

LEONARDO DA VINCI MOBILITY PROGRAMME

Title: " Mobility for Competences in Sustainable Tourism MCST "
Period: From 21/08/2011 to 18/09/2011
Place: Rethymno, Greece
Sending org.: Associazione Centro Studi Aurora Onlus, Italy
Hosting org.: KEA Vocational Development Center

Dear participant,

Welcome to our organization! KEA'S team is delighted to cooperate with you in this European mobility placement program!

For the better organization of our program activities, below are recorded analytically the actions that we should materialize during your placement in our institution. **Your active attendance in the program's activities is essential!** In case you are not observe your obligations and you refuse to attend in these activities of your project **we have to cancel your placement.**

LANGUAGE COURSE

In agreement with your sending organization Associazione Centro Studi Aurora Onlus it is stipulated to teach you English language using English as communication language.

The timetable of the language lessons, which is consisted on 8 hours, is;

From Tuesday 23/08/11 to Friday 26/08/11, from 10:00 until 12:00 in KEA's classrooms.

You will be in one group. **The lessons will last the first week of your stay. After you finish the lessons you have to start the practice.**

The teacher of English: It will be communicated after the arrival.

Methodology: The lessons are based on a method created with the co-operation of the linguistic department of the university of Rethymno/Crete. This method is concentrated on the oral aspect of the language. Different units are used to describe conversation of the everyday life. The teacher after having finished a unit with a given theme tries to put this one into practice.

Activities: Listening skills: Listening to dialogues of the book, songs, movies etc.
Oral expression: role-playing, development of the linguistic competence in diverse situations.

First week program

Date	Time	Activities
Monday 22/08/11	10:00-11:30	Wellcome meeting at KEA's offices
	11:30-12:00	Break
	12:00-15:30	Conducted tour in the city of Rethymno- Visit the Archaeological museum
Tuesday 23/08/11	10:00-12:00	English Language course
	12:00-12:30	Break
	12:30-14:00	Visit Fortezza Castle
	15:00-17:00	Interviews with the first 5 participants
Wednesday 24/08/11	10:00-12:00	English Language course
	12:00-12:30	Break
	12:30-13:30	Introduction meeting with the practices
	15:00-17:00	Interviews with the last 4 participants
Thursday 25/08/11	10:00-12:00	English Language course
	12:00-13:30	Introduction meetings with the practices
	15:00-18:00	Theoretical seminar about tourism
Friday 26/08/11	10:00-12:00	English Language course
	12:30-13:30	Introduction meeting with the practices
	15:00-18:00	Theoretical seminar about tourism

PRACTICE

During the first week of your placement you will have the possibility to meet the person in charge of your practice placement. The practice placements will be selected according to the possibilities existing in Rethymno, to your experiences and wishes.

The practice training will last 3 weeks. You will start the practice at **29/8/2011** and you will finish at **17/9/2011**. Your timetable will be arranged in agreement between you and the responsible person at your practice and should be **minimum four hours (4)** and **maximum six (6) hours** per day, **five days per week**. During your placement the tutor and the project manager will supervise and monitor your progress. Your tutor will realize two training follow up visits at your practice.

EVALUATION

During your placement you have to attend several evaluation meetings. In these meetings you will evaluate the practice, the language course, the accommodation and the program in general at the final evaluation meeting. The evaluation will be carried out through the "Evaluation Questionnaires (according to ISO 9001:2000 quality management system)".

The same evaluation will be carried out from your tutor at your practice.

MEETINGS

- Welcome meeting
- Language evaluation meeting and orientation to work culture
- Practice evaluation meeting
- Final evaluation meeting