


## Example of completed "Travel File" (EN version)

<p><b>Dates of the exchange:</b> 26-29 / 10/2015</p> <p><b>Trainee:</b> A ..... K ..... .. (Female)</p> <p>home institution: P ..... .. N</p> <p>Country: Belgium</p> <p>Mail: <a href="mailto:ak@org.....">ak @ org .....</a></p> <p>Tel 00 123 45 67 89</p>	 <p><b>Host institution:</b>..... P .S.</p> <p>Contact person :F H.....</p> <p>Country: Spain</p> <p>Mail: <a href="mailto:ps@.....com">ps @ .....</a> com</p> <p>Tel 00 987 65 43 21</p>
<h3>Ecett Travel File</h3> <p>Sector: Addiction, Youth</p> <p><b><u>Objectives of the internship</u></b> (keywords)</p> <ol style="list-style-type: none"><li><b>1. Observe the institutions that support consuming minors</b></li><li><b>2. Understand how these institutions work with families</b></li><li><b>3. See how these institutions work with extra-family environment</b></li></ol> <p><b>The internship will start on 10.26.2015</b></p>	

## Step 1. Host Search

### My profile(Doc 1a)

1. Name: A ..... .. 2. Name: K .....  
 3. Gender: Female 4. Year of birth: 1990  
 5. Nationality: BELGIUM 6. Training: Social Worker

#### Professional experience :

7. Years of experience: 2  
 8. Type of work experience: responsible for communication in an international NGO (08/2013 - 06/2015).  
 9. Institution: NGO Z ...  
 10. Description of activities: psycho-pedagogical and social assistance for young people who abuse drugs and alcohol.  
 11. Position in the institution: administrative support

#### contacts:

12. Tel. institution: 00123456789 13. Tel. Intern: 00987654321  
 14. Mobile: 00234345456 15. Email: a....k...@gmail.com

#### languages

Questions 16 to 25.

		Spoken (speaking and understanding)	reading level
1st Language	<b>French</b>		
2nd Language	<b>Spanish</b>	<b>Independent</b>	<b>Independent</b>
3rd Language	<b>English</b>	<b>Basic</b>	<b>Independent</b>
4th Language			

26. Possible translator: I will translate for my colleagues.

27. I agree with the code of ethics of Ecett: YES

Signature

Dated:

A ..K ..... ..

## Objectives of my internship (Doc. 1b)

1. Placement type: A – grouped (2-3 days)
2. Desire of an internship period other than the standard length A, B, C and D: No
3. If yes, specify the desired duration and pattern -
4. Professional sector of knowledge exchange:

<u><b>Addiction</b></u>	Social work	<u><b>Youth</b></u>
Education	Occupational integration	Other: ---

### My goals by priority :

5. Objective 1: Observe the institutions that support consuming minors
6. Objective 2: Understanding how these institutions work with families
7. Goal 3: See how these institutions work with extra-family environment

Comments: In Belgium, there is not yet a day center for minors, which is based on a "community approach". We just launched such a service to help teenagers who abuse psychotropic and wish to participate in an ECETT training to have the tools adapted to the population encountered.

### **After my internship, I will be satisfied if ...**

- **I could mention the following: 1) Support for underage drinkers 2) Work with families 3) Work with the extra family environment**
- **I could talk with professionals, clients or users, the management team ...**
- **I visited an establishment, observed an activity, viewed documents; ...**
- **I attended team meetings support groups, family groups, seminars, etc ...**

**Note :** I surely will accompany as a translator.

### 9. Countries proposed for my internship

Belgium	Bulgaria	Finland	la France
Greece	Italy	Poland	<u><b>Spain</b></u>
Ireland	Rep. Czech	UK	Other .....

