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Erasmus+ Programme  
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**NON-FORMAL EDUCATION  
FOR ADULT SOCIAL  
INCLUSION AND RE-  
EMPLOYMENT  
(2020-1-IT02-KA204-079508)**

**TC4: BLENDED MOBILITY OF ADULT LEARNERS**

**ONLINE: 20-24 JUNE 2022**

**28 JUNE-2 JULY 2022 IN MARSCIANO, ITALY**

**HOSTED BY TRAVELOGUE APS**

# OUR PROJECT

## NON-FORMAL EDUCATION FOR ADULT SOCIAL INCLUSION AND RE-EMPLOYMENT

**Programme:** Erasmus+ KA2 Strategic partnership for the Exchange of good practices in Adult Education

**Running dates:** October 2020 – September 2022 (24 months)

### **Main aim:**

The project aims to develop key competences in adult population and to strengthen the network of actors in the field of adult education, training and career guidance in the participating territories, in order to favor the social and professional fulfillment and inclusion of disadvantaged adults.

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## Partners:

- TRAVELOGUE APS (Coordinator – Italy)
- ASOCIACIÓN INICIATIVA INTERNACIONAL JOVEN (Malaga, Spain)
- Go-Woman! Alliance Community Interest Company (United Kingdom)
- ASOCIACIÓN CULTURAL Y DEPORTIVA “LA HOYA” (La Hoya, Elche, Spain)
- GLAFKA s.r.o. (Czech Republic)
- Développement Méditerranée (DEVMED) (France)

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# TC4: BLENDED MOBILITY OF ADULT LEARNERS

**LEARNING OBJECTIVES:** The aim of this activity is to develop key competences with a focus on Personal, social and learning to learn competence and Digital competence, as well as to improve soft skills useful to deal with finding and maintaining employment.

**EXPECTED ACQUIRED COMPETENCES:** Identifying one's capacities and the external world's needs; managing one's career and social interactions in a multicultural context; understand the importance of a reflective and critical, curious, open-minded and forward-looking attitude to support engagement with digital technologies and contents; writing a Europass CV and cover letter; improved competences for job search and application; digital competences improved and new ICT tools discovered; multilingual competence; how to record a video.

# PROGRAM: Virtual activity – duration: 5 days

MONDAY 20/06	TUESDAY 21/06	WEDNESDAY 22/06	THURSDAY 23/06	FRIDAY 24/06
<b>16:00 – 17:00</b>  Presentation of the hosting organisation, presentation of participants; Explanation for online activities and platforms; Program of the mobility	Self-study on the platforms: Multilingual competence (IT/EN)	Self-study on the platforms: Multilingual competence (IT/EN)	Self-study on the platforms: Multilingual competence (IT/EN)	Self-study on the platforms: Multilingual competence (IT/EN)
	Self-study on the platforms: Personal, Social, learning to learn competence	Self-study on the platforms: Digital Competence	Self-study on the platforms: Cultural awareness and expression competence	Self-study on the platforms: Cultural awareness and expression competence  <b>Final evaluation (self-assessment)</b>



# PROGRAM: Marsciano, Italy

	<b>TUESDAY 28/06</b>
<b>MORNING SESSION</b>	<p><b>09:30 – 11:30</b>  <b><u>Sala Capitini</u></b>                      Welcoming, presentation of the hosting association and the program of the activities;                      Presentation of participants;                      Expectations and contributions</p>
<b>Break</b>	Coffee break
<b>MORNING SESSION</b>	<p><b>12:00 - 13:00</b>                      Key competences and formal, non-formal and informal education <b>(AIJ)</b></p>
<b>Lunch</b>	Free lunch
<b>AFTERNOON</b>	<p><b>16:00-17:00</b>  <b><u>Sala Capitini</u></b>                      Personal, social, learning to learn competence: Self-reflection, how to discover one's own capacities, attitudes, learning process and skills  <b>(GOAL)</b></p>
	<p><b>18:30 – 20:00</b>  <b><u>Giardino sensoriale (Sensorial Garden)</u></b>                      Intercultural aperitif</p>
<b>DINNER</b>	Free dinner



