



ECOPLANET s.r.l.

circle
marketing around the web



Project: BLUE TEmPLATE
BLUE TEch PARtnership Education
Code: 2017-1-IT02-KA201-036870

MODEL OF
Individual Training Project
Metalmechanics, Electroncis e Precision Electronics (M.E.P.)

“The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein”



Project: BLUE TEmPLATE - BLUE TECh PARtnership Education

Individual Training Project
Metalmechanics, Electronics e Precision Electronics (M.E.P.)

PERSONAL DATA

STUDENT PARTICIPATING TO THE SCHOOL-JOB ALTERNATION ACTIVITES

Name and Surname	<i>Insert student surname and name</i>		
Born in	<i>Municipality or foreign state of birth</i>		
Data di nascita	<i>dd/mm/yyyy</i>		
Fiscal Code			
Address	<i>Street/Place</i>		<i>Street nr</i>
	<i>Town</i>		
	<i>Postcode</i>	<i>Province</i>	
Telephone			
e-mail			
Domicile <i>If different from the address</i>	<i>Street/place</i>		
	<i>Town</i>		
	<i>Postcode</i>	<i>Province</i>	

SCHOOL

Name			
Fiscal Code			
Registered Office			<i>Street nr</i>
	<i>Town</i>		
	<i>Street/Place</i>	<i>Province</i>	
Operating office or organizational unit responsible for the school-job alternation activities management <i>If different from the registered office</i>	<i>Street/Place</i>		<i>Street nr</i>
	<i>Town</i>		
	<i>Postcode</i>	<i>Province</i>	
Responsible person	<i>Specify the name of the responsible person for the alternation activities management (he can be the tutor also)</i>		
Telephone	<i>Insert the number of the responsible person for the management of the alternation activities</i>		
e-mail	<i>Insert the e-mail address of the responsible person for the management of the alternation activities.</i>		

COMPANY OR INSTITUTION

Name	
Fiscal Code	



Registered office	Street/Place	Street nr.
	Town	
	Postcode	
Operating seat of alternation activities carrying out <i>If different from the registered office</i>	Street/Place	Street nr
	Town	
	Postcode	
	Province	
Responsible person		
telephone		
e-mail		

SPECIFIC INFORMATION

REFERENCE AGREEMENT

Date of signature	<i>dd/mm/yyyy</i>
Nr of reference agreement	<i>Insert the reference number assigned to the individual or collective agreement</i>

COMPANY OR INSTITUTION

LEGAL STATUS	<i>Specify if public or private employer</i>
CODICE ATECO 2007	
NUMBER OF HUMAN RESSOURCES	<i>Select an item basing on the number of human resources in the operating seat where alternation activities carry out</i>

STUDENT PARTICIPATING TO THE SCHOOL-JOB ALTERNATION ACTIVITIES

ATTENDED CLASS AT THE ALTERNATION ACTIVITIES STARTING <i>Select an item</i>	
<input type="checkbox"/>	Third
<input checked="" type="checkbox"/>	Fourth
<input type="checkbox"/>	Fifth
TYPE OF THE ATTENDED SCHOOL <i>Select an item</i>	
<input type="checkbox"/>	Professional School
<input checked="" type="checkbox"/>	Technical School
<input type="checkbox"/>	Scientific or Classics high school



ALTERNATION ACTIVITIES MANAGEMENT

SCHOOL TUTOR

Name and Surname	<i>Insert name and surname of the tutor in charge</i>
Fiscal Code	
Telephone	
e-mail	
Qualification	<i>Select an item</i>
<input type="checkbox"/>	Professional Education and Training System Qualification (three years qualification)
<input type="checkbox"/>	Education system qualification (four years qualification)
<input type="checkbox"/>	Professional Education and Training system professional diploma (four years)
<input type="checkbox"/>	Education system professional diploma (five years)
<input type="checkbox"/>	Education system technical diploma (five years)
<input type="checkbox"/>	High school diploma
<input type="checkbox"/>	Post-diploma technical specialisation certificate
<input type="checkbox"/>	Post-diploma technical certificate
<input type="checkbox"/>	Degree or other university certification
<input type="checkbox"/>	Others