10. Have I informed my employer of my internship project Ecett? Yes

11. Do I have to fund my internship opportunities? Yes

12. If yes, specify:

- **European Mobility Exchange**
- personal money
- My own institution funds
- private donor
- Exchange helpdesk Ecett
- Other (specify):

13. Period required for the course:

Mar - 2016	Apr - 2016	May - 2016	Jun - 2016	Jul - 2016	Aug - 2016
Sep - 2016	<u><b>Oct - 2016</b></u>	<u><b>Nov - 2016</b></u>	Dec - 2016		

14. Comments on the dates and organization: ----

15. Participants: I will be accompanied by: Mr. T ... P .....

16. Have you thought of a host who would have the expertise you are looking for? (See the host institutions of the database): NGO P S ....., Spain.

## Step 2: Organisation of my internship

Or ? What? When? How?

### Internship agreement (Doc 2a)

Between Ms A ..K ..... S & P Mr. ....

1. Host institution: P ... ..S NGOs
2. Institution Telephone: 00 ..... ..
3. Contact person: Mrs. X ...
4. E-mail of the contact person: @ ..... ..
5. Mobile phone of the contact person: 00 .....
6. First day of the internship: 26/10/2015
7. Planning your internship. Have you sent in your host's schedule form (doc 2b) with your arrival and departure dates and location of your hotel so that your host to complete blocks of schedule "that? ", " What? "" When? "Etc. ( "OK" or comments on the schedule?): OK (see document attached 2b)
8. Budget (OK or comments): OK (see document attached 2c)
9. Lodging: OK (offered by the host in the rehabilitation home)
10. Local transport: OK (by bus, by ourselves)
11. Meals: OK (possibility of lunch / dinner / supper at the host to 37,40€ per day)

#### Declaration

- I am covered by travel insurance for the assistance and care: YES
- I informed my host about possible health problems (allergy, diet, etc.) YES
- I respect the code of ethics of Ecett: YES
- I agreed with my host the following language solution: I will speak the language of my host.

Trainee Signature Signature for the host

A .K ... ..... P ..... S .....

director

## Internship Planning (Doc 2b)

When?	What?	Or ?	Interlocutor?	comments
<b>Day 1</b>				
7:35 p.m.	ARRIVAL	S Airport ..... ..	P ..... H ....	He picks us
Night	Dining + housing House Reintegration	Street.... NOT.... City....	resident	Accommodation offered
<b>day 2</b>				
7:30	Breakfast	House Rehabilitation	resident	Flat rate
9am	Visit the welcome center	Street.... NOT.... city...	Mr L ..... .. .K.	Bus No. 56, stopping X.
11 am	Visit therapeutic communities (Open and closed	A city)	Mrs. V ... .. .B.	In the car with the host
13h	day meal + beneficiaries and educational team	The host	The team	package
14h30-21h	visit and participation in the Youth Project. *		resident	
9:30 p.m.	Dinner	Restaurant To be determined	In the city	psy offered. Young service.
Night	Housing	Street.... NOT.... city...		Accommodation offered
<b>day 3</b>				
7:30	Breakfast		with Conchi	Flat rate
9:00	Small city tour	-	Marie A.	Walk
13h	Noon meal city	To be determined	-	Paid by trainees
2:30 p.m.	Team meeting + debriefing	Reception center	Mrs. V ... .. .B ...	
18h	Bus to airport	Station	-	
7:30 p.m.	DEPARTURE	S ... Airport.	interns	

## Budget (Doc 2c)

Handout topped the spokesperson for your organization  
at least 3 weeks before the course begins.

<b>TRAINEE</b>		NAME:	K .....	NAME:	AT.....		
		City :	Namur	country:	Belgium		
		E-mail adress	<a href="mailto:ak@gmail.com">ak@gmail.com</a>	Phone :	00765432987		
<b>HOST</b>		Organization:	NGOs P ... ..S .....	country:	Spain		
		City :	S .....				
reasons	Who pays ? (1)	How? (2)	Rule (3)	Period (4)	comments	Budget (5)	Final Account (6)
<b>EXPENDITURE</b>							
eligible transportation, eg international (7)	E	credit card + cash	J	during		€ 110	€ 125
Subsistence: bus, meals, drinks,	E + S	credit card + cash	J	during		€ 50	€ 80
Accommodation (7)	E	credit card + cash	J	+ For before	Was offered	€ 60	€ 0
Other, specify (8)					Gift	€ 0	€ 15
<b>Total cost of the course</b>	E	credit card + cash	J	Before + During		€ 220	€ 220
<b>FINIANCEMENT (Grants, scholarships, etc.)</b>							
Internship Award Ecett	Ecett	Transfer		50% by + 50% end		€ 220	
Fund your organization							
Other funds, specify:							
<b>total funding</b>						€ 220	€ 220
<b>Result: (Revenues - expenses)</b>						€ 0	€ 0
Signed and accompanied by the words "read and approved"							
Signature Date							
Intern: Employer:							

