



Curricular Traineeship

Mentor for professional activities: Dott. Ssa Antonella Tarditi

Referee for transversal activities: Giovanni Simonelli, employee of Anidagri srl

Trainee: Arianna Diamanti, Università degli Studi di Bergamo

Hosting Company: Anidagri srl

Period: from the 16th of January 2017 to the 15th of February 2017

Number of Hours: 200 (Professional activities hours 76; Job related activities 124)

Training Plan

TARGET

This training plan has as target the acquisition of technical and professional competences in the field of languages, communication, and marketing in Italian and English language, as well as the acquisition of the eight European citizenship key competences. The path within the Anidagri, with Anidra University envisages also the development of job-related/transversal skills through the inclusion of the trainee in the daily life of Centroanidra, Anidra Campus and Anidagri. The transversal nature of key competences makes them essential for future employment, social cohesion of young people, permanent source of learning in terms of adaptation and integration capabilities.

THE ANIDRA METHOD FOR THE EVALUATION OF COMPETENCES, NON-FORMAL AND INFORMAL LEARNING

According to the EUROPEAN GUIDELINES for validating non-formal and informal learning of CEDEFOP¹, validating non-formal and informal learning is increasingly seen as a way to improve lifelong and life wide learning. The informal learning results from daily activities related to work, relationship with staff members of Centroanidra, leisure activities, and participation to residential seminars of Università Popolare Anidra. The center of the validation process is the individual, and the impact of the traineeship on the individual. Sharing experiences and the full functioning of a community is a part of the development programme for trainees. The interaction between trainee's mentors and the teachers of Anidra, the immersion in a natural environment, and the immersion in a multicultural, multi-vocational environment, led to an alternative way of validation.

We herewith state that guidance, counseling and information about these systems and approaches have been provided; external observers participated to the training activities as external auditor and observers.

The vocational activities are both practical and theoretical. Theoretical activities involve the writing of daily reports: the trainee with the student's tutor of Anidagri wrote this final essay about translation and marketing activities.

¹ European Centre for the Development of Vocational Training



The evaluation of competences considers the use of the following factors:

1. Direct observation by the Anidra and Anidagri mentor of the relationships and learning activities in order to obtain an evaluation of behaviors and their variability depending on the work context
2. Observational context, i.e. definition of the aspects that have been explored, preparation and organization in the most effective way to pursue the objectives of the researcher
3. The observer has assumed the role of guide and identified the subject to observe: aspects of character and skills acquired during the training

Tools of validation:

1. Observational table: set of behavioral descriptions related to specific reports, used to notice the phase of development skills
2. Q-Sort method: technique that uses a set of predefined item to evaluate specific aspects of conduct
3. Sociometric techniques: the indicator of social competence is the position occupied by the individual within the working group
4. Evidence, simulation, tests, final essay

Final Essay

Professional Activities:

- 1. Web marketing, posting on Facebook, Twitter, Google+, Instagram:** I learnt how to use Google+, in particular I created a folder for the erasmus and trainees who want to come here. I wrote a text about my experience for Google+ page, and I translated the same text into English and Russian
- 2. Research of European and extra-European touristic portals:** I had never looked for touristic portals on internet, but as suggested by my tutor I managed to find them. Furthermore I learnt how to analyse these portals and see if they are good or not.
- 3. Academic, didactic, advertising translations:** I think I improved and still improving my skills. Some translations were simple, but others were very difficult because of the technical language. I took a challenge and tried to do my best. Actually I learnt the different meaning of some synonyms.
- 4. Updating and use of anidraeLearning platform:** I have just registered in the platform and downloaded some files.
- 5. web-marketing:**
- 6. acquisition of relational competences and discord management in the job field:** I communicated in my mother tongue and in another foreign language. I improved my communication skills in all fields.
- 7. acquisition of key competences about European citizenship:**
- 8. Learning and practice of English and Russian languages:** I had the chance to practice and improve my English with a Turkish girl and a Colombian, a French and an English guy. I was asked to translate some text into English and Russian.
- 9. individual researches:** I learnt on my own how to import some excel files in Mailup, as I have never used that programme
- 10. rota&jobs, emergency management:** I think that this kind of activity made me more responsible, even because I had to wait on and assist some costumers, completely alone.
- 11. Contact with professionals which will make their knowledge available for the trainee:** I worked with Michela, Daniel, Giovanni and improved my culinary and green thumb abilities
- 12. acquisition of a personal perspective about economy, its function and the job success:**
- 13. Tasks that will be put in the résumé:** translation of didactic texts
- 14. Writing of the résumé, job orientation and writing of a reference letter.**
- 15. Mailup:** I quickly learnt how to use this app to register the costumers of the agritourism. I also learnt how to create a newsletter and send it. Furthermore I learnt how to import some files from excel.
- 16. History and Russian conversation:** I enjoyed to spend time with a couple and to listen to their Russian story. I could hear part of the story told directly in Russian and fortunately I could understand everything.

Transversal Activities (Referee Giovanni Simonelli):

Strawberries harvesting: I learnt how to harvest sprigs of strawberries and put them in pots in order to be put in another place.