COMPANY TUTOR

Name and Surname	<i>Insert name and surname of the tutor in charge</i>
Fiscal code	
Telephone	
e-mail	
Classification	<i>Select an item</i>
<input type="checkbox"/>	Enterprise owner or assistant or freelance (single or associated)
<input type="checkbox"/>	Employee on permanent basis
<input type="checkbox"/>	Fixed-term employee (at least 12 months)
<input type="checkbox"/>	Short term contract employee (at least 12 months)
<input type="checkbox"/>	Cooperative worker member complying with Law 142/2001 (at least 12 months fixed term contract)
<input type="checkbox"/>	External consultant
OWNED PROFESIONAL EXPERIENCES AND SKILLS	
<i>Insert a short description of the owned experiences and professional skills to prove the adequacy with tutor task</i>	
N° of students participating to alternation activities	<i>Insert number</i>



INSURANCE GUARANTEES (COMPULSORY)

INSURANCE STATE INSTITUTE FOR ACCIDENTS AT WORKS	
TERRITORIAL INSURANCE nr	<i>Insert the number of the reference Territorial Insurance</i>
THIRD PARTIES LIABILITY INSURANCE	
Insurance	<i>Insert the name of the policy issuing insurance company</i>
Policy nr	<i>Insert the policy identifying number</i>

DURATION, TARGETS AND MODES OF THE ALTERNATION ACTIVITIES

Duration	
Starting date	
Ending date	
Timetable	<p><i>Specify the daily and weekly scheduled timetable</i> <i>If several activities locations are provided, specify the articulation among them</i></p> <p>The first part of the path provides for cross-cutting topic lessons (English, Safety and Security on job places and IT, 8 hours each) which will be carried out 2.30 pm to 6:30 pm complying with the annexed Calendar. This cycle of lessons addresses to all the pupils who will be then divided into the three planned training paths.</p> <p>Then, it will start specialized activities (Mechatronics – 16 hours, Robotics with kinematics and dynamics fundamentals – 16 hours, Electronics and Precision Electronics– 12+12 hours).</p> <p>This training path will be carried out at Capellini-Sauro Institute.</p> <p>Moreover, the programme provides also for laboratory activities (16 hours, 2.30 pm to 6.30 pm) care of companies or school laboratories complying with the requirements.</p> <p>The last step called “<i>Short-term exchanges of groups of pupils</i>” is the activity carried out also in presence of the foreign pupils selected by the Spanish and French Schools (3 or 4 for each school) for a total duration of 40 hours in 5 days and providing for workshops, visits to companies and laboratory activities.</p>

ANY OTHER LOCATIONS

For any other location for School Job Alternation activities, see Annex n. 3.

COMPANY TYPOLOGY

Shortly describe the company typology where the student will carry out the alternation activities (for example: field, department, office; general description of the activities which are carried out, etc.)

The School Job Alternation activities will be organised in cooperation with the following companies: Circle Srl, CMRE - Centre for Maritime Research and Experimentation, Colmar Srl, Dr. Fabio Magrassi, Elsei Srl, Eurochem Italia, Lavinio Gualdesi Ing., Istituto Nazionale di Geofisica e Vulcanologia.

For all information relevant the company typology where the activities will be carried out and the description of the same see the Annex n. 3.



ACTIVITIES CONCERNED BY THE ALTERNATION ACTIVITIES PERIOD

The project school-job alternation activities, consist of three steps for a total duration of 130 hours. The first step includes study sessions for the acquisition and assessment of soft skills (Safety and Security in job places, Technical English and IT), addressed to the twenty selected students and which will be carried out at School (24 hours in total).