# PROGRAM: Marsciano, Italy

	WEDNESDAY 29/06
MORNING SESSION	<b>10:00 - 12:30</b> Visit to <a href="#">La Semente</a> ; breakfast with homemade products
Break	
MORNING SESSION	
Lunch	<b><u>DEPARTURE AT 9 FROM OASI VILLAGGIO (8:45 FOR AIJ)</u></b>
	Lunch near Spello
AFTERNOON	<b>15:00-18:15</b> Cultural visit in Spello / free time <b><u>DEPARTURE FROM SPELLO AT 17-17:30</u></b>
DINNER	Free dinner





# PROGRAM: Marsciano, Italy

	THURSDAY 30/06
MORNING SESSION	<b>09:30 – 10:30</b> <b><u>Sala Capitini</u></b> Self-reflection, how to discover one's own skills and attitudes. Storytelling activity
Break	Coffee break
MORNING SESSION	<b>11:00 – 13:00</b> How to search for learning/training/job opportunities in EU and submit a successful application <b>(ACD LA HOYA)</b>
Lunch	Free lunch
AFTERNOON	<b>15:00-16:30</b> <b><u>Sala Febbraro, Municipal Library</u></b> Digital competences, ICT tools and useful websites to favour employability <b>(GLAFKA , online)</b>
	<b>16:30 – 18:00</b> Europass CV and cover letter
DINNER	Free dinner



# PROGRAM: Marsciano, Italy

	FRIDAY 01/07
MORNING SESSION	<p><b>09:30 – 11:30</b>  <u>Sala Febbraro</u>  Workshop: <b>Business Idea and Business Plan</b> - concept, function and structure  <b>(GOAL)</b></p>
Break	Coffee break
MORNING SESSION	<p><b>11:45 – 13:00</b>  How to promote yourself in the job market: Tips and contents for the “Video Vademecum for active participation and active job search for adults over 35”</p>
Lunch	Free lunch
AFTERNOON	<p><b>15:00-18:00</b>  <u>Sala Capitini</u>  Group work: Creation of contents and videos for the “Video Vademecum for active participation and active job search for adults over 35”</p>
DINNER	Free dinner



# PROGRAM: Marsciano, Italy

	SATURDAY 02/07
MORNING SESSION	<b>09:30 – 11:00</b> <b><u>Sala Capitini</u></b> Group work: Creation of contents and videos for the “Video Vademecum” for active participation and active job search for adults over 35”
Break	Coffee break
MORNING SESSION	<b>11:30 – 12:30</b> Final evaluation; Europass and certificates
Lunch	Free lunch
AFTERNOON	Free time / departure
DINNER	Free dinner

# OUTPUT:

## Video Vademecum for active participation and active job search for adults over 35

### WHAT IS IT?

A video guide that summarizes the main **tips for job search**, through animated graphics and writings.

### YOUR CONTRIBUTION IS VERY IMPORTANT!

1. **Reflect & Take note:** What have you done, what have you learned, what was most interesting or useful?
2. **Group work and workshop**





**Any  
question?**



**Thank  
You!**



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## **Travelogue** **Associazione di promozione sociale**

**Registered Office:** Voc. Palombaro, 116  
06055 Marsciano (PG)

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**RE-IN-JOB**

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**TC4: BLENDED MOBILITY OF ADULT LEARNERS**  
**STORYTELLING ACTIVITY:**  
**THE LIFELINE**

# 1

## Storytelling

1. The poster shows a time line with the most important stages of life (childhood, adolescence, youth, adulthood)
2. Write a post-it note about the most important events of your life, placing them on the line (referring to past events)
3. Write in another post-it if and how you dealt with these events (How did you face problems and how did you solve them, referring to past events)
4. Write in the third post-it what you learned from these events, what skills you have developed (referring to the present)
5. Write in the fourth post-it how you plan to use the skills learned in the future
6. Please hang your post-it on the poster and explain you lifeline to the other participants



Thank  
You!



