

Õpiränne ja Europassi dokumendid

Katre Lomp • rahvusvaheliste projektide juht • Rakvere Ametikool

Kutseõpilaste õpirände korraldamisel kasutame

1. Europassi CV. Õpirändesse kandideerimisel esitavad õpilased inglisekeelse fotoga CV.

Siiski lubatud ka muus formaadis inglisekeelsed fotoga CV-d.

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You may experience issues on Europass because of ongoing technical updates to improve Europass features.

Profiili loomine

- Loo nii palju CV-sid kui kulub ja formaadis, mis meeldib
- Lisa juurde uued töö/praktikakogemused ja uus haridusinfo sh koolitused

Õpilaste juhendamine profiili loomisel/CV koostamisel on vajalik

Osa inglise keele õpetajaid on selle oma tundi lõiminud st õpilased loovad Europassi profiili ja koostavad CV-d tunnis.

- Nimed, aadressid jms kirjutatakse läbivalt väikese tähega
- Ei märgita sünnipäeva
- Digital skills – kas on ikka vaja lugeda üles sotsiaalmeedia kasutamise oskus, kui minna praktikale pagari erialal
- Palju õpilasi tahab lisada vaid seda, mis on valikus ehk pakutud loetelud, kuigi on võimalus kirjutada täpselt seda, mida oled õppinud.

Veel tüüpvigu

- Haridustee all on läbivalt puudu info selle kohta, kus koolis ja millal omandati põhiharidus, märgitakse ainult Rakvere Ametikool.
- Õpilane kirjutab haridustee alla, et õpib alates 2014 Rakvere Ametikoolis ehk kokku juba 10 aastat. Samas CV-s ei ole märkigi sellest, et kuskil ja millalgi on ka põhiharidus omandatud.
- Kooli nimi inglise keelde tõlgituna on olnud väga erinev, nt *Job school, industrial school, professional school, technical school* jne
- Ei märgita õpitava eriala nimetust. Või pole see korrektne. Tislerid kirjutavad näiteks eriala nimetuseks *carpenter* (puusepp), huvitav eriala on ka *car break technician*.

- Europassi profiil annab võimaluse kirjeldada erialaseid õpinguid ja see on välisriigis praktika sooritamiseks väga oluline osa CV-st.
- Õpilane kirjutab õpinguteks rahvatants ja korvpall; matemaatika, bioloogia, ajalugu - erialaste õpingutega seoses ei maini midagi.
- Soovitame lisada põhjaliku ülevaate koolis omandatud erialastest teoreetilistest ja praktilistest teadmistest ja oskustest
- Vastuvõtja saab kohe ülevaate, mida õpilane õppinud on



New education and training experience

Title of qualification awarded 

Title of the qualification

Please add the qualification title.

Organisation providing education and training 

Name of the organisation

Website 

e.g. www.university.com

City

e.g. Paris

Country 

Select

Address details

From 

DD



MM



YYYY



To

DD



MM



YYYY



Ongoing

☐ More details

From 

to

☐ More details



☒ More details

Field of study 

 Add field of study

Final grade 

Thesis

Main subject / occupational skills covered 

B I U

x₂ x²

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- occupational techniques (making of standard breads, fancy breads, cakes and pastries)
- science applied to food and equipment (microbiology, biochemistry, hygiene)
- occupational technology (basic principles, hygiene and safety)
- knowledge of business and its economic, legal and social context

EDUCATION AND TRAINING

09/2021 – CURRENT Rakvere, Estonia

JUNIOR IT SYSTEMS SPECIALIST, LEVEL IN EQF 4 Rakvere vocational school

Linux Ubuntu, configure Apache and Nginx (how to make a static website). FTP and samba (transfer protocols. Automatic backup of files from the users computer).

Proxy server(how to check network traffic and how to block sites or keywords). Zabbix monitoring

Office software such as Word, Excel and Powerpoint.

Computer assembly and disassembly, Binary calculations.

Networking basics such as router switches, acces points. configuration. Vlans routing. How to access through SSH. Cableing. Documendation on Excel. IT technical support. Windows operating systems. Basic level scripting in Windows powershell. Windows installation and setup. Application software management in Windows. Windows management automation. Computer diagnostics. How to use Putty. L2 switch, subnet calculation, RIP protocol. DHCP protocol. Setting up SMB. 3D modeling with 3D Fusion, Tinkercad and Sketchup.

- Töökogemuse osas: õpilane kirjutab ettevõtte nime asemel näiteks oma juhendaja nime, ettevõtte juhi nime, aga mitte ettevõtte nime. Samuti jäetakse massiliselt märkimata, milliseid tööülesandeid täideti st milline kogemus õpilasel juba on ja mida ta oskab.

WORK EXPERIENCE

11/04/2022 – CURRENT – Rakvere, Estonia

WORK PRACTICE IN AUTOMOTIVE MECHANICS – RAKVERE AUTOTEHNIKA

Automotive repairs/diagnostics/maintenance - engine, suspension, electronics.

Sageli ei ole II kursuse õppuril veel erialast töökogemust

WORK EXPERIENCE

01/08/2022 – 01/09/2022 Aruküla

ASSISTANT WORKER FALKONET METALL

A job where I learned and practiced teamwork. Got a better understanding of job responsibility. Learned the importance of time management.