This first step is followed by specialized training addressed to 6/7 pupils selected for this specific course. With reference to the course and the professional areas of “Mechanics technician” and “Electronics Technician”, students will be supported by company external teachers for activities/modules strictly connected with the identified profiles and in detail:

Mechatronics (n. 13 hours), Electronics and Precision Electronics (n. 12 + 12 hours), Underwater Robotics (n. 13 hours), to carry out in 15 lesson days in total.

Moreover, it will be carried out laboratory activities supported by the company tutor (n.16 hours)

The last step called “*Short-term exchanges of groups of pupils*” is the activity carried out in presence of the foreign pupils selected by the Spanish and French schools (3 or 4 for each school) for a total duration of 40 hours carried out in 5 days. For the detailed lessons program, see Annex 3.

Teaching Activities Program (Annex 1), Class Activities calendar (Annex 2) Practical Activities Calendar (Annex 3) are integrating part of this Training Project.

TRAINING AND VOCATIONAL OBJECTIVES

The primary objective of the whole School Job Alternation path is to supply instruction and vocation about the job world coherent with the study path and possible post-diploma study orientations, showing which are local and other European countries companies.

In particular, pupils will be in close contact with the specialists in researches in the field of mechanics engineering, as well as with companies applying and executing procedures and techniques to draw, to modify, to develop and check product, machines and equipment as well as with specialists in researches in the field of electronics, e with companies applying and executing procedures and techniques to draw, to build, to install, to detect problems and to modify components, parts, systems and singular electronics circuits or inserted in complex systems.

Before and After Skill Assessment sheets will be used and elaborated after their administration before and after the School Job alternation activities by the teachers.

These sheets, besides to the simple transposition of the individual learning results as well as of the experience of School-Job alternation activities, will have the purpose to supply a global assessment about the pupil ability to use the acquired knowledge to face tasks and problems, complex and new, real or simulated.

The assessment will require then a reflection about the way of reading and interpret the whole curriculum since, in the student path, it will be integrated a continuous interaction process, knowledge acquired in different contexts (school/job).

Therefore, it will be assessed before and after the School Job alternation activities as well as in relation to the topics faced during the training path:

- 1) Knowledge – as result of information acquirement through learning.
- 2) Abilities – as ability to apply knowledges and to use the know-how to successfully carry out tasks and solve problems.
- 3) Skills – as ability to use knowledge, abilities and individual skills, social and/or methodological, in situations of works or study and in the professional and/or personal development.

REFERENCE PREVALENT PROFESSIONAL AREA OF THE ALTERNATION



ACTIVITY

The professional areas have been identified in the “*Istat Professions Catalogue*” and precisely it has been detected two technical profiles:

- Mechanics Technicians (ISTAT act. code- Level IV 3.1.3.1)
- Electronics Technicians (ISTAT act. code- Level IV 3.1.3.4)

SAFETY AND SECURITY RELATED TRAINING

It will be carried out 8 hours of specific training about Safety and Security and worker health surveillance.

In the first day, it will be presented a Risk Assessment Form (RAF) and analysed all sections of the same, simulating the application in industrial contexts.

In the same way, it will be presented the other form provided by the national standards L.81/2008

INTERN RIGHTS AND DUTIES

Signing this Training Project, the student participating to Alternation activities binds himself to respect the following rules:

- 1) to carry out the activities provided by this individual Training Project and agreed with the company and school tutor, respecting the agreed timetable, the job place and the alternation activity coordination requirement with the employer activities;
- 2) to respect the company regulations and the standards concerning job places hygiene, safety and security and in particular to guarantee the real attendance of the training activities provided complying with the Law D. 81/08 “One Text about job places safety and security”;
- 3) to respect, both during and after the alternation period, the confidentiality obligation related to data, information and knowledge about products, production processes, administrative procedures and organization processes acquired during the carrying out of the alternation and any other information concerning the company, the relevant organization, the activities and programs he gets informed about;
- 4) to carry out tasks complying with the instructions of the company tutor, complying with this Training Project;
- 5) to ask for check and authorizations in case of relations with third parties;
- 6) to go to the company premises and to use the available equipment complying with times and modes set out in this Training Project and which will be later supplied complying with it, respecting in any case company standards and procedures it will get informed about.