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**EUROPASS: CV AND COVER LETTER**

# The Europass Platform

*Europass: a free, personal tool for learning and working in Europe*

The [Europass](#) platform can help you to take the next step in your learning or career by:

- Helping you reflect on your current skills and experiences;
- Presenting you with tailored and trusted learning and job opportunities across Europe;
- Simplifying the writing of CVs and Cover Letters through editable templates;
- Providing you with accurate information on working and learning in Europe;
- Giving links to appropriate support networks.

With this, the European Commission supports you in reaching your full potential and finding opportunities across Europe that match your skills and experiences.

# The Europass Platform: Tools for job search

Among the Europass tools that you can create and use there are:

- **Europass CV:** one of the best-known CV formats in Europe. It is easy-to-use and familiar to employers and education institutions.
- **Cover letter:** a document to send with your CV for a job application.
- The **European Qualifications Framework:** The EQF is an 8-level, learning outcomes-based framework for all types of qualifications that serves as a translation tool between different national qualifications frameworks. This framework helps improve transparency, comparability and portability of people's qualifications and makes it possible to compare qualifications from different countries and institutions.

The platform and all tools are available in **29 European languages**.



EN English

europass

Europass tools

Learn in Europe

Work in Europe

About Europass

Stakeholders

Login to Europass

- Create CV
- Create Cover Letter
- Test your digital skills

**europass**  
*Take the next step*

Your free, personal tool for learning and working in  
Europe

Create your free Europass



Select your language

български

français

Gaeilge

hrvatski

italiano

latviešu

lietuvių

magyar

Malti

español

Nederlands

polski

čeština

dansk

português

Deutsch

română

eesti

slovenčina

slovenščina

ελληνικά

English ✓

suomi

svenska

српски језик

íslenska

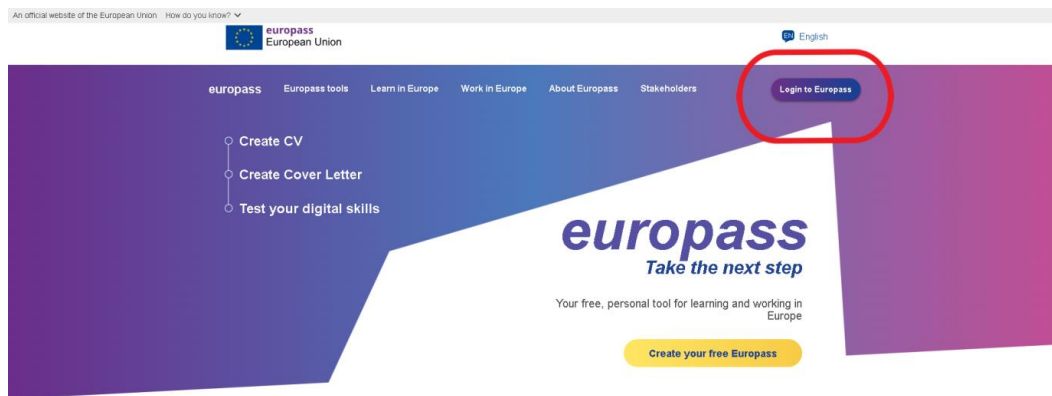
македонски јазик

norsk

türkçe

# CREATE YOUR PROFILE

When starting to use the Europass platform, we suggest you to create your profile.



When you click on Login to [Europass](#), you will be requested to login or to create an EU Login account. Here you can register with your first name, last name, e-mail and choose your language. Check the box for the privacy statement and click on “Create an account”.

**EU Login**  
One account, many EU services

English (en) ▼

[Create an account](#) **Login**

## Create an account

[Help for external users](#)

**First name**

**Last name**

**E-mail**

**Confirm e-mail**

**E-mail language**  
English (en) ▼

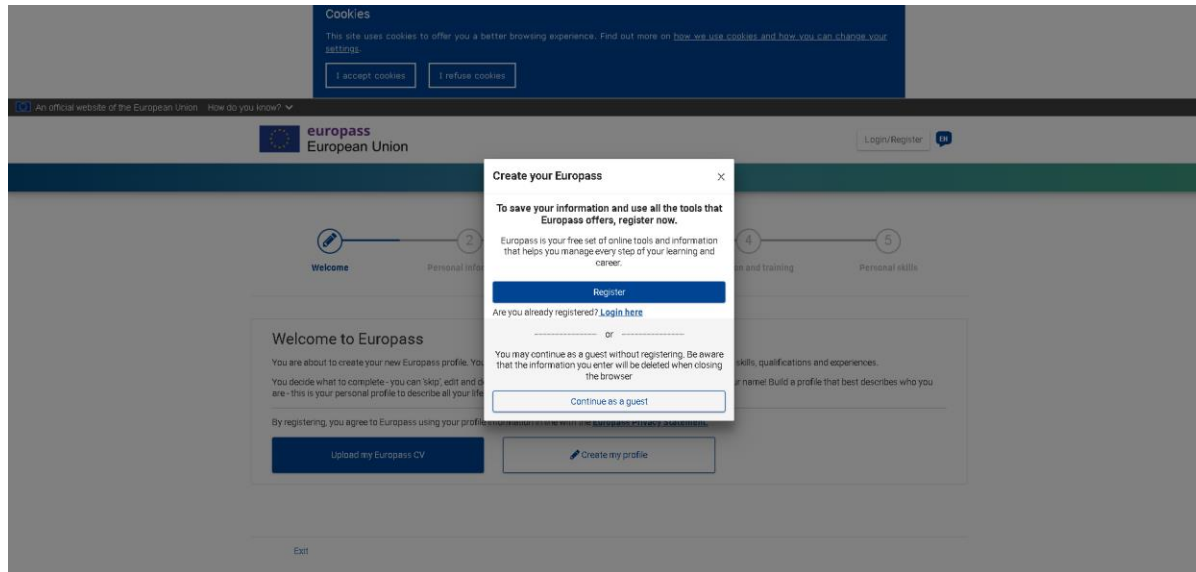
☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

**Create an account** Cancel

You will be then able to start creating your Europass profile or the different tools available, such as the CV or cover letter.



For creating your Curriculum Vitae you can Register or Login if you already have your Europass profile or choose to “continue as a guest”, if you only want to create your CV. In this way you will be able to create and download the CV, but the information will not be saved in the portal.



The screenshot shows the Europass website interface with a modal dialog box titled "Create your Europass". The dialog box contains the following text:

**Create your Europass**

To save your information and use all the tools that Europass offers, register now.

Europass is your free set of online tools and information that helps you manage every step of your learning and career.

[Register](#)

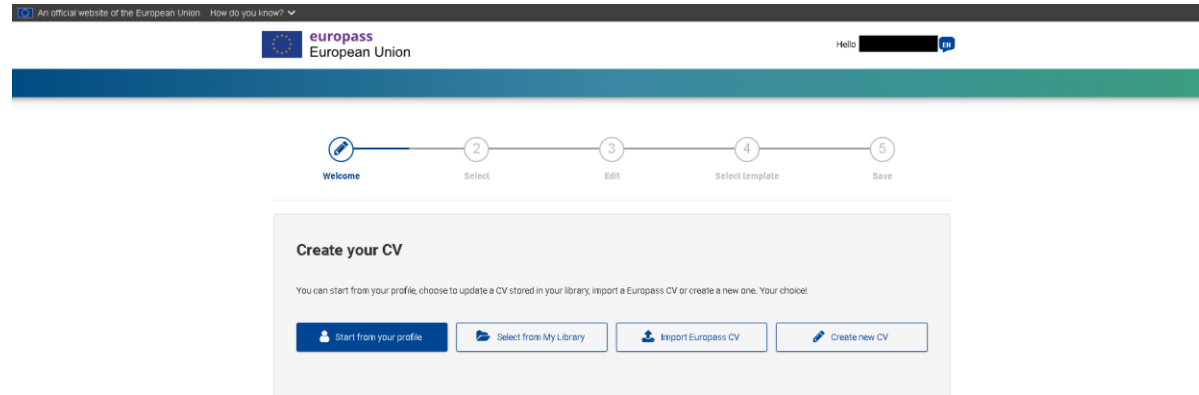
Are you already registered? [Login here](#)

or

You may continue as a guest without registering. Be aware that the information you enter will be deleted when closing the browser.

