

## Anidra Traineeship

**Mentor for professional activities:** Giulia Siffu

**Trainee:** Elia Carmelo De Fezza

**Host Institute:** Anidra Università Popolare

**Period:** 2 months

**Number of Hours:** 153

### Training Plan

#### TARGET

This training plan has as target the acquisition of technical and professional competences in the field of Community Manager. 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 CEDEFOP<sup>1</sup>, 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.

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<sup>1</sup> 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 (Referee Prof. Giulia Siffu):

#### 1. Pilot project:

Curricular internship for the management of the image of the project in order to increase media presence and popularity in general. In particular, the trainee will promote a Web Community TV for holistic training.

### Transversal Activities:

#### 2. Outdoor activities:

No

#### 3. Acquisition of key competences of European citizenship:

- Communication in the mother tongue;
- Communication in foreign languages;
- Digital competence;
- Learning to learn;
- Social and civic competences;
- Sense of initiative and entrepreneurship;
- Cultural awareness and expression.

#### 4. Learning and practice of the Italian language:

None

#### 5. Individual research:

Research information on the world of holistic disciplines.

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

Search for people interested in the contents of the Web Community TV, managing the interactions between the Community and the participants and supervising all online user communications, measuring the level of interaction.

Collection of user feedback.

Participation in networking and media events, as well as meetings with teachers and online participants and partner organizations to discuss different aspects of the campaigns.

Keeping an updated list by collecting and modifying contact information.

Monitoring and reporting of activity on social media.

Preparation of detailed weekly and monthly reports on social media and campaign activity.

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

- Prof. Paolo Bendinelli, President of *Anidra Università Popolare*
- Dott.ssa Giulia Siffu, Project Manager – *Icaro - Education Through*

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

Responsibility for devising strategies and designing campaigns that help the Anidra holistic training Web Community TV maintain and improve its reputation and credibility, monitoring media coverage and using different communication and social media channels to promote image and brand.

Assistance in the development and execution of all marketing and advertising strategies.

Monitoring of user interactions such as likes, comments and shares.

Gathering feedback from participants and identifying opportunities for collaboration with influential partners in the sector by identifying potential markets and competitors. Establishment of strategic relationships and partnerships.

**Rota&Jobs (Referee Antonella Tarditi):**

Corvée:

None

**Extra activities - visits to companies and workshops:**

None

## KEY COMPETENCES

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

### 1. **Communication in mother tongue:**

Ability to collect and process information, formulate and express their oral and written arguments in a convincing way appropriate to the working context.

### 2. **Communication in foreign languages:**

Ability to understand messages, to initiate, sustain and conclude conversations and to read, understand and produce texts appropriate to the individual's needs in the facebook groups.

### 3. **Competences in math, science and technology:**

None



### 4. **Digital competences:**

- Use of the Canva program for graphic design;
- Use of the most important and used social media, such as Facebook and Instagram.
- Use of google drive to create documents and spreadsheets shared with the team.
- Use of the Office package.

### 5. **Learning to learn:**

Use of tutorials for learning some computer programs and for documentation on particular marketing and publishing strategies on social media.

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

Awareness of respect in working groups, gender equality and non-discrimination.

**7. Entrepreneurship:**

Motivated team player with good public speaking ability and interpersonal communication.  
problem-solver using creativity and resourcefulness.

**8. Cultural expression:**

None

Borzonasca, li \_\_\_\_\_

**UNIVERSITÀ POPOLARE ANIDRA**

**THE PRESIDENT**

Prof. Vincenzo Paolo Bendinelli

**THE MENTOR**

Prof. Giulia Siffu

**THE TRAINEE**

Dott. Elia Carmelo De Fezza



**ANIDRA**  
Università Popolare

**7. Entrepreneurship:**

Motivated team player with good public speaking ability and interpersonal communication. problem-solver using creativity and resourcefulness.

**8. Cultural expression:**

None

Borzonasca, li 22/11/2020

**UNIVERSITÀ POPOLARE ANIDRA**  
**THE PRESIDENT**  
Prof. Vincenzo Paolo Bendinelli

Handwritten signature of Prof. Vincenzo Paolo Bendinelli in black ink.



**THE MENTOR**  
Prof. Giulia Siffu

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**THE TRAINEE**  
Dott. Elia Carmelo De Fezza

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