Moreover, the student declares to know that, complying with the above-mentioned Agreement, in case of behaviour unwinding the training project purposes, the parties shall withdraw from the Agreement and consequently the alternation period will be interrupted.

DUTIES AND RESPONSIBILITIES OF THE SCHOOL TUTOR



The school tutor cooperates to the project drawing up, to the School Job Alternation activities organization and monitoring and to the final statements writing.

COMPANY TUTOR DUTIES AND RESPONSIBILITIES

The company tutor is responsible for the individual training project carrying out and the student integration in the work place for the whole internship duration; he is responsible also for the updating of the documents relevant to the internship (registers, etc.).

Signing this Training Project, the student participating to the alternation activities, the school and the enterprise acknowledge each other and declare also:

- that this Training Project is integrating part of the above-mentioned Agreement;
- that the information contained in this Training Project is given complying with the article 47 of the R.P.D. 28/12/2000 n. 445
- to be aware about the criminal liabilities in case of misleading declarations or exhibition of false documents or containing data not complying with the truth, complying with the article 76 of R.P.D. 28/12/2000 n. 445;
- complying with the Law Decree June 30, 2003, n. 196, to consent personal data processing, even automatized, contained in this Training Project, including their possible communication to third parties specifically charged, only for the purposes of a good management of the school-job period management, by the school and the company/institution and by the Region if they are acquired for the purposes of the control and monitoring functions, except for what is set out in the art. 7 of the Law Decree June 30, 2003, n. 196

[place], [date]

The promoting institution	<i>[insert name]</i>	<i>[signature]</i>
The hosting institution	<i>[insert name]</i>	<i>[signature]</i>
The student	<i>[insert name and surname]</i>	<i>[signature]</i>



APPENDIX
[IN CASE OF MINORS]

The undersigned	<i>Insert name and surname of the signatory</i>
Born in	<i>Municipality or foreign state of birth</i>
on	<i>dd/mm/yyyy</i>
resident in	<i>Address and Street nr</i>
in	<i>Town</i>
Postal Code	
Province of foreign state	<i>Province</i>
Domiciled in	<i>Address and Street nr</i>
in	<i>Town</i>
Postal Code	
province	<i>Province</i>
Fiscal code	
telephone	<i>Optional</i>
e-mail	<i>Optional</i>
Acting as	<i>(father, mother, other person appointed with the legal representation</i>
of	<i>Insert student name</i>
Above mentioned as student participating to alternation activities	

DECLARES

To have sight:

- of the Agreement signed by the school and the company/institution complying with the alternation period is implemented;
- of this Individual Training Project;
- to integrally accept the above, and particularly what is mentioned in the student training pact here annexed;
- to authorize *[insert the student name]* to participate to the alternation activities provided by this Training Project, complying with the modes here defined.

To take full responsibility of the following effect after the signature of the Training Project:

Signing this Training Project, the student participating to the alternation activities, the school and the companies acknowledge each other and declare also:

- that this Training Project is integrating part of the above-mentioned Agreement;
- that the information contained in this Training Project is given complying with the article 47 of the R.P.D. 28/12/2000 n. 445
- to be aware about the criminal liabilities in case of misleading declarations or exhibition of false documents or containing data not complying with the truth, complying with the article 76 of R.P.D. 28/12/2000 n. 445;
- complying with the Law Decree June 30, 2003, n. 196, to consent personal data processing, even automatized, contained in this Training Project, including their possible communication to third parties specifically charged, only for the purposes of a good management of the school-job period management, by the school and the company/institution and by the Region if they are acquired for the purposes of the control and monitoring functions, except for what is set out in the art. 7 of the Law Decree June 30, 2003, n. 196

[place], [date]

[insert name and surname of the signatory]

[signature]