[Continue as a guest](#)

The background of the website shows a "Welcome to Europass" message and a progress bar with steps: 1. Welcome, 2. Personal info, 3. Education and training, 4. Skills, qualifications and experiences, 5. Personal skills. There are buttons for "Upload my Europass CV" and "Create my profile".



If you decide to register or login in the platform, you will be able to “**Start from your profile**” to create the CV, but you can choose to “**Create new CV**”, “Import Europass CV” (if you previously created a CV through the platform).

Once you have completed your **Europass profile** with information on your education, training, work experience and skills, you can create as many CVs as you want with just a few clicks. Just select which information you want to include, pick your favourite design and Europass will do the rest. You can create, store and share CVs in 29 languages. You can download your Europass CV, store it in your Europass Library, share it with employers or other job boards.

# WHAT IS A COVER LETTER?

A cover letter is a document you send with your CV (traditionally as the front cover or in the e-mail text).

You should write it **specifically for the job position** you're applying for, highlighting certain areas you think would make you right for the role.

It should include the following things:

- Your personal details (e.g. name, address, phone number, e-mail address);
- The hiring manager's name (if you have it) and the details of the organisation you are writing to;
- Where you found the vacancy;
- Why you're suitable for the job;
- Closing statements



6/9/97

Dear Sir / Madam,

I'm writing in regards to your ad  
for Corporate Communications Production.  
I have all of the skills that you have  
requested. Therefore I know I can  
contribute in many productive ways.

At Admiral Typesetting I learned  
many organizational skills. I have  
experience with Windows, Word, Excel,  
and Pagemaker. Also I can run special  
projects when requested. Please feel free  
to contact me with additional questions.  
I am extremely excited about the Internship  
in the Public Affairs Department.

Thanks,

Daniel Weisz



## HOW TO WRITE A COVER LETTER THROUGH THE EUROPASS PLATFORM

In the website you will be guided for the creation of an effective cover letter with all the relevant information divided into different sections. For each of them, you can see some suggestions.

You can fill the different parts of the letter by clicking on the pencil “Edit” and opening the different fields. Remember to click save for the changes and be sure to fill all the mandatory fields. Then click on “Next” and you will be able to select the template and colour you prefer and to download the file in pdf format or to save it in your Europass Library.



Select the language in which you want to create your cover letter

English

Date format \*

23/04/2019

## Edit cover letter

Fill the different sections of your cover letter

First name(s) \*

First name(s)

Last name(s) \*

Last name(s)

Address line 1

e.g: Street name, P.O, Box

Address line 2

Apartment, suite, unit, building, floor, etc.

Postal code

e.g: 0035482

City

e.g: Paris

Country

Select

Phone number

Select

Select

Email

Email

Instant messaging

[X Exit](#)

[Next >](#)



Details of the person/organisation  
to whom this document is  
addressed.

 Edit

City, Date and Subject

 Edit

Content

 Edit

Closing

 Edit



Details of the person/organisation  
to whom this document is  
addressed.

 Edit

### City, Date and Subject

City

e.g: Paris

Date

DD



MM



YYYY



Subject \*

Ref: Vacancy notice 245/2019

This field cannot be empty

 Clear

 Cancel

 Save





## Select format and save

Name of cover letter

Name \*

Select format



PDF

Save your cover Letter

Download

Save in My Europass Library



**Any  
question?**



## ACTIVITY:

### 1. **3 WORKING GROUPS:**

APPLICANTS & RECRUITERS

### 2. **30 MINUTES OF GROUP WORKS:**

- Pick up a case study
- The group leader should define the profile of the candidate
- Prepare the CV and cover letter for the application

### 3. **DISCUSSION:**

Will the candidates be selected?

**Thank  
You!**



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# Training feedback

Please fill in the questionnaire:

<https://forms.gle/tkWLaq1fH4PcGmxo7>



**Thank  
You!**



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