

**Lifelong Learning Program
Erasmus+
Mobility Action – KA1**

Project title

“Success on the labour market thanks to an internship in Europe”

Project code

2018-1-PL01-KA102-049407

FINAL REPORT

Sending Organization:

Centrum Kształcenia Ustawicznego
Plac Św. Katarzyny 8,
87-100 Toruń
Poland

Intermediary Organization:

Braga Mobility Open - APLICAPROPOSTA LDA
Travessa de S. José nº 41 – 1º
São Victor
4710-438 Braga
Portugal

Participants:

- 1) Alicja Trojnar
- 2) Dominika Nowicka
- 3) Ewelina Bylicka
- 4) Magdalena Oller
- 5) Małgorzata Jasińska
- 6) Marta Lewandowska
- 7) Mateusz Urbański
- 8) Oliwia Lewandowska

Responsible person:

Tiago Costa

Duration of the Mobility:

21 days

Starting date of the Mobility:

06 April 2019

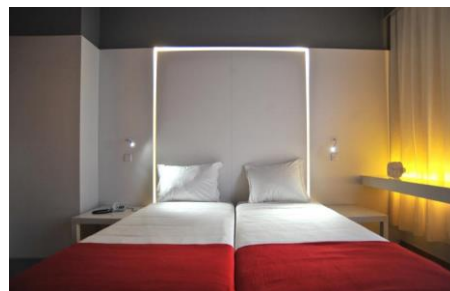
Ending date of the Mobility:

27 April 2019

We confirm that the official starting date of the project was **06 April 2019** and the official ending date was **27 April 2019**.

Accommodation

The participants of the project were accommodated in the Hotel Axis, a comfortable, quality hotel located in the heart of the center of the city of Braga, allowing for easy mobility and leisure walks.



Content and realized aims of the Project

The main objective of this project was to give the opportunity to the participants to improve their personal skills and to acquire new technical and professional know-how, through their insertion within a receiving organization which offered them hands-on experience with their entrepreneurial system, which is different from their local system, i.e. the Polish system. The training programme was organized in order to improve the students employability; to obtain and improve entrepreneurship skills within these professional sectors; to adapt to the new work team and environment; to acquire new professional, language and intercultural skills; to develop team work spirit; and to raise his/her self-confidence and awareness of European citizenship while contributing to an international work experience.

International work experience is an essential factor in the creation of a development strategy for companies striving to establish themselves in their respective industries. The training experience aimed to, first and foremost, import innovation in the local environment which would result in improving the enterprises profiles by adding to the value of the product/service, and also to optimize productive processes, organization and communication. The professional qualifications to be achieved at the end of the work placements were therefore those pertaining to being an expert on an international point of view in the fields of **Gastronomy, Photography, Administration** and **Hairdressing**, as well as seeking the improvement of professional and entrepreneurship skills and competences related to these professional areas.

Experts on an international point of view are essential today because they help from the articulation of the international vision to resolving concrete issues, not to mention the support they provide on the preparation and execution of international plans. Companies want help and advice from experienced people, especially people with international networks established which could act as “door openers” for the enterprises.

In order to achieve these international competencies, the participants underwent a mobility period of **21 days**. Before departure, they attended a preparation which provided them with crucial knowledge pertaining to the host country, in order to allow them to integrate themselves with immediacy once arrived.

Participants, during their period in Braga, Portugal have been tutored and mentored by the staff of the host organizations. Regularly, the tutor/s of the hosting organizations monitored and evaluated the project in order to guarantee its correct progression and to achieve the best results.

The host organization, other than providing indications specific to the content of the training experience, has also indicated didactic methodologies to undertake, which were:

- The focus on practical aspects rather than theoretical aspects;
- Usage of enterprise case studies which represent actual experiences;
- The possibility of holding simulations and acquire hands-on experience in the choice of presented work-related means and techniques.

The participants started by familiarising themselves with the culture of the company, being gradually introduced to more demanding and more complex information and tasks requiring more responsibility. They acquired first-hand experience with practical training through work placement at the employer abroad and new knowledge to their area of expertise. Communication in foreign language (English) at the workplace helped the participant to improve his knowledge of the foreign language in his profession. By engaging in foreign social environment, the participants formulated personal identity and reinforced self-confidence.

Host Companies & Training Contents

Twine - Achados D'Outroira Lda

Dominika Nowicka and **Mateusz Urbański** carried out their internship experiences with **Twine - Achados D'Outroira Lda**.

