



1. Information about the participants

Contact details of the home organisation

Name of organisation	KSAO – Kouvola Region Vocational College
Address	Utinkatu 44 – 48, 45201 Kouvola
Telephone/fax	+3582061511
E-mail	firstname.lastname(at)ksao.fi
Website	www.ksao.fi
Contact person	Name: A. H.
Telephone/fax	Tel. + 358 (0)20 XXX / Fax.+ 358 (0)20 615 XXX
E-mail	XXX.XXX(at)ksao.fi

Contact details of the host organisation

Name of organisation	Adolf-Kolping-Berufskolleg
Address	Ina-Seidel-Straße 11, 50169 Kerpen
Telephone/fax	+ 49 (0) 2273 XXX/ + 49 (0) 2273 XXX
E-mail	info@akbk-horrem.de
Website	www.akbk-horrem.de
Contact person	S. H.
Tutor/mentor	S. K.
Telephone/fax	+ 49 (0) 2273 XXX/ + 49 (0) 2273 XXX
E-mail	XXX.XXX@akbk-horrem.de

Contact details of the learner

Name	E. S.
Address	AIXXX 22, 45120 Kouvola
Telephone/fax	+3585XXX
E-mail	XXX.XXX(at)hotmail.com
Date of birth	18.07.1995
Please tick	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female

Contact details of parents or legal guardian of the learner, if applicable

Name	M: S.
Address	AIXXX 22, 45120 Kouvola
Telephone	+3585XXX
E-mail	

If an intermediary organisation is involved, please provide contact details

Name of organisation	
Address	
Telephone/fax	
E-mail	
Website	
Contact person	
Telephone/fax	
E-mail	

2. Duration of the learning period abroad

Start date of the training abroad	2/03/2015
End date of the training abroad	12/04/2015
Length of time abroad	42 days

3. The qualification being taken by the learner - including information on the learner's progress (knowledge, skills and competence already acquired)

<p>Title of the qualification being taken by the learner (please also provide the title in the language of the partnership, if appropriate)</p>	<p>Cook Final examination in the training occupation Cook (m/f)</p>
<p>EQF level (if appropriate)</p>	<p>please add</p>
<p>NQF level (if appropriate)</p>	<p>Suggestion for the Finnish Parliament: Level 4, not certified yet</p>
<p>Information on the learner's progress in relation to the learning pathway (Information to indicate acquired knowledge, skills, competence could be included in an annex)</p>	<p>J. X. was at the end of his VET-education. He has made a full time course of education in cook (m/f). After going back to Finland he will start his examination. So J. X. has already gained the knowledge to do the job of a cook. He also has competences in team-working and he is able to organize his work tasks. He is able to write clear and detailed text, reproduce information, as well as argue in written language.</p>
<p>Enclosures in annex - please tick as appropriate</p>	<p><input checked="" type="checkbox"/> Europass Certificate Supplement <input checked="" type="checkbox"/> Europass CV <input type="checkbox"/> Europass Mobility <input type="checkbox"/> Europass Language Passport <input type="checkbox"/> European Skills Passport <input type="checkbox"/> (Unit[s] of) learning outcomes already acquired by the learner <input type="checkbox"/> Other: (please specify here)</p>

4. Description of the learning outcomes to be achieved during mobility

<p>Title of unit(s)/groups of learning outcomes/parts of units to be acquired</p>	<p>Purchasing, costing and stocking: He/she is able to work applying the economic and environmental aspects of kitchen and purchasing costs.</p> <p>(THEME-Matrix Hospitality/Cook - Competence area 1 – Competence development step 2)</p>
<p>Number of ECVET points to be acquired while abroad</p>	<p>none</p>
<p>Learning outcomes to be achieved</p>	<p>He/she is able to assist in composing simple written orders and to carry out the purchase.</p> <p>He/she is able to calculate the costs for dishes.</p> <p>He/she is able to assist to control the minimum stock.</p> <p>He/she is able to store products (fresh and conserved foods) and to assist identifying hygienic and safety risks.</p> <p>(THEME-Matrix Hospitality/Cook - Competence area 1 – Competence development step 2 - Partial Competences/Learning outcomes; Matrix attached)</p>
<p>Description of the learning activities (e.g. information on location(s) of learning, tasks to be completed and/or courses to be attended)</p>	<p>The learner will complete a six week internship in a restaurant in Kerpen, Germany. The company F. is active in the working field of cook and restaurant-trade commercial assistant . In this areas the restaurant is dealing with Also andis another working field of the company. During his stay the learner will integrate in those typical core working processes that will acure in the hosting company during his internship. Beside the described learning outcomes he has to work also on the companies order inflow in realtion to his qualifications and competences.</p> <p>He has to work especially in a small team concerning the custrmors orders of the company and has to be able to communicate in English and understand the customers needs.</p>
<p>Enclosures in annex - please tick as appropriate</p>	<p><input checked="" type="checkbox"/> Description of unit(s)/groups of learning outcomes which are the focus of the mobility</p> <p><input type="checkbox"/> Description of the learning activities</p> <p><input type="checkbox"/> Individual's development plan when abroad</p> <p><input type="checkbox"/> Other: (please specify here)</p>

5. Assessment and documentation

Person(s) responsible for assessing the learner's performance	Name: P. K. <hr/> Organisation, role: Kouvola Region Vocational College, teacher
Assessment of learning outcomes	Date of assessment: 8/04/2015 <hr/> Method: Assessment of working-related competences with a help of an standardized descriptor-orientated evaluation sheet by the company. In addition assessment of social and language competences by the company and or the responsible teacher. Assessment of personal competences will be done by a self evaluation..
How and when will the assessment be recorded?	. The achieved learning outcomes will be recorded in the Europass Mobility by the hosting organisation. The learner also gets a certificate from the hosting company
Please include	<input checked="" type="checkbox"/> Detailed information about the assessment procedure (e.g. methods, criteria, assessment grid) <input checked="" type="checkbox"/> Template for documenting the acquired learning outcomes (such as the learner's transcript of record or Europass Mobility) <input type="checkbox"/> Individual's development plan when abroad <input type="checkbox"/> Other: (please specify here)

6. Validation and recognition

Person (s) responsible for validating the learning outcomes achieved abroad	Name: P. K.
	Organisation, role: Kouvola Region Vocational College, teacher
How will the validation process be carried out?	With the help of evaluation sheet from the work place and discussion with teacher and learner
Recording of validated achievements	Date: , 10.04.2015
	Method: Achievements will be recorded to the students' administration system of Kouvola Region Vocational College
Person(s) responsible for recognising the learning outcomes achieved abroad	Name: P. K.
	Organisation, role: Kouvola Region Vocational College, teacher
How will the recognition be conducted?	By following the directions of Kouvola Region Vocational College

7. Signatures

Home organisation/country	Host organisation/country	Learner
Name, role	Name, role	Name
Place, date	Place, date	Place, date

If applicable: Intermediary organisation	If applicable: Parent or legal guardian
Name, role	Name, role
Place, date	Place, date

8. Additional information

Concerning the learning outcomes the learner can achieve at least 50% of the described work related competences, because he has to work on the companies order inflow in relation to his qualifications and competences.

9. Annexes

We add:

1. Competence Matrix
2. Europass Certificate Supplement
3. Europass CV