

MAKE IT HAPPEN!

# TRANSNATIONAL MOBILITY FOR LEARNERS WITH DISABILITIES

Unit 7: CHECKLIST



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# 3. MY CHECKLIST - MIH

*Before the learners' departure*



## ADMINISTRATIVE & LOGISTICS

- I have an activity program for learners
- Flights and insurance for learners have been arranged
- My table of learners and accompanying people is up to date
- Liability and repatriation insurance policies have been taken and regist
- Identity documents are on date
- I have all useful docs signed by the parents/tutors to leave the country (for minors)
- I have a European Health Card (or a copy)
- The financial contracts have been signed
- The learning agreements have been signed by the learners and parents/tutors



# 3. MY CHECKLIST - MIH

*Before the learners' departure*



## WORKPLACE

- I have information about each learner's placement (name, address, supervisor, contact, main tasks, spoken language)
- I have enough support staff available to accompany the learners (or group of learners) in each company
- I have calculated the journey duration and the means of transport to get to each work placement
- I have agreed to the pace of work and any other adaptations with the hosting partner and the hosting companies
- I have shared my monitoring and evaluation requirements with the hosting partner/company



# 3. MY CHECKLIST - MIH

Before the learners' departure



## HOUSING

- ❑ I have a precise idea of the accommodation, and the distribution of trainees and accompanying persons per room.
- ❑ I know the address and contact details of the accommodation where the learners will be staying
- ❑ I have sent the breakdown to the hosting partner



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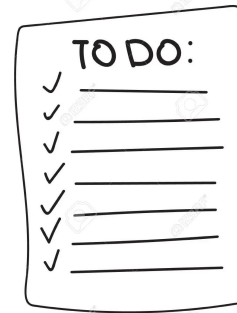
# 3. MY CHECKLIST - MIH

*Before the learners' departure*



## ENHANCING LEARNERS' EXPERIENCE

- ❑ I have raised awareness among learners (and parents) before departure
- ❑ I have organized pre-departure workshops with the learners



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# 3. MY CHECKLIST - MIH

*Before the learners' departure*



## FREE TIME

- ❑ I have approved the cultural outings with the relay partner (date and activity)
- ❑ I have used public transport to prepare trips around the city with the learners



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# 3. MY CHECKLIST - MIH

Before the learners' departure



## MOVING ON THE SPOT

- I know whether we are going to hire a car or use public transport
- I have mapped out the route between the accommodation and the host company for each learner
- I have worked out the route between accommodation and restaurant(s)
- I have worked out the routes (itinerary duration) to take me to the various cultural activities I have planned



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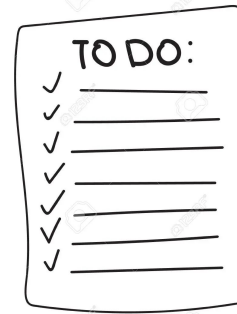
# 3. MY CHECKLIST - MIH

*Before the learners' departure*



## MEALS

- ❑ I have collected the menus of several restaurants and any other useful information during the preparatory visit, for the pre-departure workshops
- ❑ I have identified different options and ways to eat outside (picnic, restaurant, etc.)

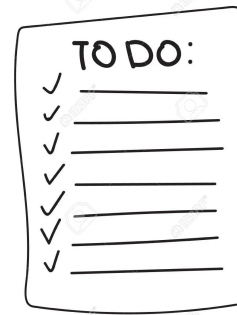


# 3. MY CHECKLIST - MIH

After the learners' return



- I have scheduled a time for the supervisors and the learners to talk to each other when the learners return from their placements:
- I organized a feedback workshop with the learners to complete the "EU CORPORATE" questionnaire
- I have planned work sessions with learners (For those wishing to set up [EUROPASS](#) certification)
- Plan a sessions to check you have gathered all the documents signed by all parties (Financial contract, Learning agreements,certificates)
- Fill in the beneficiary module mobilities section with each learner



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