



## **Hosting Organization description**

Epralima arose as a public interest cooperative with limited responsibility. Epralima, Vocational School of Alto Lima, implemented a quality system based on ISO 9001:2000, and in December acquired its certification seal, by the Portuguese Institution of Quality, through ICC – International Company of Certification, in the ambit of “Supplying Vocational Training Services; Educational and Training Courses; Vocational Training Courses and Technological Expertise.”

The certification process follows what has been considered Epralima’s culture since the beginning: “Training and qualifying youths with a profile adaptable to the region’s economic and social environment.”

Since the beginning Epralima has implemented, strong investments in their infrastructures, installations and equipment in order to support training activities and their human resources, with the objective of quality education which leads to excellence.

Due to ISO 9001:2000 certification, Epralima ensures rigor and quality in their services, affirming to be a modern school, perfectly integrated with the needs of the business and social environment of the region, and prepared for new technologic and innovative challenges.

## **Location(s) of work-placements**

Epralima is divided into four distinct sectors, two of which are located in Arcos de Valdevez, one in Ponte da Barca and another in Ponte de Lima: The school’s main branch is very well situated considering its easy access, its location in reference to the Town Centre, the fact that it is located only 100 metres away from the municipal sports pavilion and the fact that the surrounding space is intended for teaching purposes, such as: two offices, one for the Administrative and Financial Director and one for the Pedagogic Director; an accounting office; administrative services; a reception



and stationary office; fourteen classrooms; a library; an auditorium; a student lounge; a teachers lounge; an archive; a refectory; a bar; WC's and a Psychology and Career-guidance office.

## **Field(s) of internship**

- School management;
- Project Management;
- European mobility;
- Guidance and counselling;

## **Detailed tasks of trainee**

### **School management:**

Analyse the school development strategies with the aim to attain the school vision and education goals and to enhance learning effectiveness

Draw up policies and priorities for development projects

Support the planning and management of the school resources

Support the personnel Management: Staff performance evaluation and professional development; communication channels;

Analyse and support the Financial Management;

Support the reviewing school plans and budgets to see if they are in line with the overall education goals and school policies, and making appropriate adjustment when necessary.



## **Project Management:**

- Research on short-term financial support available in the field of education and training;
- Research on needs in the field of education and training through projects;
- Intervention ideas and market analysis for the preparation of applications, validation of these ideas and prepare descriptive and financial proposal.

## **European mobility:**

To assist the organization and implementation of the European internship, by the development of the following tasks:

Identify the differences of the function and administrative requirements connected to practical placements in different countries, as for example, qualification structure of vocational education, official obligations and possibilities concerning transnational work placements, national approach towards training placements, position of enterprises and trade unions towards value of placements etc.

To find, select and analyse requirements of hosting enterprises;

Support the preparation of practical placements abroad;

Support the selection of suitable candidates;

To assist the sending institution for travel booking, accommodation, and insurance, suitable accommodation

Organize the intercultural and language preparation

Help the selection of suitable network partners, suitable and reliable companies?

Guidance and tutorship of the trainees.

Support the financial management;



Support the assessment of the process, assessment of the individual placements;  
Assist the quality Assurance of the Work- Placement Contents  
Help the dissemination of the project.

### **Guidance and counselling:**

Support the guidance and counseling services in the school, in order to:

To identify the aims and objectives of guidance and counseling in schools

To identify the needs for guidance and counseling

Define the nature of guidance and counseling, individual guidance and counseling; and group guidance and counseling.

Outline roles of guidance and counselor in educational, vocational and personal and social guidance and counseling.

To explain steps in the development of career choice.

Identify factors affecting career choice To identify the characteristics of effective guidance and counselors

### **Skills&Competences required**

The trainee should be someone dynamic, capable to adapt to new situations, multifaceted, creative and with some language skills, particularly English, French, Spanish.

### **Learning Outcomes expected**

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## **Management, Guidance and counselling.**