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EU MOBILITY SVERIGE
INTERSHIP - TRAINING



**Agreement on the curriculum
taking into account the daily internship program and the expected effects of practical education
between Ekonomiska škola Sisak and EU Mobility Sverige**

Purpose of professional practice

→ The purpose of professional practice is to improve students' professional skills in workplaces consistent with the field of practical education. The professional internship is carried out for **2 weeks**. The practice begins with familiarization with the organization of work and tasks, in accordance with applicable standards, such as: organizational structure and organizational regulations, work regulations, strategic tasks of company departments, business profile of the plant, employee tasks, cooperation with the local environment. During the internship, students learn about the work of all departments of the company and perform tasks at various work stations. During professional practice, students learn the principles of operation of the company. The internship program can be expanded to include tasks for which students will demonstrate special skills. For organizational reasons, certain modifications to its implementation are allowed. During the internship, the student will keep a bilingual internship diary.



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- The aim of the apprenticeship program is to improve professional skills in real working conditions and to develop habits necessary to take up work.
- Detailed educational goals and expected effects are presented at the end of this document.

OBLIGATIONS OF A STUDENT – INTERNSHIP

1) The student is obliged to properly prepare for the internship by:

- reading the information provided at school meetings that take place before the internship begins
- completing occupational health and safety training on the scheduled date
- preparation of a professional practice diary
- preparing the required industry attire

2) The student is obliged to maintain discipline while undergoing professional practice, including:

- proper attitude and personal culture
- aesthetic appearance and required industry attire
- starting and ending classes on time
- strict compliance with occupational health and safety and fire protection regulations.



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- adapting to the established work schedule
- reliable performance of tasks assigned by the supervisor/mentor
- systematic, daily recording of the course of classes in the professional practice journal
- submitting the professional practice diary to the internship supervisor every day
- presenting the professional practice diary on the last day of classes in order to enter the grade for the completed internship
- submitting the completed practice log to the practical training manager after returning to the country on the agreed date

3) Absence from internships must be justified, and the basis for justifying the absence is a medical certificate presented to the internship supervisor. Any absence from practice must be made up on the date and time indicated by the employer in consultation with the school.

RIGHTS OF STUDENTS – INTERNSHIP

During the internship, the student has the right to:

- getting acquainted with the health and safety and fire protection regulations and principles applicable at the plant.
- getting to know the employer's requirements and expectations



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- performing tasks resulting from the professional practice program
 - using social facilities in the form of: rooms for changing, washing, storing clothes and eating meals
 - getting to know the assessment criteria
 - informing the internship supervisor about irregularities and changes regarding the scope of duties, duration of the internship, etc.
 - getting acquainted with the sanctions resulting from failure to fulfill obligations and violating the provisions of the internship regulations
 - obtaining information about the assessment of professional practice and its justification
 - obtaining a signature in the professional practice journal every day and on the last day of the internship and obtaining an entry of the final grade
 - proper treatment and respect for personal dignity

EMPLOYER OBLIGATIONS

Employer is obliged to:

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-
- plan the implementation of internships in accordance with the attached program and regulations of professional internships
 - familiarize students with health and safety and fire protection regulations.
 - train students in the use of equipment in the plant
 - assign students tasks resulting from the internship program
 - provide care, give advice and instructions
 - prepare social facilities in the form of: rooms for changing, washing, storing clothes and eating meals
 - inform the school about any specific changes regarding the scope of responsibilities, the duration of the internship, etc.
 - inform the student about the proposed assessment
 - evaluate the practice and make an entry in the professional practice journal along with an opinion and complete other documents resulting from the implementation of the Erasmus+ project
 - return the student's diary along with the grade, justification and opinion on the last day of the internship.

General effects of vocational education:

- Development of professional skills and knowledge of the European labor market

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→ Acquiring new social skills, including:
compliance with the principles of culture and ethics in the workplace
development of creativity and consistency in carrying out tasks
anticipating the effects of actions taken
openness to changes
coping with stress
observing professional secrecy
taking responsibility for the actions taken
ability to negotiate the terms of agreements
development of team cooperation skills

→ Development of language skills - especially professional English, used in Swedish companies, acquisition of expression skills enabling communication in the workplace, including:

using a range of linguistic resources enabling the implementation of professional tasks
interpreting statements regarding the performance of typical professional activities
analyzing and interpreting short written texts regarding the performance of typical professional activities
formulating short and understandable statements and written texts enabling communication in the work environment
using foreign-language sources of information



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STUDENTS OF BUSINESS AND ECONOMY

- use application programs to graphically present data
- how to prepare a target campaign, website, selecting key words, methods and assessment of keyword effectiveness, principles of editing texts and advertisements
- how to work with Google tools
- how to analyze website traffic sources, analyze visitors, measure website traffic
- how to work to local positioning of GMF business cards
- social media typology, strategy components
- how to create platform B2B components
- how to analyze site traffic measurement
- computer operation, drawing software



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Stay schedule with daily internship program Digital marketing specialist

Week 1

	Arrival/cruise to Sweden, transfer to the hotel in Malmo.	
	Welcome meeting at the EU Mobility Sverige office	Dinner– 19:00
Sunday	Presentation of the stay regulations and important information regarding the stay (safety rules, 7/24 support, emergency telephone numbers)	City walk- cultural preparation
	Cultural preparation – history and culture in Sweden	English language test – preliminary evaluation
Monday	Internships in enterprises start from 9.00 a.m. to 5.00 p.m. /according to a previously agreed and approved internship program	Dinner– 19:00

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Week 1

	<p>Apprentices and EU Mobilty Sverige employees will be introduced to the substantive supervisor at the company where they undergo their internship.</p> <p>Participants discuss the internship program with the mentor</p> <p>Participants are introduced to occupational health and safety regulations and accident prevention at the workplace</p> <p>Checking students' knowledge in the field of knowledge - responsible person - mentor in the company</p> <p>Understanding the functions of the company's devices and mechanical systems in the technological processes, taking into account environmental protection, compliance with health and safety rules and ergonomics</p>	Free time
Tuesday	Getting to know the daily schedule and preparing the workstation	Dinner– 19:00

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Week 1

Getting to know the business profile and organizational- production or organizational-commercial structure of the company,

Getting to know the scope of responsibilities in the company and the rules of teamwork

Get to know the systems and documentation flow in the company

Getting to know the devices and software that students will work with during their internships

Getting to know the basic English vocabulary used in the industry

Getting to know the rules for accepting various orders and related documentation

Monitoring of internships by the supervisor and coordinator of EU Mobility Sverige

Getting to know the daily schedule and preparing the workstation

Wednesday

How to prepare a target campaign, website, selecting key words, methods and assessment of keyword effectiveness, principles of editing texts and advertisements

Dinner– 19:00



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Week 1

Selecting a target group, adjusting the budget, ways of measuring campaign goals

Getting to know the daily schedule and preparing the workstation

Google AdWords and Google Analytics platforms

Thursday

How to analyze website traffic sources, analyze visitors, measure website traffic.

How to analyze site traffic measurement

Dinner– 19:00

Evaluation meeting with the EU Mobility Sverige supervisor and coordinator

Getting to know the daily schedule and preparing the workstation

Friday

Learning about documentation and methods of computer- aided systems

Dinner– 19:00

Going out for bowling

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Week 1

Entering information, SEO - website positioning, on-site and off-site positioning, basics of website construction, keywords

Linking rules

Saturday	Implementation of the cultural program - Ales-Stenar and Ystad trip (proposal)	Dinner– 19:00
Sunday	Free time	Dinner– 19:00

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Week 2

Monday

Getting to know the daily schedule and preparing the workstation

Website audit tools, measuring website speed, titles and meta descriptions, H1-H5 headings and their importance

Dinner– 19:00

WordPress plugins, optimizing positioning effectiveness

Tuesday

Getting to know the daily schedule and preparing the workstation

Creating a My Company business card

Dinner– 19:00

Local positioning of GMF business cards

Content Marketing and story telling

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Week 2

Monitoring of internships by the EU Mobility Sverige supervisor and coordinator

Wednesday

Getting to know the daily schedule and preparing the workstation

Portals - sponsored articles

Optimizing graphics for search

Dinner– 19:00

Thursday

Getting to know the daily schedule and preparing the workstation

Social media typology, strategy components

Platforms supporting B2B development

Dinner– 19:00

Evaluation meeting with the EU Mobility Sverige supervisor and coordinator

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Week 2

Getting to know the daily schedule and preparing the workstation

Summary and assessment of the implementation of the assumed internship goals

Evaluation of professional practice

Exchange of experiences

Friday

Completing evaluation questionnaires

Dinner– 19:00

**Meeting with the guardian and a representative of EU Mobility Sverige
summarizing the stay - completing evaluation questionnaires**

**Awarding certificates of completion of internships and individual references
from employers**



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Week 2

Saturday

Airport/port transfer, coming back to Croatia



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