignment 9:

- ✓ Which languages did you speak during the exchange period and how did you manage?
- ✓ How did you solve possible problems?
- ✓ In what kind of situations small talk was used and in what way did you use it? Give examples.
- ✓ Which media did you follow during the exchange? How did you get information, what's happening in the world?
- ✓ How did you keep in touch with your work placement, college and home?
- ✓ Press [HERE](#) for recording.



ASSIGNMENTS DURING EXCHANGE

MATHEMATICAL COMPETENCE AND COMPETENCE IN SCIENCE, TECHNOLOGY AND ENGINEERING



Written or recording assignment 10: (the assignment continues on the next slide):

- ✓ Where there different kind of weight, measurement and volume units in the destination country (e.g. in recipies cup/oz/lb or in measurements inch/ft/mile)? Give examples of difficult situations.



- ✓ What is the monetary unit in your destination country? Did the price level differ from the Finnish one (in shops, restaurants, public transport)?



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ASSIGNMENTS DURING EXCHANGE

MATHEMATICAL COMPETENCE AND COMPETENCE IN SCIENCE, TECHNOLOGY AND ENGINEERING

- ✓ Were there some different means of payment in use in the destination country than in Finland?
- ✓ Were the electricity and heating systems different from Finnish ones? Was there an electrical or gas cooker in your accommodation and did it cause you any problems?
- ✓ How would you create your travel budget otherwise if you travelled abroad again after this exchange?
- ✓ Press [HERE](#) for recording.



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ASSIGNMENTS DURING EXCHANGE

DIGITAL COMPETENCE



▶ Recording assignment 11:

- ▶ What kind of IT, means of communication and applications have you used during the whole exchange period process (before, during and after exchange)? Which of them were new to you?
- ▶ What would you do differently concerning ICT, when you go abroad next time?
- ▶ Press [HERE](#) for recording.



ASSIGNMENTS DURING EXCHANGE

PERSONAL, SOCIAL AND LEARNING TO LEARN

COMPETENCE

Recording assignment 12:

- ✓ Give examples about familiarization with your work tasks, supervision and **solving of problem situations**. How did you cooperate with your supervisor and other employees?
- ✓ How do you think the exchange will benefit you in future?
- ✓ In which areas of life did you develop/learned something new and what should you improve (e.g. self-confidence, sociability, working life skills)?
- ✓ Press [HERE](#) for recording.



ASSIGNMENTS DURING EXCHANGE

CIVIC COMPETENCE

Written assignment 13:

- ✓ What type of government is there in your destination country? (republic, monarchy) and who is the head of state?
- ✓ Did anything significant happen in your destination country during the exchange (e.g. elections, major demonstrations)?
- ✓ Tell about the social security in your destination country (student grant, length of maternity leave, daily maternity allowance, unemployment benefit etc.)
- ✓ How did the equality between men and women differ from Finland?
- ✓ Was everyone treated equally at your workplace regardless of age, culture, gender, sexual orientation etc.
- ✓ Was bullying acceptable at your workplace and how did it appear?



EQUALITY



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ASSIGNMENTS DURING EXCHANGE CIVIC COMPETENCE



Recording assignment 14:

- ✓ What kind of differences are there at workplaces in Finland and in your destination country: hygiene, working clothes, safety, tools/equipment, machines, ergonomics, working methods etc.
- ✓ Did you need any compulsory safety certificates in your destination country (e.g. hygiene passport, first aid or hotwork certificate)
- ✓ What things did you have to consider to ensure your own health and safety at work and in freetime before and during exchange (e.g. necessary vaccinations, medicines, insurances etc.)?
- ✓ Did you fall ill during exchange? How did you act in that situation?
- ✓ Press [HERE](#) for recording.



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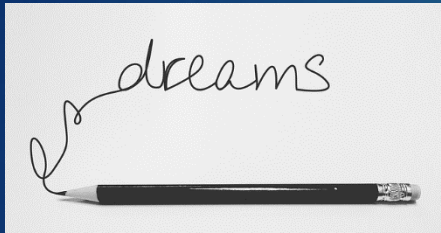
ASSIGNMENTS DURING EXCHANGE CIVIC COMPETENCE

▶ Recordig assignment 15:

- ✓ How does recycling work in your destination country compared to Finland? Upload an image of recycling as background of your recording.
- ✓ Is public transport /cycling favoured in your destination country and town and how did it appear?
- ✓ Give three examples about economic activities at your workplace, e.g. loss of raw materials in restaurant.
- ✓ Press [HERE](#) for recording.



ASSIGNMENTS DURING EXCHANGE ENTREPRENEURSHIP COMPETENCE



Written assignment 16:

- ✓ What business ideas did you see in your destination country that we don't have in Finland? Did you get excited of any such an idea so that you could set up a similar business of your own in Finland?
- ✓ What kind of special skills did you learn during exchange that you haven't learned in Finland?



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