

Anidra Traineeship

Mentor for professional activities: Prof. Antonella Tarditi

Erasmus Trainee: Furkan Tirak

Host Institute: Università Popolare Anidra

Period: 19th November 2018 – 20th January 2019

Number of Hours: 298

Training Plan

TARGET

This training plan has as target the acquisition of technical and professional competences in the field of Tourism and Reception. The path within the Anidra People's 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 Anidra wrote this final essay about procedures, data and analysis.

¹ European Centre for the Development of Vocational Training



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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**



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Final Essay

Professional Activities (Referee Prof. Antonella Tarditi):

1. Pilot project:

My pilot project is getting experience about the hotel receptionist profession and organizing events.

Transversal Activities (Referee Giovanni Simonelli):

2. Outdoor activities:

I have different duties during my internship program. Most of these include professional tasks, but beside of this I'm doing also outdoor activities which is working in a straw house, making Christmas lights for bungalows, bringing wood for stove.

3. Acquisition of key competences of European citizenship:

This program shows us to lifelong learning and we have to keeping up our skills and abilities. The world is growing but same time getting smaller that's why internationalization we must adapt to change. The European members should support the development competences for young people.

4. Learning and practice of the Italian language:

I have an application on my phone and I am trying to learn Italian language using that. For now, I cannot make a sentence, I'm just using words. People are helping me every time and teaching the language. I will be better.

5. Individual research:

Usually, they are telling me what I have to do and how, and then I can do my duty in a right way. Mostly, I'm trying to find some shortcuts to finish my work. It always works. Sometimes I don't understand how to do something, but after they put the stuff (computer, room keys, jar etc.) I understand what I have to do.

6. Inclusion in the daily tasks of the circuit Centroanidra residents (rota&jobs, emergency management) in order to acquire soft skills:

Every day my duties are changing. These duties are generally very simple things to do to get experience in every part of the working area. Washing dishes, cleaning the public bathrooms, waiting service for staff meal etc.



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7. Contact with professionals in the field of interest who provided to the trainees their knowledge:

I am always working with professionals and this is good for the relationship between me and workers. They are always helping me and showing their knowledge to teach me. For now I'm only one trainer that's way I have more time working with different professionals, that's giving me more knowledge about Centroanidra.

8. Performance of tasks and assignments that can be inserted in the CV:

Receptionist skills, welcoming guests, working in different positions for get experience from every part of hospitality, communication with co-worker...

Extra activities - visits to companies and workshops:

I have been in Villa Durazzo one time for Christmas bazaar. We were selling our home made jam, marmalade, cheese etc.



KEY COMPETENCES

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

1. Communication in mother tongue:

My mother tongue is Turkish, therefore I can explain everything in a better way as a Turkish. We learn all the grammar of the mother tongue and we use that in our life. Other advantages of speaking in my mother tongue are that you can tell something in many different ways.

2. Communication in foreign languages:

Nowadays, people can speak less than one foreign language. It's necessary to speak another language? It depends on your job but you don't have to learn a foreign language only for working. We have to learn a new language because it's useful for traveling, communication with other foreign people, to learn different cultures, places.

3. Competences in math, science and technology:

We have to need basic math and science during the day. It helps us to solve daily problems. We are using technological machines every day, our skills and abilities should be enough to use them.

4. Digital competences:

Nowadays, we use digital and technological stuff in working area and in social life. These includes basic computer programs such as an office programs, e mail etc. Skills needed, and we have to know some different way to use every different kind of digital and technological devices.

5. Learning to learn:

This is ability the pursue learning, organized own learning and keep growing to learn. For our career goals, we must learn every time about our duties, technologies and these abilities should provide to us experience and lifelong learning.

6. Interpersonal, intercultural and social competences, civic competence:

These include how to run in social area, working life, society etc. There are some important points in this competence which are the gender equality, work organizations, society and culture. This skills express and understand different viewpoints and to feel empathy to people.

7. Entrepreneurship:

It's too hard to find creative things nowadays. But, if you have a goal things will come by themselves. When we try to establish some things not everything would go as we planned. Should we give up? No. We have to make second or third plan. Especially young people avoid to find their way because they don't trust themselves and I think they are right. Most of parents tell us to get a good job. They rarely help and trust, so we try to establish a different job. Well, I trust myself, I believe I can do whatever I want. I don't need to anyone's help, I'm strong and I will.

8. Cultural expression:

There are too many different types of cultures all around the world. These cultural diversities includes food, lifestyle, education and more. A person who wants to learn something from other



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cultures; he/she has to know their own culture. Otherwise, no one can understand other cultural expression. Maybe, they can understand but they may forget their own culture.

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UNIVERSITÀ POPOLARE ANIDRA

THE PRESIDENT

Prof. Vincenzo Paolo Bandinelli

THE MENTOR

Prof. Antonella Tarditi

THE TRAINEE

Furkan Tirak



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Attachments:

1. Portfolio
2. Certificates of the visits of the companies
3. Anidra evaluation
4. Letter of reference



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PORTFOLIO OF WORKSHOPS AND LABS

