

WORK PLACEMENT/TRAINING PROGRAMME

Programme details:

Training programme field:	Economy, business correspondence and office work
Training length:	2 weeks
Estimated period of implementation:	February/March 2021
Location of implementation:	Detva, Slovakia
Number of participants:	10
Receiving institution:	Spojena škola Detva, Slovakia
Sending institution:	Strukovna škola Đurđevac, Croatia



Time	Contents	Learning outcomes (Student can/is able to...)	Number of hours
Day 1 (Sunday)	Arrival to accomodation place		
Day 2 (Monday)	Introduction day		
	Welcome session and orientation walk around school Safety at work	<ul style="list-style-type: none"> understand and apply health and safety regulations and measures 	4 hours
	Introduction of students in companies: <ul style="list-style-type: none"> introduction to organizational structure introduction of mentors getting to know students work tasks and learning outcomes explanation 	<ul style="list-style-type: none"> introduce himself/herself to the mentor understand learning outcomes which are going to be acquired during the training 	3 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 3 (Tuesday)	Work placement in company		
	Organisation system of the company <ul style="list-style-type: none"> offices and departments internal communication daily workflow 	<ul style="list-style-type: none"> understand internal organisation and communication inside a company describe daily workflow of a company 	8 hours
	Office equipment and documents: <ul style="list-style-type: none"> post book, cash book computer system local area network 	<ul style="list-style-type: none"> differentiate a purpose of a post book and cash book carry out basic organisational tasks through company's computer system and network 	
	Sum up of a working day and filling out of a practical work diary		1 hour



Day 4 (Wednesday)	Work placement in company		
	Business correspondence: <ul style="list-style-type: none"> Slovak standard business letter format simple business letters (enquiry, offer, invoice) office and correspondence documents processing and archiving internet communication in business correspondence standard office software (Word, Excel, PowerPoint, Access) 	<ul style="list-style-type: none"> compare the Slovak and Croatian standard business letter format (similarities and differences) write correctly a standard business letter compose simple business letters (enquiry, offer, invoice) to process and archive office and correspondence documents use internet communication in business correspondence apply standard office software in business correspondence 	8 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 5 (Thursday)	Work placement in company		
	Office/business work and communication: <ul style="list-style-type: none"> incoming and outgoing mail (standard mail and e-mail) daily and weekly tasks schedule making common and professional foreign language 	<ul style="list-style-type: none"> process incoming and outgoing standard mail and e-mail arrange daily and weekly tasks schedule according to priorities apply common and professional foreign language in performing business tasks 	8 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 6 (Friday)	Work placement in company		
	Office/business work, software and equipment: <ul style="list-style-type: none"> usual accounting procedures accounting for current assets, liabilities and expenses fixed assets accounting accounting for revenue and expenses accounting software 	<ul style="list-style-type: none"> differentiate usual accounting procedures perform accounting for current assets, liabilities and expenses perform fixed assets accounting perform accounting for revenue and expenses carry out accounting procedures in dedicated software 	8 hours
	Sum up of a working day and filling out of a practical work diary		1 hour



Day 7 (Saturday)	Cultural programme		8 hours
Day 8 (Sunday)	Cultural programme		8 hours
Day 9 (Monday)	Work placement in company		
	Office/business work, software and equipment: <ul style="list-style-type: none"> company's system of payment procedures for cash and bank transfers accounting accounting software 	<ul style="list-style-type: none"> describe company's system of payment apply procedures for cash and bank transfers accounting carry out accounting procedures in dedicated software 	8 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 10 (Tuesday)	Work placement in company		
	Office/business work, software and equipment: <ul style="list-style-type: none"> accounting archive procedures integrity and backup of business and accounting data company's business reports standard office software (Word, Excel, PowerPoint, Access) 	<ul style="list-style-type: none"> archive accounting data in a proper way perform measures for integrity and backup of business and accounting data write standard business report use standard office software for performing the business tasks 	8 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 11 (Wednesday)	Work placement in company		
	Marketing and sales: <ul style="list-style-type: none"> company's marketing planning usual marketing channels (local media, internet, social networks, etc.) sales reports dedicated software for marketing and sales standard office software for marketing and sales (Word, Excel, PowerPoint, Access) 	<ul style="list-style-type: none"> prepare a basic marketing plan carry out marketing through usual channels (local media, social networks, etc.) prepare a sales report carry out marketing and sales task in dedicated software use standard office software for performing the marketing and sales tasks 	8 hours



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	Sum up of a working day and filling out of a practical work diary		1 hour
Day 12 (Thursday)	Training in school		
	Accounting: <ul style="list-style-type: none"> • usual accounting procedures • accounting for current assets, liabilities and expenses • fixed assets accounting • accounting for revenue and expenses • standard and dedicated office software for accounting 	<ul style="list-style-type: none"> • carry out usual accounting procedures • perform accounting for current assets, liabilities and expenses • perform fixed assets accounting • perform accounting for revenue and expenses • carry out accounting procedures in dedicated software 	7 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
Day 13 (Friday)	Training in school		
	Business correspondence: <ul style="list-style-type: none"> • Slovak standard business letter format • personal letter (CV, cover letter) in English • simple business letters (enquiry, offer, invoice) in English • comparison of business letter formats in Slovakia and Croatia 	<ul style="list-style-type: none"> • write standard bussiness letter • write personal letter (CV, cover letter) • prepare simple business letterr (enquiry, offer, invoice) • compare the Slovak and Croatian standard business letter format (similarities and differences) 	6 hours
	Sum up of a working day and filling out of a practical work diary		1 hour
	Conclusion, evaluation and handing out of mobility certificates		1 hour
Day 14 (Saturday)	Departure		

Detva 29/01/2020

Ing. Ján Melich (headmaster)

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