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Description of the mobility experience

- 21 OBJECTIVE OF THE MOBILITY EXPERIENCE *
- To acquire a first work experience in an international environment:
- improving and developing the professional skills of young people in initial training, at the level of European standards in practical training course on the use of business administration and accounting software;
 - improving skills and competencies specific to 11th grade, vocational studies in Economics, that are necessary to adapt to future integration into the requirements, and of the of space, of the international labor market;
 - developing skills that promote cross-occupational mobility in the qualification of Technician in Economic Activities.
- 22 EDUCATION OR TRAINING INITIATIVE IN THE COURSE OF WHICH THE MOBILITY EXPERIENCE WAS COMPLETED
- ERASMUS Plus, Key Action KA102, project number 2020-1-RO01-KA102-078926

23 COMMUNITY OR MOBILITY PROGRAMME INVOLVED

„European VET stages for specialized software for financial, economics and business administration”
 Project number 2020-1-RO01-KA102-078926

DURATION OF THE EUROPASS MOBILITY EXPERIENCE

24 FROM * 10 | 05 | 2021 | 25 TO * 28 | 05 | 2021 |
 dd mm yyyy dd mm yyyy

Skills acquired during the mobility experience
26A ACTIVITIES/TASKS CARRIED OUT *, were:

Preparation for gaining employment: • To respect H&S; • To respect the training program;
 • To identify different management and accounting software programs;
 • To distinguish clearly between ad-vantages and disadvantages (regarding operating times, working speeds, quality of the resulting information, accessibility of the software's);
 • To identify the software structure: menus, windows, icons; • To access menus, windows, icons - directly from the keyboard or from the toolbar to view how the program is presented;
 • To add the information from the documents for the primary accounting records that relate to business transactions and operations; • To use the IT module/software/program - using the commands according to the computer subsystem;
 • To print the listing reports - on screen or on paper; • To register several transactions regarding the accounting entries, transfers between partial inventories, inventory inputs and outputs;
 • To register the receipts / payments and listing of the final balance /financial situation.

27A JOB-RELATED SKILLS

To analyze of types of specialized accounting software; To analyze the software structure;
 To analyze the implementation of specialized software at work;
 To be able to process the data on a quantitative, qualitative, structural and contextual manner with the help of software;
 To register the accounting events and transactions using specialized software.

28A LANGUAGE SKILLS

• Acquiring an adequate professional language; •Communication in an international language;
 • Improvement of the Spanish level by the end of the placement;
 • Excellent level of communication in Spanish: - conversation/ oral expression, intermediate user (level B1).

29A COMPUTER SKILLS

• Use of specific economic and accounting programs, Windows tools and Internet for searching information regarding economic-legislative.

30A ORGANISATIONAL / MANAGERIAL SKILLS

• Good task management throughout the placement: identification of priorities, efficient management with the other members of the team.

31A COMMUNICATION SKILLS

• Excellent communication skills during the daily contacts with the teammates and the leader;
 - good knowledge of the internal practice as regards to the meeting of the leader's requirements;
 - well adaptation to the team work.

32A OTHER SKILLS

• During the extracurricular activities, orientation skills for a new social, cultural and geographical environment;
 • Certificate of attendance achieved at the end of the placement.

33A DATE *

28 | 05 | 2021 |
 dd mm yyyy

34A SIGNATURE OF THE REFERENCE PERSON/MENTOR *

Gonzalo Hierro

35A SIGNATURE OF THE HOLDER

Gaman Vasilica-Florina

* Headings marked with an asterisk are mandatory.