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<https://www.facebook.com/TwineWineTapas>
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Twine is a highly versatile space providing a quality environment ready to harmonize unique moments, with all the ideal conditions for the realization of all types of lunches, dinners, parties and events. It was created by three friends with a passion: quality wine and food. Based on the Spanish concept of "Tapas", the Twine has the particularity of providing a plethora of tidbits of the greatest diversity (seafood, meat, cheese, deli trays, etc) without ever forgetting the general well-being of the customer, serving and reinventing several specialities of traditional Portuguese cuisine accompanied by a selection of the finest national wines.

Activities/tasks carried out:

- Interact with customers, take orders and serve snacks and drinks
 - Preparing food for processing
 - Providing basic food services (preparing salads, simple dishes, desserts ...)
 - Helping the cook in his activity
 - Cleaning of the kitchen and respective utensils
 - Support in cleaning/maintenance of the workplace
 - Responding to public inquiries and helping customers
 - Performing other tasks as assigned by the supervisor
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Knowledge, skills and competences acquired:

- Understand how learners mobility enhances their personal development
 - Expanding horizons by acquiring knowledge of other countries and cultures
 - Ability to demonstrate professional conduct and attitudes
 - Ability to display self-confidence and present oneself in a professional manner
 - Improvement of professional skills and competences related to this professional area
 - Improvement of work-related skills such as punctuality, multitasking and pro-activity
 - Improved English written and oral language skills and learned basic notions of Portuguese
 - New practical, organizational and methodical skills in the kitchen
 - Acquired knowledge of Portuguese traditional Gastronomy
 - Learned different cooking methodologies and ideas
 - Perfected team-work and individual work skills
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Revista Rua

Alicja Trojnar and Malgorzata Jasińska carried out their internship experiences with **Revista Rua**.

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An unusual magazine with an original, critical and informative voice. Passionate and fun, serious and revealing. Indispensable for understanding, knowing, exploring, looking, observing and enjoying the Minho region. Rua Magazine is a editorial project conceived from scratch by the B & R Comunica team, from the creation of content to design. It has its printed distribution monthly and also has a strong, assiduous, online presence. RUA is a bet on free journalism. That it is not directed to a certain religion, which is not directed to a certain social condition, which has no political agenda, which maintains in its genesis the bet of a modern, young language, with a focus on the region.

Activities/tasks carried out:

- Operate a Computer and Photographic Equipment
 - Employ Images for Multimedia; Produce Multimedia Presentations
 - Produce Interactive Media
 - Pick up, inspect and clean equipment after use
 - Operate multimedia camera systems for live and recorded distance learning broadcasts, classes and special events
 - Configure, align, test and calibrate multimedia equipment using various signal generators and test devices
 - Duplicate/replicate audio, video, data and other mediums using DVD, audio CD, digital tape, film and data materials
 - Edit video programs
 - Develop and insert animations and graphics as requested
 - Evaluate and recommend new equipment for purchase
 - Performing tasks assigned by the supervisor
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Knowledge, skills and competences acquired:

- Perfected team-work and individual work skills
 - Development of work habits, entrepreneur spirit and sense of professional responsibility
 - Accurate and respectful attitude towards employers
 - Understand how learners mobility enhances their personal development
 - Improvement of language level and communication at work
 - Acquiring new knowledge and contact with technologies and techniques that are beyond the situations available during training
 - Learned different work methodologies and ideas
 - Expanding horizons by acquiring knowledge of other countries and cultures
 - Improved organizational and methodical work-related skills
 - The importance of communication and punctuality in this field of work
 - Following employer's Protection at work legislation
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Publiminho/Green

Marta Lewandowska and Oliwia Lewandowska carried out their internship experiences with **Publiminho/Green**.

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joapereira@publiminho.com

Green and Publiminho hold more than 750 outdoor communication media (from traditional billboards to state-of-the-art led electronic panels), duly licensed, with their own development and manufacturing facilities, with their own assembly and maintenance teams, which also includes creative department and production and large format printing, car decoration and all kinds of indoor and outdoor stands, as well as production of gifts.