10/08/2021 – 25/09/2021 Rakvere, Estonia

CLIENT BASE AS KESKO SENUKAI

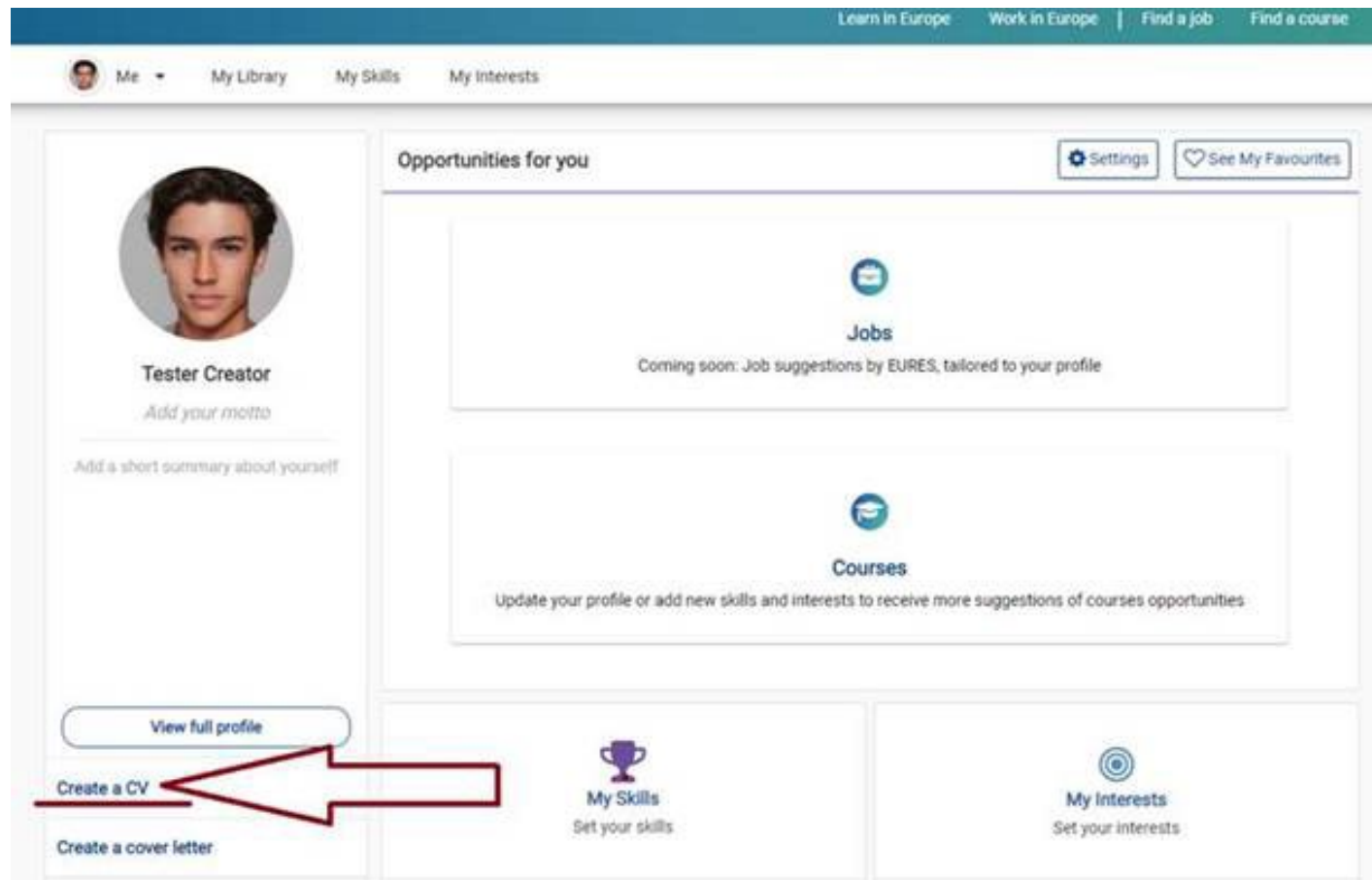
I had to put lots of goods on shelves and help clients find them, talk about the item and explain everything about it. This job required a lot of teamwork and I had no problem with it. Learned client psychology, and how to sell the product.

10/06/2019 – 10/07/2019 Tapa, Estonia

ESTONIAN YOUTH WORK CENTRE TAPA VALD

I did a lot of different jobs from gardening and cleaning to painting, cutting grass, and bushes, and working on a small excavator. After the day, our group went on trips, and thanks to the trips I got to know everyone and made lots of friends. Learned how to socialize and make people feel good around me.

Ja ei osata luua profiilist CV-d



Õpirändetunnistus

- Erasmus+ programmi õpirändel osalenu peab saama tunnistuse, kuhu kirjutavad alla nii vastuvõtja kui osaleja

26A ACTIVITIES/TASKS CARRIED OUT *

Practical training at Entsorgungsbetriebe Lübeck, Malmöstraße 22, 23560 Lübeck, Germany. Student was direct participant in daily work of the enterprise. Fulfilled the instructions of the supervisor. