



Erasmus+

# Project Final Report

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*2022-1-PL01-KA122-VET-000078857*

BETWEEN

The Sending Organization

Centrum Kształcenia Ustawicznego

AND

The Intermediary Organisation

Euromind Projects SL

Training Programme Dates

**18-09-2023 - 06-10-2023**



# EUROMIND AS PROJECT PARTNER

## 1. Profile Description

euroMind is an international training consultancy and VET provider with headquarters in Seville and Úbeda in Andalusia (Spain).

euroMind as a training provider delivers vocational education trainings, general and job-related language courses, VET training-related workshops and study visits, workshops on culture, lifestyle and customs of EU countries as well as classes on skilful and effective job search in the EU.

It promotes and delivers trainings for teaching staff and secures work placements and exchange activities for VET students and graduates enabling at the same time young people and professionals to make the most out of opportunities of competencies & skills development offered by European educational programmes.

euroMind in partnership with Andalusian vocational colleges and companies delivers school based vocational trainings for students of different educational fields, such as: CNC, automation, electricity, renewable energy sources, plumbing, industrial and graphic design, 3D design, ICT, electronics, administration.

euroMind as a VET provider works in partnership with a wide array of private companies in almost all the sectors, such as tourism, business administration, medicine, fashion, hairdressing, health & beauty, physiotherapy, marketing, media, advertising, public relations, tourism, IT, social work, logistics, nursing, construction, geodesy, analytics etc.

## 2. euroMind experience and expertise

The euroMind possesses extensive experience and expertise in the field of European mobility projects preparation and management which allows it to assist Spanish vocational colleges and governmental institutions with the preparation of project applications, finding trustworthy and competent host partners in Europe for their project participants, teaching and HR staff.

Over last 3 years, euroMind has participated as a receiving – host partner in over 60 mobility projects with the participation of a total of 1800 persons: students from technical and vocational schools, university students, graduates, unemployed and teaching and HR staff. These projects involved partners from Poland, Great Britain, Czech Republic, Slovakia, Germany, Portugal, Turkey, Croatia, Italy, Greece, Bulgaria, Lithuania, Latvia, etc. The full list of projects including numbers and titles is available on the euroMind website: [www.euromind.es](http://www.euromind.es) in the Gallery.

EuroMind is also responsible for the participants' linguistic, socio-cultural and practical preparation and also, if necessary, for the project administration and management issues.

EuroMind has been participating as a sending and host organization in more than 100 projects including Leonardo Partnership, Erasmus Placement and Leonardo Mobility – PLM, VET pro and IVT and Erasmus + projects.

EuroMind monitors that all the required documentation is prepared and submitted on time at every stage of the project lifecycle and makes sure that all the partners carry out their responsibilities.

EuroMind participates in seminars organized by ECVET team regarding the use of system of transfer of competences and skills in the vocational training. EuroMind experts have extensive knowledge in the field, hence they are able to train their partners on how to make use of this system in their projects.

EuroMind has an impressive network of partner companies from different economic sectors. More than 800 entities both private and public cooperate with EuroMind in Ubeda, Seville and Malaga. This extensive activity is a perfect guarantee that all the students received by EuroMind will be successfully placed.

# PROJECT PARTICIPANTS' LIST

Participants' Name	Placement Sector
Monika Chrupek	Pastry Cook
Marlena Kwasik	Pastry Cook
Daria Szubryczyńska	Baker
Marta Orylska- Daniszewska	Baker
Joanna Halik	Baker
Dominika Nowicka	Baker
Katarzyna Pilecka	Hairdressing Assistant
Angelika Cybulska	Hairdressing Assistant



# Monika Chrupek

**Host Organization:** Confiteria La Campana S.L.

**Tutor's name:** Borja Hernández Medina

## 1. Description of the host organization

Confiteria La Campana S.L. is a part of the bigger chain with a long tradition in the production of high quality Spanish pastry. La Campana's main activity is the fabrication and sale of confectionery and other products. In the offer, we can find a wide range of mini sandwiches, canapés, tartlets, puff pastry for the aperitif, small pastries and mini pastries for snacks and breakfasts. What is more, cold cuts, salads, creams and desserts are also served. In the offer, there is also a wide assortment of cakes, drinks, puff pastry bands, cream and truffle cakes for special occasions and catering service.

## 2. Main responsibilities & tasks carried out during the work placement

- Mixing raw materials and additional products in appropriate quantities
- Preparing different types of dough and creams
- Making and decorating different types of tarts, pastries, and cookies according to the basic pastry techniques
- Decorating pastry products
- Pack freshly prepared products for sale
- Ordering the place of work
- Controlling the temperature and humidity of chambers and ovens, as well as the time of fermentation and baking
- Receiving, storing and preparing raw materials and needed additional products needed, controlling the quality

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

My name is Monika and I'm from Poland. I did a 3-week foreign internship at Confitería La Campana. During My internship I had the opportunity to learn some tricks that I will definitely use in Poland. I had the chance to explore the amazing Seville, but not only! In fact, I also went on a trip to Cádiz. I definitely recommend this kind of internship, and I would like to thanks the employees of La Campana for welcoming us and made me feel like I was part of a family and not just an employee. In addition, I would like to thank Euromind for making every effort to make our stay amazing.





# Marlena Kwasik

**Host Organization:** Confiteria La Campana S.L.

**Tutor's name:** Borja Hernández Medina

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## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

My name is Marlena and I did a 3-week internship in Seville at La Compana, a Spanish pastry shop. During my internship, I had the opportunity to learn about Spanish bakery and Spanish language that helped me a lot in my daily communication at work. Thanks to the Erasmus+ program, I was also able to visit Seville and Cadiz and learn about the local Spanish culture. In my opinion, internships abroad are a great opportunity to gain new skills and learn about new places. I am very happy that I had the opportunity to participate in the Erasmus+ program.





# Daria Szubryczyńska

**Host Organization:** La Vegana - Raquel López Cepero

**Tutor's name:** Raquel López Cepero

## 1. Description of the host organization

La Vegana (Raquel López Cepero) is a vegan bakery specialized in the elaboration of healthy, gluten-free and sugar-free desserts. They offer a wide variety of cakes, pastries, muffins and cookies. They also prepare personalized cakes for events, and gift boxes (breakfast or brunch). Apart from that, they offer the option to get a DIY cake, i.e. the client can adapt the recipe to her dietary needs and experiment with different designs and decoration.

## 2. Main responsibilities & tasks carried out during the work placement

- Obtaining fermented dough to preparing bread products, justifying their ingredients
- Kneading, making and baking bread pieces (or other specialties, such as pastries)
- Supervising and controlling the products in the warehouse
- Baking or frying pieces, selecting the adequate heat according to the characteristics of the final product
- Putting in practice decorating techniques of cutting the dough before baking it
- Packing products, selecting the adequate procedures and techniques
- Arranging processed products for sale or in the warehouse, justifying their placement
- Cleaning/disinfecting tools, equipment, and facilities

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

Hello, my name is Daria Szubryczyńska, I'm from Poland and I did a 3 weeks internship in Seville. During the internship, I learned how to bake rolls, bread, sponge cakes, various types of cookies and cakes. We also had time to explore Seville, to attend a Spanish class and to travel (we went to Malaga and Cadiz!). I highly recommend going on such an internship because one can learn a lot, spend a nice time and see a part of the world.



# Marta Orylska- Daniszewska

**Host Organization:** OCHOA GIMENEZ E HIJOS SL

**Tutor's name:** Alejandra Ochoa Giménez

## 1. Description of the host organization

OCHOA GIMENEZ E HIJOS SL is a confectionery and bakery whose products are based on traditional recipes and local products. Every day, staff prepare fresh cakes, biscuits, desserts, sweet rolls, sandwiches and savoury snacks. What is more, the company also offers ice cream, hot and cold drinks and milkshakes. In addition to selling bakery products and confectionery products, the company organizes different types of events such as parties and company meetings.

## 2. Main responsibilities & tasks carried out during the work placement

- Mixing raw materials and ancillary products in appropriate quantities and preparing different types of dough and creams
- Making and decorating different types of tarts and pastries according to basic techniques of bakery
- Controlling the temperature and humidity of chambers and ovens, as well as the time of fermentation and baking
- Displaying different products on the counter top, together with signs identifying the product and its price
- Serving customers, advising them and closing the sale
- Receiving, storing and preparing raw materials and needs ancillary products according to the product that will be made controlling the quality

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

Hello, my name is Marta and I'm from Poland. I participated in 3 weeks internship in Confiteria Ochoa as a part of the Erasmus+ program. I learned many useful tips and techniques. We also had Spanish lessons as well, that were very funny and engaging. During our free time we had the chance to discover Sevilla - it's monuments and culture. Also, we went on a day trip to Cadiz (its fish market is a thing to remember). I really enjoyed my time here and I appreciated every opportunity that Euromind created!





# Joanna Halik

**Host Organization:** La Vegana - Raquel López Cepero

**Tutor's name:** Raquel López Cepero

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- Cleaning/disinfecting tools, equipment, and facilities

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

Hi, my name is Joanna and I'm from Poland. I did a three-week Erasmus+ internship program in Seville at La Vegana. During the internship I had the opportunity to learn how to prepare vegetarian, vegan, gluten-free, and sugar-free baked goods in a wide variety of combinations. The biggest surprise was that it is possible to bake a good cake without using eggs and butter. I also had the opportunity to take part in a Spanish class, which was partly held outdoors in Spanish Square, and ended with a Churros tasting. I participated in a group excursion to the town of Cadiz, where it was possible to taste very fresh seafood and take a sea bath. Overall, I found the trip very successful and I can recommend it to anyone who wants to gain new and interesting work experience as well as learn about the culture of another country.





# Dominika Nowicka

**Host Organization:** OCHOA GIMENEZ E HIJOS SL

**Tutor's name:** Alejandra Ochoa Giménez

## 1. Description of the host organization

OCHOA GIMENEZ E HIJOS SL is a confectionery and bakery whose products are based on traditional recipes and local products. Every day, staff prepare fresh cakes, biscuits, desserts, sweet rolls, sandwiches and savoury snacks. What is more, the company also offers ice cream, hot and cold drinks and milkshakes. In addition to selling bakery products and confectionery products, the company organizes different types of events such as parties and company meetings.

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- Displaying different products on the counter top, together with signs identifying the product and its price
- Serving customers, advising them and closing the sale
- Receiving, storing and preparing raw materials and needs ancillary products according to the product that will be made controlling the quality

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

Hi. My name is Dominika Nowicka, I am from Poland and I participated in a 3 weeks international internship in Seville as a part of program Erasmus+. During my stay here I could practice a lot of useful skills in baking industry and I got to know a lot of wonderful Spanish recipes. My internship was not only about working in the company but also about Spanish language courses. I took part in three lessons where I learned how to introduce myself, numbers, colours and some basic food names. I had the opportunity to explore Seville and the surrounding area, like Cadiz. I highly recommend this type of internship to everyone. It's great opportunity to develop your skills and to get know different culture. Organisation euroMind took great care of us and if needed they were always in touch.



# Katarzyna Pilecka

**Host Organization:** Dryas Peluquería - Eva Maria García Calvo

**Tutor's name:** Eva Maria García Calvo

## 1. Description of the host organization

Dryas Peluquería - Eva Maria García Calvo is a local hairdresser located. The place offers hairstyling services for women and men, haircutting, hair colouring, highlights, styling for various occasions, hair strengthening therapies and more.

## 2. Main responsibilities & tasks carried out during the work placement

- Organizing the workplace, selecting appropriate tools and supplies for hairdressers
- Getting acquainted with work organization and equipment used by Spanish hairdressers
- Getting acquainted with the cosmetics and hair care technologies used by Spanish hairdressers
- Using sterilization procedures of hairdressing utensils
- Washing customers' heads and getting it ready for cutting or other treatments required
- Assisting in hair lightening and discoloration using the modern techniques and hairdressing utensils
- Assisting in the performance of hair treatments, haircuts, and hairstyles

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

My name is Katarzyna and I'm from Poland. I did my Erasmus+ practice in a hair salon and it lasted 3 weeks. This internship was amazing and I loved to be surrounded by friendly people. At the very beginning, I was afraid a little about working with Spanish people but they turned out to be incredible people. I also visited Cádiz, with its beautiful sea and amazing food. I recommend the Erasmus+ internship to everyone, it was an amazing experience and I would do it again.





# Angelika Cybulska

**Host Organization:** Dryas Peluquería - Eva Maria García Calvo

**Tutor's name:** Eva Maria García Calvo

## 1. Description of the host organization

Dryas Peluquería - Eva Maria García Calvo is a local hairdresser located. The place offers hairstyling services for women and men, haircutting, hair colouring, highlights, styling for various occasions, hair strengthening therapies and more.

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- Washing customers' heads and getting it ready for cutting or other treatments required
- Assisting in hair lightening and discoloration using the modern techniques and hairdressing utensils
- Assisting in the performance of hair treatments, haircuts, and hairstyles

## 3. Tutor's final note

6 (Excellent)

## 4. Participant's opinion about her personal & professional development

My name is Angelika and I'm from Poland. I did a 3-weeks Internship in Sevilla, at Dryas Peluqueria y Estetica Profesional. During my internship, I learned about hair cutting, color changing and hair modeling. What really surprised me was mixing coloring paints. I also attended Spanish classes and visited the city of Cadiz. I highly recommend to everybody this kind of internship. The time I spent in Sevilla was a nice experience!





# PROJECT MANAGEMENT

## 1. Mobility Project Preparation & Induction

Before the arrival of your trainees in Spain, EuroMind provided them with the pre-arrival guide, including useful information, local transport & social life, emergency numbers.

euroMind has also arranged Skype meeting with the participants in order to get to know them and to interview them.

After the Skype interview, euroMind created a Facebook group to which all the selected participants were invited, together with their teachers. This way euroMind Coordinator had constant contact with the target group already before their arrival in Spain.

Once the Skype interviews were delivered, euroMind upon a thorough analysis of the participants' studies and profile provided each one of them with an adequate work placement.

euroMind took responsibility for preparing Learning Agreements individually for each participant and made sure that all the parties involved signed all the necessary documents.

On the first day after the arrival, euroMind organized the welcome session during which the participants got to know the euroMind team, were reminded about the program agenda, accommodation rules and dissemination strategy options.

Later on, the participants were taken for a walk around the neighborhood to get to know the area and find out where banks, mail box, workplace, supermarkets, bus station are.

## 2. Monitoring & Mentoring

In order to make sure that the objectives of the Learning Agreement were going to be achieved and that the participants would be fully integrated in the companies' work culture, the monitoring was delivered by all of the parties involved in the project.

euroMind assigned a Mentor for the group of participants who was responsible for the introduction of the participants to the host organisation(s). During the work placement/training the Mentor delivered monitoring visits to the work placements in order to revise the tasks of the trainees, their progress as well learn from the first hand the level of satisfaction of both the participants and the host companies/ training centre tutor.

The mentor in cooperation with companies Tutors carried out the evaluations of the trainees in the middle and at the end of the trainings.

After obtaining the results of the half-way through evaluation, the Mentor met the participants to give them the results of this evaluation. The least favourable results were discussed with the participants in private so that both the Mentor and the trainees had the comfort of sharing the information and exchanging the opinions and finding solutions to some problematic issues.

Host organisations assigned a member of its staff as a tutor. The tutors from the host companies were responsible for helping, informing and guiding and supervising the work done by the participants. The tutors had regular meetings with the participants in order to assess their presence in the company as well as to discuss the tasks and responsibilities according to the needs of the company and the participants.

euroMind at the end of the programme during the goodbye session handed out evaluation sheets to the participants so that they could assess their stay in Spain, work placements, as well as the work of the euroMind.

euroMind was also available to the participants 24/7 in case of emergency.

### **3. Communication**

EuroMind takes good care of successful communication between companies and trainees. Each evaluation of work is aimed at improving the quality of cooperation. Each party is thoroughly checked and assessed and the necessary improvements are introduced. Moreover, euroMind mediates in this supervisor-trainee collaboration by translating and solving language-connected complicated matters.

### **4. Dissemination strategy**

euroMind took active part in the process of preparing and dissemination results of the project together with the sending organisation and participants.

While the trainees were in Spain, euroMind involved them in a number of activities the aim of which was to make students monitor and collect all the information related to the progress of their work placements and stay in Spain. The materials produced by the participant would be then used as tools for disseminating results by the school in their country and by the partner in Spain.

The participants could work in groups or individually. On the first day they needed to decide on the form or forms of recording their professional experiences.

As a rule, the whole group needed to create a Facebook fun page as it is an effective and quick means of accessing large numbers of people. What is more, it is a form that appeals to young people as they can share their experiences instantly and receive instant feedback, too. The fan page is always linked to the euroMind's Facebook fan page. The sending organisation was also asked to do the same thing.

This way the material produced by the trainees reached bigger audiences and was more effectively disseminated.

Apart from the Facebook fan page, the trainees were encouraged to prepare a PowerPoint presentation in English which they would be able to use to disseminate the results of the project back home (conferences, meetings with other students, parents, etc.).

euroMind also disseminates the project at a local level. It organises language and cultural exchanges between the international trainees and students from local vocational colleges. During those meetings both Spanish and International students are involved in a number of activities the aim of which is to get to know each other, share experiences related to work experiences and in general their stay in Spain. The students also exchange information about their countries and cultures.

## 5. Certification

To validate the acquired skills, the trainees, at the end of their stay, received complete proof of their participation in the project by means of several methods of recognition:

- Training Certificate
- Europass Mobility Certificate
- Spanish Course Certificate



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# CULTURAL & LINGUISTIC PREPARATION

## 1. Spanish course: teaching method & participants' outcomes

The group was given very intensive Spanish lessons with our Spanish Teacher. euroMind's teaching methods were very effective as they made learning fun through playing games and creating an enjoyable atmosphere in the class. The Spanish classes can be described by 2 words: dynamic and practical! We used an interactive method of teaching based on learning by practicing. This means that grammar was covered as much as possible by using practical situations. Therefore, speaking and actively using the language is crucial and central in all our activities delivered. After intensive and hard learning the students had a written an exam. All of the participants passed with very good results!





## 2. Cultural activities, Andalusian cities & places visited during the programme

**Walk around Seville city centre:** Seville is the artistic, cultural, and financial capital of Andalusia in the southern region of Spain. The city is a historical masterpiece full of monuments, gardens and flamenco festivals. The city reflects the harmony between different Christian, Jewish and Muslim cultures and religions. As Seville is the capital and the largest city of the autonomous community of Andalusia, it is easy to get lost here, however thanks to the tour organised by euroMind's team, the trainees were able to admire the city safely and in a pleasant atmosphere. The euroMind coordinator helped the trainees understand the city from a historical and artistic point of view, but also gave them some shopping and eating tips. The group were shown the best places where they could go and grab something to eat, drink and have fun or just relax and hang out.





**Trips to Cádiz:** Cadiz is located in southwestern Spain and is often considered the oldest city in Europe as it was founded in 1100 BC. It is a typical Andalusian pueblo blanco (white town) with many attractive sights and well-preserved historical landmarks. It is located by the ocean, and was the starting point for Christopher Columbus expedition for the discovery of the Americas. During the day trip, the group visited the city centre which is surrounded by old buildings and many cafes and bars, the baroque style Cathedral, the oldest fish market in Spain, The Tavira watchtower and the plaza de España where the first Spanish democratic constitution was signed. Finally, the group were able to relax on Caleta beach for the rest of the day.



## SUMMARY OF THE PROJECT

euroMind team did their best in order to deliver the best professional and cultural experience to the trainees of the project being always ready to help, give advice and solve any problems or doubts.

The trainees were fully satisfied with their work placements. They gained much needed professional experience abroad which is highly appreciated and sometimes even specifically asked by today's employers.

We have no doubt that our trainees will use their new knowledge and experience at their current work in their home country or increase their chances at the labor market and dazzle their future potential employers.

Moreover, the trainees learnt the basics of the Spanish language were able to work in a multi-cultural environment and proved themselves with the ability to work individually as well as in a team.

euroMind team was extremely satisfied with the trainees' involvement in the project and personal interest in whatever they participated in.

This project was very successful and we hope to realize other successful projects with Centrum Kształcenia Ustawicznego in the future.

SEVILLA, 06-10-2023



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