Activities/tasks carried out:

- Using the MS Office suite for word processing, databases and others
 - Creating and maintaining filing systems
 - Using a variety of relevant software packages
 - Devising and maintaining office systems
 - Liaising with staff in other departments and with external contacts
 - Sorting and distributing incoming post and organising and sending outgoing post
 - Organising and storing paperwork, documents and computer-based information
 - Photocopying and printing various documents, sometimes on behalf of other colleagues
 - Word processing
 - Providing assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives
 - Performing tasks assigned by the supervisor
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Knowledge, skills and competences acquired:

- Ability to form professional relationships with a range of individuals, groups and communities
 - Improvement of foreign language level
 - Learned different work methodologies and ideas
 - Ability to work on one's own initiative and in a team
 - Expanding horizons by acquiring knowledge of other countries and cultures
 - The opportunity of applying the knowledge acquired to concrete activities in a real context of work
 - Improved communication, organizational and methodical work-related skills
 - The importance of communication and punctuality in this field of work
 - Development of work habits, entrepreneur spirit and sense of professional responsibility
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Elegance Cabeleireiro & Estética

Ewelina Bylicka and **Magdalena Oller** carried out their internship experiences with **Elegance Cabeleireiro & Estética**.

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www.facebook.com/Elegance.Braga
elegance.cris@hotmail.com

Elegance Cabeleireiro & Estética is the ideal place to take care of one's image. The salon's greatest concern is the well-being and satisfaction of their customers, in a space specialized in hairdressing and aesthetics services.

An exquisite and luxurious space, with a professional staff capable of handling the most various tasks to meet their client's expectations and demands, Elegance provides a wide variety of services to their clients, from hairdressing and make-up services, to massage and body treatments.

Activities/tasks carried out:

- Carrying out skin analysis and giving advice about skin and body care
 - Performing facial or body massage and aromatherapy treatment
 - Using a variety of treatments to treat skin and body conditions
 - Removing facial and body hair by different methods
 - Applying make-up
 - Performing manicures, pedicures, nail extensions and eyelash and brow tinting
 - Removing facial and body hair by different methods
 - Maintaining client records
 - Providing advice about and sell cosmetic products and related beauty equipment
 - Performing other tasks as assigned by the mentor/supervisor
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Knowledge, skills and competences acquired:

- Ability to form professional relationships with a range of individuals, groups and communities
 - Acquiring new knowledge and contact with techniques that are beyond the situations available during training
 - Learned different work methodologies and ideas
 - Ability to work on one's own initiative and in a team
 - Expanding horizons by acquiring knowledge of other countries and cultures
 - Improved organizational and methodical work-related skills
 - The importance of team-work and multi-tasking in this professional area
 - Accurate and respectful attitude towards employers
 - Development of work habits, entrepreneur spirit and sense of professional responsibility
 - The opportunity of applying the knowledge acquired to concrete activities in a real context of work
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Photo Gallery – Cultural Visits



CONCLUSION

- During the time the participants were in Braga, they learned basic notions of Portuguese and managed to improve their technical competencies and English language skills; we consider they have developed a new vision about the country, its people, culture and business. In our opinion we can say that the project has been productive for them, considering the goals established to be achieved at the beginning of the training.
- Participants had the opportunity of applying the knowledge acquired to concrete activities in a real context of work, as well as adding to their expertise new technologies & methodologies. They expanded horizons by acquiring knowledge of other countries and cultures.
- Participants made all possible efforts towards the achievement of the programme's objectives and its quality assurance. Furthermore, they followed the programme and the instructions of the staff.
- Participants received by Braga mob were given useful advice and information when necessary regarding local transportation as well as cultural attractions, the use of utilities and other particular aspects of local life.
- The daily work schedule of each participant was 7 hours, from Monday to Friday, schedule which helped them integrate within the companies alongside other colleagues. The competencies they have acquired during this period enhanced their self-confidence and knowledge related to foreign business environments.
- A programme with cultural visits was established for the participants, without interfering with their mobility (during the weekend), in order for them to enjoy their stay in Portugal to the maximum; participants were able to visit and enjoy the historic cities of Braga (including the Bom Jesus mount and the Sameiro sanctuary) and the largest northern metropole Porto, Viana do Castelo, Guimarães and the beautiful capital Lisbon (and the nearby religious capital of Portugal, Fátima).
- The participants showed satisfaction concerning their activities inside hosting companies, the relationship with the colleagues, and their stay in Braga in general.
- Cultural and training experiences within Europe reinforce the idea of a "Union" without borders and free mobility of people and workers, which is one of the main aims of the Erasmus+ Programme. Also, they assimilated the cultural differences between their home country and the host country as well as the differences between the companies and the way of life between Poland and Portugal.

At the end of the placement, the eight participants were adapted to the country and had developed a sense of union among them, which suggests that the mobility project was very successful.

Signed in:
Braga, Portugal
26/04/2019

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