

Erasmus Policy Statement (EPS)

The Vocational Training Integrated Centre (CIFP in Spanish) of Aviles is a new public institution (with a new legal status) that regroups other former institutions, the Vocational Training Integrated Centre Valliniello & IES JA Suanzes. The new centre incorporates historical experience and therefore participates in European mobility projects since 1994, with flows in Italy, France, Greece, Portugal, Germany and Ireland. It also facilitates the integration of students from other EU countries in order to perform their on-the-job training, we have so far answered to German and French students. The program aims to provide an opportunity to implement the professional training to our 1,100 students. The CIFP aims, within its overall training program, to enable and encourage placements in countries of the EU for students to do their training in companies areas related to their studies. The objectives of this activity are manifold. It is about to know the ways and skills in partner countries, to get familiar themselves with the habits and customs of the inhabitants of our environment and improve Communications between citizens of the EU through knowledge of the different languages. They are specifically:

- To acquire new methods and Technologies.
- To compare the methods and work processes: the development of other techniques.
- To acquire and improve language skills.
- To develop personal autonomy and creativity.
- To improve efforts to get jobs around the EU.
- To have a better knowledge of the social and cultural development of the surrounding countries.
- To establish a network of contacts among different Vocational Training institutions and teachers, sharing didactic experiences and perspectives.

Our students are enrolled in higher-level Cycles of Advanced Specific Vocational Training in different sectors:

- Automatic Regulation and Control Systems.
- Business Administration and Finance.
- Chemical Laboratory of Analysis and Quality Control.
- Computer and Telecommunications Systems.
- Computer Systems Management.
- Development of Computer Applications.
- Development of Construction Projects.
- Development of Urban Projects and Topographical Operations.

- Electric Installations.
- Industrial Equipment Maintenance.
- Metal Construction.
- Motor Vehicles.

The duration of the Vocational Training is 2 years and the last quarter of this training takes place in enterprises, what is known as Training in Work Centre. The aim is to develop such practices in a foreign company, not only to acquire professional skills but also linguistically.

We are the biggest centre in Asturias with Vocational Training Studies, and the second one in Spain. In addition, our students have different origins and backgrounds, and at the end of the program they will be able to obtain a degree of Superior Vocational Training Program. The coordinator will elaborate a final report about the development, achievements, and needs of the programme and will consider the result of the evaluation report of the students.

The Erasmus program will have the greatest possible visibility, consisted of: a prior informative campaign among the students and staff of the Institution. It will include its publication on the website of the Centre, besides to an external campaign, with a projection in the media social, for presenting the program, its objectives and to spread them out once reached after the stays. We will inform and display the document of the Erasmus Charter on the school board and use Erasmus image in documents.

The values that form the core of our learning process are those principles of respect for universal human rights, the recognition of civic responsibilities, the principle of democracy and the protection of minorities from the norms of coexistence, tolerance and pluralism, and the principle of generational equity. Our student's origins are multicultural (races, immigration). We promote gender equality, the use of non-sexist language and a cultural and social cohesion.

To ensure the highest quality in academic mobility activities, details should be provided in particular on: recognition and credit systems, the provision of information on curricula, information and counseling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, facilitation and acknowledgement of staff mobility.

Each student is evaluated by the tutor and the result of the assessment will be included in the student's file and in case it has been positive, it will enable the student to obtain the official title of Advanced Expert. In addition, the school will issue a diploma to include in the CVs, indicating the practical hours done. The Centre will provide all the necessary information they will need, such as phone numbers and email addresses of emergency. Meals and accommodation will already have been agreed with the advice of our local partner, and he also will have facilitated contact with the companies which they will



develop the practice. Prior to moving students, they have to attend to an immersion program in the language of the host country and they will deepen in its culture. CIFP Aviles will assign a tutor to incoming students, and will also facilitate them the accommodation and meals and will find suitable companies related to their training in the area of his demarcation.

To ensure high quality in student placements, some specific measures are taken, so students sign a contract accepting the conditions stipulated by the programme, which include the relationship with the host partner, business and shipping centre itself. Each student has a tutor who elaborates an individualized formative programme (timetable, sequences of activities). Students will be informed by the coordinator about the Erasmus programme. We will find a local partner who helps us to organize the logistic aspects and to provide contacts with the local companies, and the coordinator will choose the suitable companies according to the formative programs. Documents will be previously defined: template of contracts, report of participants, code of conduct and commitment. The coordinator of the programme and the student's tutor will follow all the activities throughout the stay. There will be a teacher-tutor and a mentor in each work centre. A teacher will accompany them during the first week of their stay, he will introduce students to the companies where the practices will take place and he will contact with the local partner, apart from checking the suitability of accommodation. This teacher will be responsible for the tutoring of the Learning process of the students abroad. To this end, he will visit the companies and he will have personal contact with each tutor in the work place and with students. The supervisor of each company will provide preliminary reports of the activity of each student and a final report that will assess the student performance. Taking into account the feedback from the students themselves, the reports of the tutors in their own business and those of the teacher, the latter will carry out an evaluation of the student in terms of fit/unfit, which will be included in the personal files and in their curriculum.

I, the undersigned, legal representative of the applicant institution,

- certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;

Place: *Avilés* Name: *Luis M. Palacio Junquera* Date (dd/mm/yyyy): *10 / 02 / 2011*

Original signature of the legal representative of the institution (as identified in section A.2 above)

Original stamp or seal of the institution