Composting: with the help of Dilek first and Mark then, I fed the orchard with the compost, using a shovel to take and put it in the wheelbarrow and then on the field.

Rubbish pick up: I had to pick up rubbish in the olive tree grove, and I felt like a person doing social works using a stick as people do in American movies.

I went beyond my limits as I was not used to do these kind of jobs. My legs hurt and are still hurting, but I've never given up.

Rota&Jobs (Referee Antonella Tarditi):

Clearing and setting table for dinner and breakfast: I cleared the table after lunch and dinner. I washed and dried dishes and learnt where to put them. After that, I had to set the table for dinner or breakfast. So I learnt how to set the table and where to bring the stuff for breakfast. I don't like to wash dishes and riorganise the kitchen or the dining room, so I think that this kind of activity made me more responsible, even because I had to pay attention to all tools and not to lose them.

Bathrooms and showers: a thing that scared me a lot was the cleaning of bathrooms and showers, as many people use them. But I managed to do this and I am very proud of it. I also remembered to sweep and wash the floor and also to clean mirrors, that it's a thing I always forget to do at home.

Extra activities - visits to companies, workshops and events:

During my internship I did some workshops such as the baking and the cheese ones.

I made some traditional, vegetarian and even vegan cakes with Michela. I helped her making marmalade. I was not so good at doing cakes, so I think I improved my skills spending time with her and I really enjoyed her job.

I also learnt how to make yogurt and ricotta cheese with Daniel. These are things I am going to make at home, as my parents have already asked for them.

I had the chance to participate to a convention made by Agritour.

I don't know if it is relevant to my studies but it was very interesting.

I noted down some information about labels. I learnt the difference among jam, marmalade and fruit preserve.

I got a bit more familiar with the woods issue and all the rules to get one's business in order to avoid misunderstandings or unpleasant situations when the Italian finance police come to control your business.

KEY COMPETENCES

The trainee has acquired the eight key competences of the European Union framework:

- 1. communication in the mother tongue:** Most of the time I spoke in Italian with the staff of Centroanidra.
- 2. Communication in foreign languages:** I had the chance to speak in English with my roommate, with the German costumers and with an ex-breatharian guy.

Furthermore I spoke in Spanish, English and French with Teo and John, the French and the Colombian guys.

Moreover I had the opportunity to met and talk to an English guy, whose name is Mark and I could listen to British accent and improve mine.

Besides, I used English and Russian in order to translate some texts.

- 3. Mathematical competence and basic competences in science and technology:** I got familiar with the IT vocabulary, indeed I learnt what an anchor text, a backlink, an outbound or a spider are and mean.
- 4. Digital competence:** During my internship I learnt how to use an operating system of file sharing called Trelb.

I got familiar with Mailup, thanks to which I learnt how to register the costumers of the agritourism.

I also learnt how to use excel and Google+.

Moreover, with the help and the teaching of Fabio, I found out about some tools to analyze the visibility and the benefits of some portals where the agritourism might be registered on. These tools are: moz.com, majestic.com, woorank.com, seozoom.com and so on.

- 5. Learning to learn:** I was asked to register costumers in Mailup, by importing their emails and contacts through excel. To do this I needed to learn how to use this programme and I did it by myself.
- 6. Social and civic competences:**

About the job → I surely learnt to work in a team, with all the difficulties that this kind of job involves, that is to say to work with people with a different behaviour or working method. It hasn't been so simple, but I managed to do it.

One of my biggest flaw is that I never call people I don't know, so I can affirm that it was a victory when I had to get in touch with a man and ask him for information about the portal he is managing.

I really appreciated the suggestions that Antonella gave me about the translations I did. It was really important to me to share and discuss my point of view about the construction of some sentences or the choice of the words with her. I think it allowed me to improve my vocabulary and recognize and understand the difference between synonyms that have great differences in meaning.

About the life at Centroanidra → It is a very peaceful place, totally immersed in nature. I loved being here with many people but I was scared at the same time, because of my shyness. For this reason it was difficult for me to communicate with everybody, especially in the Shanga weekend.

I felt very uncomfortable, like a fish out of water. By the way I am lucky enough to adapt myself to every situation. So I didn't give up. Actually, I participated to all the sharing moments of the group, just to challenge myself. I had the opportunity to see how they can freely express their feelings or problems. That is a thing I can't do. You never know, it might be helpful for me.

Another situation I had to face is the toilet. Going to the bathroom is an intimate and personal moment, I think that everyone would like to be alone while going there. Here I learnt to share even this. I mean, you are brushing your teeth and at the same time someone is taking a shower or peeing. I went beyond my limits and I succeeded taking a shower, while other two persons were taking it as well.



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In the end, living in nature, sharing toilets, most of the time talking in a language that is not your mother tongue, improving your skills and abilities, recognizing your limits and going beyond them is something you will be proud of for the rest of your life and that increases your store of knowledge, both cultural and emotional.

UNIVERSITA' POPOLARE ANIDRA
IL PRESIDENTE

Prof. Vincenzo Paolo Bendinelli

ANIDAGRI SRL

IL PRESIDENTE

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IL TIROCINANTE

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