

## STAFF VISIT CATALOGUE OF SIC LJUBLJANA

### STAFF VISIT 1

**NAME OF THE COURSE:** Streamlining practice and dual system

**THEME:** Theme 4: Schools-companies cooperation (dual system),

**DURATION:** 20 hours - 3 days

**LEARNING OUTCOMES:** Learning about dual system in Slovenia, learning best practices, nurturing School companies cooperation, improvement in scheduling and evaluating practice in companies

**DESCRIPTION OF ACTIVITIES:** The participant and our head of practice will work on practice scheduling, visit companies and arrange contracts and other paperwork, share teaching methods and tools; the participant and our teachers will share evaluation methods and tools.

### STAFF VISIT 2

**NAME OF THE COURSE:** International office implementation

**THEME** Internationalization and mobility

**DURATION:** 20 hours - 3 days

**LEARNING OUTCOMES:** Improvement in terminology, finding foreign partners, learning about the work of international office, documentation, financial planning, planning mobilities etc.

**DESCRIPTION OF ACTIVITIES:** Actively working in SIC Ljubljana Erasmus office with mentor, gathering documentation for outgoing Erasmus mobilities, communicating with foreign partners, organising transport and accommodation etc.

### STAFF VISIT 3

**NAME OF THE COURSE:** Erasmus project design

**THEME:** Theme 2: Project design and management

**DURATION:** 20 hours - 3 days

**LEARNING OUTCOMES:** Improvement in project design and management, planning resources, conceiving project ideas, implementing Erasmus+ rules and specialities.

**DESCRIPTION OF ACTIVITIES:** The participant with the help of our mentor will prepare a project idea, find suitable project staff, find suitable project partners and prepare a project proposal following guidelines of Erasmus+.

