



## G. Recognition

### 1. General procedures

Mechanisms of promotion and recognition of the performance in those European and International cooperation will be the following:

Coordinators as well as teaching staff will be in charge of contacting educational institutions, organisms and companies that belong to countries that also have equivalent studies to those we offer (i.e. the branch of Sociocultural and Community Services)

European Project coordination will attend those applications coming from both inside and outside, and will advertise and provide any information related to yearly calls and the documentation required to participate in them.

Actions to improve knowledge of the language required will be taken, if necessary.

Language department will be in charge of checking foreign language documents

Administrative staff will help with any process and documents required to carry out and recognise the mobilities.

Teaching departments and Pedagogical council will address the pedagogical aspects on the projects of those involved.

School students will be involved in the welcoming of those incoming students, giving them advice and accompanying them.

Communication tasks include advertising all information referring to the projects, before, while and after the mobility action takes place on the webpage, the school blog and the school screen. The efficiency and multiplatform aspects of this advertising will be important.

The certification given to both the teachers and students involved in the Project will be registered in the academic record of students and the formative record of teachers.

Some lectures and talks will be given so these students and teachers can give account of their experience to raise community members' interest.

### 2. Recognition. Tasks

The administrative staff will print the certificates according to the standard models agreed.

All certificates must include the main activities performed and time spent.



The companies will issue a work training certificate.

The centre will issue the certificates corresponding to the courses taken by the students, using ECTS grading equivalence, and the Europass Diploma Supplement, if necessary.

Those students who perform activities in the school the register will take place in our academic results internal platform (Educamos)

The hosting centre will provide a certification that will be incorporated to the formation experience record of our teaching staff involved.

Those teachers coming to our centre will be provided an analogue certification, in which the activities and hours performed will be included.

### 3. Students

The involved institutions will share a formative activities plan that may include some in-company training. In this plan will be displayed the competences and skills that students are required to acquire, as well as the activities that they will need to carry out such acquisition.

The student will register the performed tasks daily. The tutor from the school will monitor those activities periodically, as agreed, and will collect information on the student's performance from the staff involved.

Whenever the activity plan is performed in-company, the activity registration will be done through a computer application (called qBID). On the other hand, the company will designate a tutor to be in contact with the school tutor periodically, to monitor the student's progress. The student's performance will be registered in the above mentioned application by both tutors, and a report will be generated. This information will be used to certificate the work training hours performed.

In order to guarantee the quality of these in-company hours, the following documents will be filled in both by the student and the tutors involved in the qBID application:

- In-company hours' agreement: duration, timetable and activity plan compulsory for the student.
- Daily register of the activities performed on the part of the student.
- Monthly self-assessment on the part of the student.
- Periodical report by the company tutor on the student's progress.
- A final assessment report on the part of the FerranTallada tutor to certificate the report issued by the company, where the work training was performed.
- Formal grading of the work training.
- Company satisfaction questionnaire.
- Student's satisfaction questionnaire.

 <b>Consorci d'Educació de Barcelona</b> Generalitat de Catalunya Ajuntament de Barcelona	<b>INSTITUT FERRAN TALLADA</b>	Recognition of the performance in International Projects F.P.	Coordinació pedagògica
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The Company will issue a work training certificate.

The centre will issue the certificates corresponding to the courses taken by the student, using ECTS equivalence, and the Europass Diploma Supplement, if necessary.

#### 4. Staff mobility

The teaching staff involved in the mobility programme will upload a public report on the activities performed on the centre moodle. This report will be shown to the rest of the department and will add some proposals on actions that may enhance what the teacher gained from the mobility programme experience.

To cover the teachers involved substitutions we have the support of the Local Educational Authority.

The hosting centre will provide a certification that will be incorporated to the formation experience record of our teaching staff involved.

Those teachers coming to our centre will be provided an analogue certification, in which the activities and hours performed, will be included.

All certificates must include the main activities performed and time spent