### Step 3. Feedback (After the internship)

#### Evaluation (Doc 3a)

1. How did you reach your training goals?

- Objective 1: 4 = Very good
- Objective 2: 4 = Very good
- Objective 3: 1 = Low

2. Comments:

- **Obj 1: Observe the institutions that support consuming minors. Very good, because we stayed with the "Youth Project" 2 afternoons spent in the NGO. They explained the program and have allowed us to attend different groups with parents and youngsters, a personal interview with a family from the "tailored program" and a new application individual interview. It was really interesting and really what we wanted to see! In addition, we spent a morning in a closed center that hosts minors under judicial measures related to consumption. It was impressive, even if it does not serve us really for the future.**
- **Objective 2: Understanding how these institutions work with families. Very good ! 50% of the work is done with the youngsters, 50% with their parents (or guardians). They engage together in therapy. They mark this commitment by signing an agreement then they have to participate in groups and parents' school.**
- **Goal 3: See how these institutions work in the non-family environment. Low, because we have seen nothing. At the same time, I do not think they really work with the extra-family environment. We only know that they contact the school and the attending physician or other if necessary.**

3. Have you had more than your initial objectives?

**Yes. "Youth Project" works with shift schedule (16h-21h), therefore we could visit other services of the NGOs: the visitor center, therapeutic communities (open and closed) and incarcerated juvenile facility. It was very interesting also because our organization offers similar services. We will feedback to the whole team to inform them of what we have seen in these services. This may be useful.**

4. Overall rating:

- Quality of relationships, welcoming attitude: 4 = Good
- Local transport, accommodation and meals have they held as scheduled in the "Placement Agreement"? 4 = Good
- Has it been respected or planning for your request ? : 3 = Acceptable
- Does the language solution has been effective ? : 4 = Good
- cost-benefit ratio of the training ? : 4 = Good

5. Are you considering concrete follow-up after this exchange? This trip gave us lots of ideas. We planned several team meetings to discuss good practices and see what we can transpose to our working model.

6. Overall Rating: 4 = Good

**In each service, with each interviewee (staff or beneficiary), we received a super warm welcome. It was really great! It seemed that there were not really established schedule and the staffs were warned of our arrival at the last moment, but that did not prevent the progress of the stay. These**

were two super intense days, rich in information and emotions. The bonus of this trip was to reside with 2 beneficiaries. By doing so, we were in total immersion. The host NGO was very generous: they picked us up and drove us to the airport, they offered meals and accommodation and we did not have to worry about anything, just follow. I went there as a translator. I admit that it was stressing me out a little before the start because I am not a perfect bilingual; I only have a little experience of three months in Peru where the accent is very different from that of the host country but everything went well! They were attentive to talk to me more slowly and really put me at ease. In the end, there were no communication problems.

7. Comments: -----

8. Suggested improvements:

- by the trainee: -
- from the host: We have heard and seen many things, but we were a little frustrated not to have had the opportunity to explain our way of working. It was felt that they did not care completely, they thought it was going to 0. But in hindsight, I think that the timing was too short to do.
- from Ecett: -

9. Comments or questions: -



## **strong ideas (Doc 3b)**

1. "If the family does not change, the youngster will not change!" = Currency P ... S ... This means that 50% of the work is done with the parents and 50% with the young person. It is announced from the start, the whole family is committed in therapy. The therapeutic contract = the symbol of this commitment.
2. 3 rules (3 conditions) to integrate the program - NO drugs - NO violence - NO loneliness + the therapeutic contract still symbolizing the commitment: the young person agrees to comply with the 3 rules, the parents commit to support him and all agree to come to the groups.
3. The program is divided into four phases and each phase has a specific purpose (the rules, attitudes, emotions, closure).
4. The young person and his parents really evolve in peer group and there is a therapeutic referent per phase.

