

Anidra Traineeship

Mentor for professional activities: Giulia Siffu

Erasmus Trainee: Özge Kati

Host Institute: Università Popolare Anidra - Borzonasca (GE), Italy

Period: 1st October 2019 – 31st January 2020

Number of Hours: 620h.

Training Plan

TARGET

This training plan has as target the acquisition of technical and professional competences in the field of Human Resources Management and International Relations. 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

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:

First month, I have searched Erasmus Plus Program, Horizon 2020 and Salto Youth Platform. I gained information about them. Using this information, I reached the information of past trainees and the e-mail of the Erasmus coordinators. Then, we wrote to coordinators with my referee. I learned how I can write a formal e-mail. I wrote an email to trainee about the traineeship program and location of Centroanidra. I searched Movetia associations' e-mails, missions, visions and which one have something common with Università Popolare Anidra. I wrote an email to be partnership with them. I searched connected associations with Università Popolare Anidra on Salto Youth Program and I wrote emails to be partnership with them. I took notes of the trainee interview days, hours and I reminded them to my referee. I organized the folders. I put old programs to the folder.

Second month, my referee gave me some articles about international relations. These articles help me to enrich my vocabulary about international relations. I read the articles name of Terrorism and International Justice, Immigration. I learnt concept of justice and immigrations. I learnt database management on File Maker Pro Advanced. I managed students who applied to be trainee at Università Popolare Anidra on database. I used Facebook to find a trainee and I gave information about traineeship program at Università Popolare Anidra.

Third month, I participated to interview which selected trainees. The trainees were Turkish. During the interview, I translated Turkish to English and English to Turkish. It was good experience for me that improved my attitude and translating skills. I read the article name of Global Distributive Justice. Then I replied some questions about all articles what I read.

Fourth month, my referee taught me human resources planning. She showed me some methods for planning. We wrote daily plans together. I read the articles name of Environmental Justice and Universalism vs. Relativism. I prepared a presentation about the internship activities. I begin to write final essay about my traineeship program.

Transversal Activities (Referee Giulia Siffu):

2. Outdoor activities:

First week, I worked with Teresa and Toby. We picked up olives. Second week, I worked with Aylin. We picked up green beans and tomatoes. We choose which these better. These works made me tired. However, taught to me how can be patient, attention while picking them. Also, the feeling of being intertwined with nature was nice. We cut apples, rosehips. We picked and extracted chestnuts. These works taught me food processing.

During the traineeship program I fed dogs, horse, donkey, pig, cats and walked with dogs. Before I came to here, I was feeding and caring with my cats. Because of that I had some information about cats. I picked up herbals for horse and donkey. I gained more responsibility and communication with different animals. It was the best time for me to that caring with animals.

We learnt Italian cooks' recipes and how we cook them. My referee gave a chance to cook meals. We gained information about food processing. It's a really good opportunity to learn Italian foods. After that I learnt to how to make Tiramisu, bread and biscuits.

Once a week we did yoga. First time it was hard but we can do it better now. It made me more flexible and peaceful. Third month I began to learn Tai Ji Quan with Valentina. It was really interesting. I thought I can do it. However, some movements were hard. Valentina gave me opportunity to repeat movement. Then I did it better.

Before Christmas Valentina, Samantha, Aylin and I prepared Christmas decorations. It improved our teamwork skills.

I cleaned and separated the books according to the types. I organized them on the library.

I worked on the store. I cleaned jams' and syrups' containers. I wrote production date and deadline to the sticker and labelling them. I organized jams on the store. This is made me pleasure of being part of a production progress.

Play and Fight group was here. I participated their activity. We were fighting and having fun. It was a good experience to meet new people and learning different fight style.

3. Acquisition of key competences of European citizenship:

I have experienced many things in Italy. Additionally, I travelled on the Europe and I realized their common behaviors. European citizenship includes open-minded, respectful, having a high opinion of humans and animals, having hobbies, spending time outside and in the nature, caring with animals.

4. Learning and practice of the Italian language:

Before I came Italy, I learnt some important words which will help me on my journey. I used them talking with the people on my Genoa journey. It really helped me. When I came Università Popolare Anidra, I thought this language hard. Because people were talking really fast. However, Antonella began to teach us Italian. She gave us homework and some exercises. Then I began to learn and understand some words. Antonella gave us opportunity to improve listening and reading skills in Italian. These lessons were really useful for us. Also, we watched Italian cartoon and wrote it what I understand. We did grammar analysis with the cartoon text.

5. Individual research:

I researched international associations. I learnt their duties and missions. While I was doing Italian homework, I researched vocabulary and how can I set up sentences. When I finished to read the articles which Giulia gave me I began to search more than it. Giulia gave me some questions about articles which I read, I researched and replied them.

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

Daily tasks everyday was changing. Main tasks were caring with animals, washing the dishes, cleaning bathrooms and waiting service for meal. Also, we cleaned the rooms somedays. While I was cleaning bathrooms and washing the dishes, I improved my teamwork skills. These activities made me stronger, more patient and careful. I have started doing some works, I have never done before. It was the opportunity to see my limits. While I was waiting service, I learnt to manage my stress. I began to think multidirectional.

