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## **INSTITUT MONTILIVI**

Following studies are taught at the Institut Montilivi in Girona:

[www.institutmontilivi.cat](http://www.institutmontilivi.cat):

### **SECONDARY SCHOOL (Compulsory schooling, “ESO”)**

1st Stage (1st “ESO” i 2nd “ESO”)

2nd Stage (3rd “ESO”, 4th “ESO”)

### **SECONDARY SCHOOL (non compulsory schooling, “BATXILLERAT”)**

1<sup>st</sup> i 2<sup>nd</sup> “Batxillerat”

### **VOCATIONAL STUDIES**

Non compulsory schooling

**After second stage of compulsory schooling “CICLES FORMATIUS DE GRAU MITJÀ”, short cycles:**

- Vehicle Body Work
- Vehicle Electro mechanics
- Administrative assistant
- Administrative assistant (juristic field)
- Telecommunication facilities
- Chemical Laboratory

**After “Batxillerat” “CICLES FORMATIUS DE GRAU SUPERIOR (Requirement: Secondary School-Leaving certificate):**

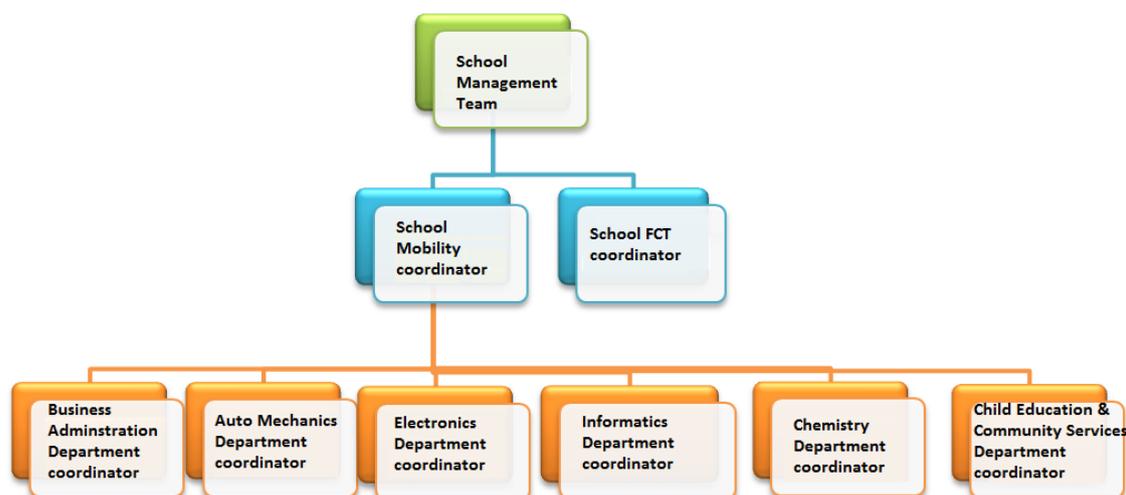
- Business Management
- Network systems manager
- Automotive
- Multi platform application development
- Web application development
- Education and Environment
- Child Education
- Social Integration
- Chemical Laboratory Assistants
- Electronics Maintenance
- Secretary

Over 50% of the students at the school are vocational students (800). Main target of a vocational study is to enable each student to develop their professional skills in a successfully manner.

## MOBILITY PROJECT.

Since 1990's our school has been sending exchange students to different places in Europe (France, North Italy). However, it is in 2009 when we decided to create a working group with the purpose of promoting the mobility of our students. This party is formed by vocational teachers on behalf of every speciality.

A flow chart of the mobility organization structure at our school is shown below:



## WHAT'S MOBILITY?

All vocational studies curricula say that students have to perform compulsorily a training staying at a company in order to fulfil their professional formation. Thanks to the mobility project, our students may do this training across Europe.

In order to complete the training, both in Catalonia as well abroad, a training contract is closed for every student, wherein three parties are involved: the company, the vocational school and the student.

The activities performed during the training are streamlined by the Education Department of the Catalan Government, which are specific for each vocational study.

Since the training at a company or service belongs to the ETCS credits, when a student performs mobility, the training will be immediately considered ratified. After Bologna Declaration a quantity of credits (ETCS) are to be established to the training assignment to obtain a full validation inside Europe.

At continuation, a web link is given where you will find all royal executive orders (real decreto) ruling vocational studies in Spain:

<http://www.xtec.cat/web/curriculum/professionals/fp/titolsloe>

## HOW TO SELECT CANDIDATES?

To select possible students to compete their training abroad it is to be considered among others: language, school report, self-reliance and engagement.

Once the candidates have been chosen and the mobility project procedure has started off, the students will attend a short course of language supervised by our school foreign language teachers.

## WHO IS GOING TO ASSESS THE TRAINING?

In order to follow the development of the student during his training, a mentor (teacher) is appointed. Furthermore, from the Catalan Education Department, there is an educational application software to help in this task.

In case of completion of a training staying abroad a second mentor at the training place abroad is assigned. There is a periodically communication between the mentor abroad and the school mentor. How to proceed with the monitoring of the student will be previously established by both mentors. It can be possible that the school mentor travels with the student just at the very beginning of the training.

## TRAINING TIMING

In Catalonia, vocational students of short cycles completing their training abroad are funded by Leonardo da Vinci programme. The staying lasts at least 4 weeks, and they have to work 7 hours per day at the most.

On the other hand, students of non compulsory vocational studies (at least 18 years old, after secondary school) are funded by Erasmus programme. In this case, the staying abroad lasts at least 8 weeks, and as in the former programme, they are supposed to work 7 hours per day at the most.

## RESPONSIBILITY

Students of full age commit themselves to accepting responsibility for their own actions.

Students under full age have to hand in an authorisation letter signed by the legal guardian.

All students taking part in the mobility programme are required to take out third party, accident and travel insurance.

## MOBILITY PROGRAMME PROCEDURE

In case of receiving students from abroad, the school has an already established procedure:

- Checking of all required documentation (training contract, medical, social, third party insurances...)
- Delivery of various information:
  - Contact telephone list.
  - City map.
  - Transport public schedule.
- Taking part in the lectures and activities of the corresponding vocational study at the school, it depends, maybe in Catalan.
- Monitoring of the training.
- Periodically communication between our school and abroad.