**What to do?** (To remember after my return)

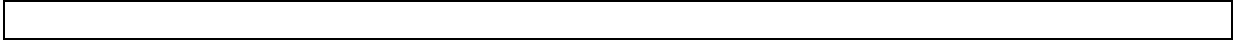
5. Send the money back and send the proof of expenditure to Ecett
6. Make a PowerPoint to present what we saw in the team
7. Note the feedback received during the presentation
8. The colleague ... X handles the meeting with the team of our NGO.

### **dates**

9. Documents 3a and 3b were transferred to my manager and my team members: the 15/12/2015
- 10 & 11: Discussion on docs 3a, 3b and 3c:
  - Date of discussion with my team: 15/12/2015
  - Date of discussion with my director: 12/17/2015

### **Feedbacks**

12. The coordinator: she considers the basic premise (if the family does not change, the young will not change) to be an essential basis for work with families at home.
13. Family therapist: everything is played in the alliance phase, the aim is not to blame the parents but rather to make them aware that we need them to get there, to support the young person and aim the abandonment of consumption. The resources are not only professional, family resources are also important.
14. The director: has the impression that the parents are not ready to hear that they have to change. The message should be passed differently: if they want to change the situation, they will have to invest themselves in the therapy, so be aware that they will have to come here once a week for example.
15. The psychologist: all that (work only in peer group; tell the family that if they do not change, the young person will not change ...) it works in Spain, but it would be difficult to apply these methods in our country because we do not have the same culture. We are closer to the Anglo-Saxon model than to the Latin one and it is necessary to continue the work individually. Given the economic climate in Spain, he is surprised to learn that the services are not free at the host institution and that it is expensive (200€/month).
16. Trainee A ... K ...: Note that the NGO P ... S ... is not as strongly supported as us by the region or state. Basically it's free. Initially, they gave a box to each group and everyone put what he/she wanted. They noticed that everyone took an average 200€ per month, therefore they ask it from the beginning. However, this should not be a hindrance. Families give what they can (one gave € 75).
17. Trainee T ... P ...: young people contest the authority (including us) but not the peer group. Ditto for the parents. This is why the groups are super interesting.



## Good practice (Doc 3c)

1. Name of the good practice (title, year):
2. General objective of good practice:
3. Name of the host institution:
4. City and country:
5. The name and email of the contact person in the host institution:
6. Your name will be added automatically by the system:
7. Dates of the exchange:

### DESCRIPTION OF GOOD PRACTICE

8. The subject to which the BP relates:
9. Reason for choosing the BP:
10. Description of the BP (+/- 500 words):
11. Description of target group:
12. Skills required for staff (knowledge, skills, attitudes):
13. The human, technical and other measures to implement the BP:
14. External conditions necessary for the implementation of the BP:
15. The risks inherent in the implementation of the BP:
16. BP's results for clients (or staff):
17. Can we measure the BP? What might be the indicators? :
18. Theoretical references or documentation of BP:
19. Hyperlink useful for BP:
20. Photos or documents attached:
21. Note:

### CRITICAL THINKING

22. What good practice elements would you like to inspire you for your work? :
23. What can be the added value for your customers, staff, other? :
24. What BP elements are transferable to your own work? :
25. Which elements of the GP are impossible to transfer to your own work? :
26. Are you suggesting your organization to implement the BP? :

### APPROVAL BY HOST

27. Have you made your BP description to your host? :
28. Have you received approval for publication of the BP (ie d., He / she confirms that there is no major error in the description)? You can ask him to correct significant errors.
29. Language (s): this good practice is available in your native language and in English:

EVALUATION	Tutor of the host country	Tutor of the subject expertise
	name:	name:
criteria	Date of :	Date of :
completed		
Relevance for the business		
Detailed and informative		
critical thinking		
Although written in the original language of the trainee / Understandable English		
Total	... / 10	... / 10