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

Our relationship with my referee was really good. When I did wrongs, she never got angry to me. She showed and told me what I will do. She gave me the opportunity to improve myself. She suggested to me newspapers and news to improve myself on international relations. She gave me articles to improve my vocabulary and to learning information which subjects I don't know. She gave me opportunity to participate interview which select interns and examine their curricula.

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

I have been an Erasmus trainee for 4 months at the Università Popolare Anidra. This is so important to work as an intern in Italy. I will add my curriculum vitae part of experiences. I learnt Italian in a basic level. I will add my curriculum vitae part of languages. I have learned the discipline of soft skills. I believe that soft skills which I gained here will make me successful in my business life.

Rota&Jobs (Referee Giulia Siffu):

Corvée:

This task is done basically every day. Everyone has to take part in it. This task improved my teamwork skills. I gained more patience, motivation and time management. If my partner washed the dishes, I dried them and put them to place. Then I cleaned the floors of kitchen.

Extra activities - visits to companies and workshops:

I went to wedding fair with Teresa and Fabio in Genoa. They gave information them about Centroanidra weddings. At this time, I learnt the works and promotions of fairs in Italy. It was really good and different experience for me.

I participated a book presentation and Centroanidra's products with Antonella and Rita. We prepared a table for presentation. I serviced rose syrups and jams with bread. I met with people. I communicated with Italian people. It was good opportunity for me get in touch with Italian people.

KEY COMPETENCES

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

1. Communication in mother tongue:

Turkish is my mother tongue. There is just one Turkish person. Therefore, we can use sometimes Turkish. However, we tried to speak English or Italian to improve them. My referee wanted to teach her Turkish. Because she connected with Turkish trainees. We prepared Turkish Lesson for her and some people join us.

2. Communication in foreign languages:

English is main communication language for me. I'm using it for communication and professional work time. Some people don't know English here. Because of that I try to speak in Italian. They are willing to teach Italian. This is good opportunity for me. I began to understand them day by day.

3. Competences in math, science and technology:

I didn't work on math and science. However, I was using some applications. I learned some information about technology.

4. Digital competences:

Most of my work is based on digital applications. I used the Microsoft Office Program, PowerPoint Program, File Maker Pro Advanced, Google Documents, Google Calendar and Facebook.

5. Learning to learn:

My ability of learning the learn improve during traineeship program. Firstly, I began to learn Italian. Subsequently, we began to do Yoga and Tai Ji Quan every week. I began to learn their movements. I learnt database management, writing formal emails. I learnt some subject about psychology with inner technology lessons. For example, seven mirrors. While working on store, I learnt labelling. I learned new things and gained experience day by day.

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

I had the chance to intercultural and social experience. I have never been to social place like that. I met new people. I realize their different cultures. I have learned specific information from them as beliefs, traditions, cuisines. It was a good opportunity for me contacting with people who have different cultures.

7. Entrepreneurship:

I was not an entrepreneur person. At the first time, I was feeling shyness. However, being Centroanidra good opportunity to get in touch with different persons. I met many people in Centroanidra and Italia. I felt more comfortable day by day. I began to talk and ask easily. I realized that I overcame to shyness with this traineeship program. I believe that my experiences will give me confidence in my business and daily life.

8. Cultural expression:

I communicated with Italian culture. It was really good opportunity to get in touch with Italian culture. My first impression was really good about the Italian people. When I start to come Genoa, people helped to me. They explained to me ways, trains and helped to carry my suitcase. Italian people were very helpful and friendly to me. Additionally, when I saw all the shops closed in the afternoon, I was shocked. I had to chance realize differences or similarities between Turkish culture and Italian culture.

Borzonasca, li 24/01/2020

UNIVERSITÀ POPOLARE ANIDRA

THE PRESIDENT

Prof. Vincenzo Paolo Bendinelli



THE MENTOR

Prof. Giulia Siffu



THE TRAINEE

Özge Kati



Attachments:

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

PORTFOLIO OF WORKSHOPS AND LABS



Working at the office



ANIDRĀ
Università Popolare



Dealing with association



Walking with Mariuccia and feeding it



ANIDRĀ
Università Popolare



Learning and cooking Italian foods



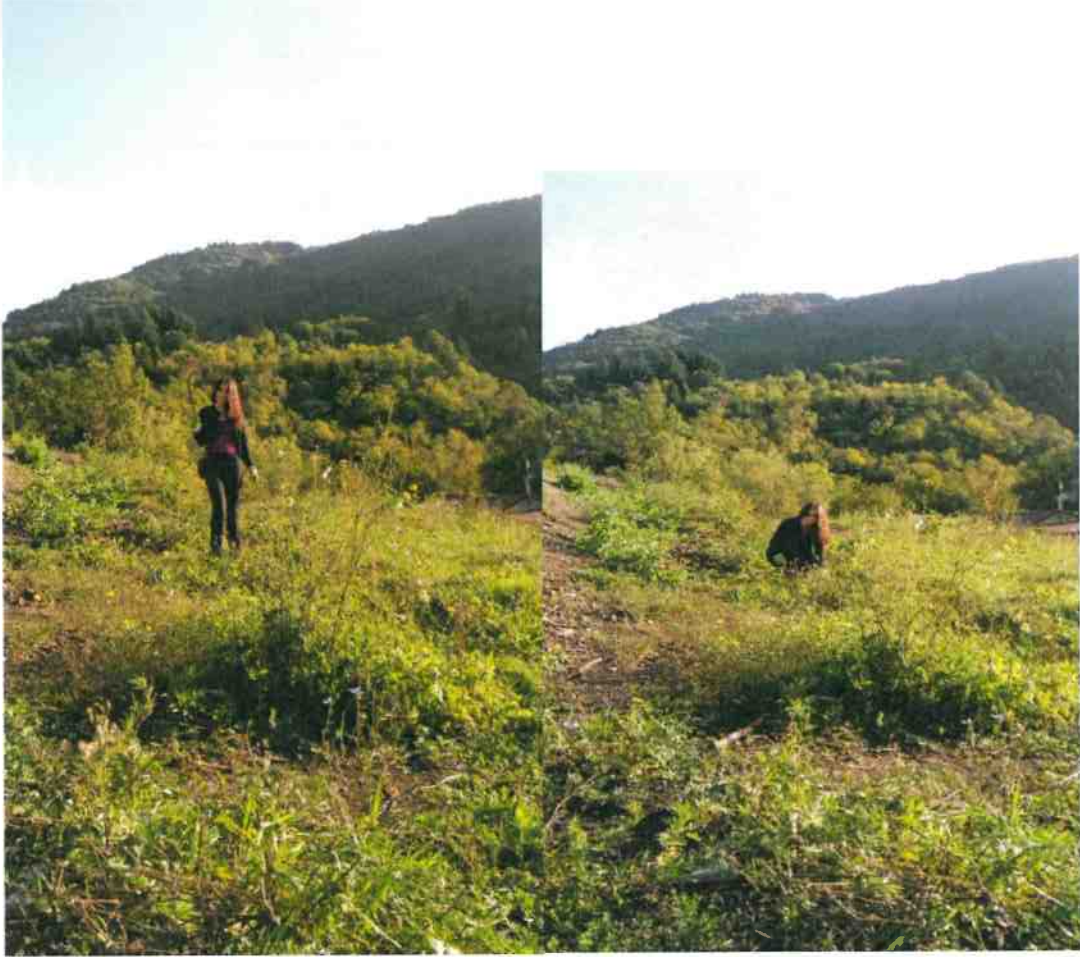
Working in the store



Walking With Zen



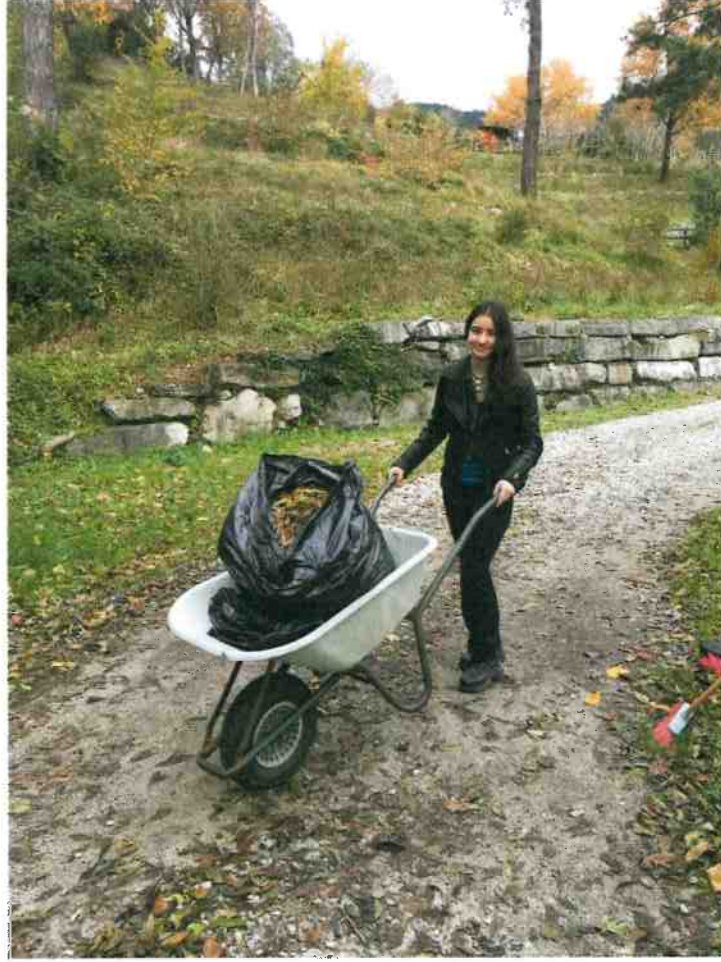
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Picking up herbals



Caring with cat



Carring leaves



Participating a book presentation and Centroanidra's products



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Preparing christmas decorations



Grammatical Analysis on Italian



Learning how to make Tiramisu



Play and Fight group activity

