



National HEI Consortium

Consorzio Nazionale degli Istituti di Istruzione Superiore



Hosting Organization description

OPAL Ltd. (Happy Kids) is a private company having its main field of activity concentrated on education and training, human resource development and lifelong learning initiatives. Our main aim is to participate in development of a society without barriers. In this respect, we support activities targeting participation for all.

Our trainings and conferences mainly concern socially excluded groups' education and integration to society. We also have a purpose to stimulate young people to develop their knowledge and discover and train their social skills and competencies which will save them from social exclusion. The company has highly qualified team of trainers, teachers and experts.

We are a big Turkish network from schools (preschools, primary schools and secondary schools.) public authorities, local governments, NGOs, Universities and youth initiatives.

Location(s) of work-placements

Name of organization : Happy Kids (OPAL YAYINCILIK ORGANİZASYON VE TİCARET LTD.)

Address: Kocatepe Mahallesi, Inkılap Sokak 24 / 12 06420, Kızılay - ANKARA

Telephone: + 90 312 419 01 41

E-mail : happykidstr@gmail.com

Website : www.happykids.com.tr

Field(s) of internship

Outgoing Erasmus Students: Work Placements/Traineeship

The Erasmus+ programme enables students to spend a placement period between 3 months and 12 months in an enterprise or organisation in another EU participating country as part of a degree course. Student 'placement' is an alternative term to the widely used term 'traineeship' or 'internship'.

Detailed tasks of trainee

- *To help students to adapt to the requirements of the EU-wide labour market
- *To enable students to develop specific skills including language skills and to improve understanding
- *The economic and social culture of the country concerned in the context of acquiring work experience
- *To promote cooperation between higher education institutions and enterprises
- *To contribute to the development of a pool of well-qualified, open-minded and internationally experienced young people as future professionals



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Skills & Competences required

Languages and level of competence required : English: Advanced level of English, fluent English.

Computer skills and level of skills required : User knowledge of MS Office

Other:

- *High level of communication skills
- *Previous work experience in customer service or sales is an advantage
- *Interest in IT
- *Ability to learn and willingness to work on self-development
- *Good understanding of the dynamic forces at play between the public and private sectors in your field;
- *Familiarity with the current debates surrounding international development;
- *Strong organizational and time management ability and a conscientious approach to deadlines;
- *Good interpersonal skills with the ability to work in multicultural teams;
- *Understanding of and ability to apply the EC's logical framework, Project Cycle Management and Results Oriented Monitoring approaches in the review and response to Terms of Reference;
- *Experience designing technical assistance projects for the EC would be an advantage

KNOWLEDGE, what Erasmus Students must know

- Professional knowledge: understanding the basic techniques in your learning pathway..

SKILLS: what Erasmus Students you must be able to do in fact the ability to apply knowledge and use know-how to complete tasks and solve problems. Skills are described as cognitive or practical.

- Practical skills typical for learning pathway: ability to apply them on an independent basis.
- Research skills: finding and processing data (also on the internet).
- Technical analysis and problem-solving skills: be able to plan work, choose the correct materials and tools, work in a systematic way from problem analysis to finding possible solutions to choosing the correct final solution.
- Critical and reflective thinking and acting (be able to make the correct choices).
- Language skills: be able to communicate (speaking – listening – writing - reading) in a foreign language.
- Communicative skills (including assertiveness and the ability to express himself).

ATTITUDES: what kind of person Erasmus Students should be

- Order, punctuality and work speed (capacity to adapt to working regulations and conditions, take all necessary documents with him, be disciplined, be on time).
- Motivation: attention and concentration, interest in learning new things and curiosity, not give up in difficult situations, independent working and studying, commitment.
- Finishing off: execute an assignment completely and properly, understanding the importance of quality control.
- Respect, positive attitude (tolerance, courtesy, decent language, no bullying, acceptance of authority, respect for multiculturalism, care for material).
- Social behaviour, working in a group (attitude towards co-workers, friendliness, cooperation, team spirit, honesty, being open to equal opportunities).
- Ability to take initiative, act independently.
- Flexibility, creativity and inventiveness.



Learning Outcomes expected

intern will learn to:

- Identify the key practices for developing *effective programs* and *successful proposals*
- Understand the types of information that are a "must" for every proposal
- Recognize the four most crucial elements of a proposal and how they fit together
- Identify and document the situation your organization wants to change
- Spell out the specific, *measurable outcomes* you plan to achieve
- Show that your organization can deliver what it promises
- Build a basic, doable evaluation plan (and know when to call in an expert)
- Create a bullet-proof *budget*
- Plan ways to make your program *sustainable*—even before it gets off the ground
- Put it all together in a *logic model*
- Understand the grant proposal review process
- Find—and work with—the funders that are right for you

You return to your organization with a work product in hand—a logic model that lays out your case for funding and an outline to guide you in developing a complete proposal!