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3 ADDRESS

4 DATE OF BIRTH

5 NATIONALITY
romanian

Bacău

2005
d mm yyyy

Issuing organisation

6 NAME OF THE ORGANISATION *
Colegiul Tehnic „Gheorghe Asachi” Onești

7 DOCUMENT NUMBER *
1999/1

8 ISSUING DATE *

12 05 2023
dd mm yyyy

Sending partner

Nr Inreg. 2384/1 din 06VI/2023

9 NAME AND ADDRESS *

Colegiul Tehnic „Gheorghe Asachi”
Str Republicii 45, Onești
Jud. Bacău, Romania

10 STAMP AND/OR SIGNATURE

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Host partner

15 NAME AND ADDRESS *

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16 STAMP AND/OR SIGNATURE

Tellus Spain Manager
Gonzalo Hierro

17 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR *
Gonzalo Hierro

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19 TITLE/POSITION

Tellus Spain Manager

20 E-MAIL
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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

* Headings marked with an asterisk are mandatory
Europass Mobility is a standard European document which records details of the contents and the results - in terms of skills and competences or of academic achievements - of a period that a person of whatever age, educational level and occupational status has spent in another European country (UE/EFTA/EEA and candidate countries) for learning purposes

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 KA 221 (VET), project number 2022-1-RO01-KA122-VET-000079423

23 COMMUNITY OR MOBILITY PROGRAMME INVOLVED
 „European skills in Tourism and Business Management for the integration into the labor market in EU”
 Project number 2022-1-RO01-KA122-VET-000079423
 DURATION OF THE EUROPASS MOBILITY EXPERIENCE

24 FROM * 15 05 2023 25 TO * 02 06 2023
 dd mm yyyy dd mm yyyy

Skills acquired during the mobility experience

26A ACTIVITIES/TASKS CARRIED OUT *

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;
 • Good level of communication in Spanish: - conversation/ oral expression, intermediate user (level A2/ 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 *

02 06 2023
 dd mm yyyy

34A SIGNATURE OF THE REFERENCE PERSON/MENTOR *

Gonzalo Hierro

35A SIGNATURE OF THE HOLDER

ARDELEANU PETRA-CĂTĂLINA

* Headings marked with an asterisk are mandatory.

Holder of the document

1 SURNAME(S) *	2 FIRST NAME(S) *	3 ADDRESS
FORCOȘ	DIANA SABINA	[REDACTED]
4 DATE OF BIRTH	5 NATIONALITY	Jud. Bacău
[REDACTED] 2005	Romanian	[REDACTED]
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11 SURNAME(S) AND FIRST NAME(S) OF REFERENCE PERSON/MENTOR *	12 TELEPHONE
Sandu Ionela	[REDACTED]
13 TITLE/POSITION	14 E-MAIL
Teacher and project coordinator	gsamonesti@yahoo.com

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Tellus Spain S.L. Calle San Vicente Ferrer 7, Bajo 4, 37008, Salamanca, Spain	Tellus Spain Manager Gonzalo Hierro
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Gonzalo Hierro	[REDACTED]
19 TITLE/POSITION	20 E-MAIL
Tellus Spain Manager	gonzalo.hierro@tellusspain.com

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 hospitality industry (Tourism/Food&Beverage)
- improving skills and competencies specific to 11th grade, vocational studies in Tourism industry, 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 Tourism Technician.

22 EDUCATION OR TRAINING INITIATIVE IN THE COURSE OF WHICH THE MOBILITY EXPERIENCE WAS COMPLETED

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23 COMMUNITY OR MOBILITY PROGRAMME INVOLVED

„European skills in Tourism and Business Management for the integration into the labor market in EU“
Project number 2022-1-RO01-KA122-VET-000079423

DURATION OF THE EUROPASS MOBILITY EXPERIENCE

24 FROM * **15 05 2023** 25 TO * **02 06 2023**
dd mm yyyy dd mm yyyy

Skills acquired during the mobility experience

26A ACTIVITIES/TASKS CARRIED OUT *

- Preparation for gaining employment: • To respect H&S; • To respect the training program;
- practical activities specific for tourist accommodation and catering establishments
 - carry out the inventory by category; ensure an optimal environment through lighting, ambient music, personalized decorations depending on the event; creating the mise-en-place; assist the waiter in the process of serving the client
 - clearing tables of inventory items when the customer leaves or when necessary; check the equipment used in the cleaning process inside serving room; clean the serving room using substances according to the surface of furniture or floor
 - identifying the room status according to the file received from the Front-Office Department (free rooms, vacant rooms, occupied rooms) in order to start the cleaning process; verification, and completion of the inventory items in the maid's cart: towels, linen, hygiene products, detergents and cleaning utensils;
 - follow the phases of cleaning in the accommodation spaces: from top to bottom; use the adequate substances for cleaning depending on the surface; wiping/vacuuming the dust from the walls/furniture; checking the walls, stains and their removal or, when not possible, sending the information to the Reception/Front-Office
 - identifying different reservations management software programs; distinguishing clearly between advantages and disadvantages (regarding operating times, working speeds, quality of the resulting information, accessibility of the software used at the reception).

27A JOB-RELATED SKILLS

Ethics and professional communication and customers segmentation in tourism
Organizing the activity in the establishments of tourists' reception with functions of tourist' accommodation and public catering: Creating the environment in the accommodation room and Realization of different types of mise-en-place in the serving one

28A LANGUAGE SKILLS

- Acquiring an adequate professional language; •Communication in an international language;
- Improvement of the Spanish level by the end of the placement;
- Good level of communication in Spanish: - conversation/ oral expression, intermediate user (level A2/ B1).

29A COMPUTER SKILLS

- Use of specific reservations' management with the help of IT programs, Windows tools and Internet for searching information regarding tourist packages

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;
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FORCOŞ DIANA SABINA

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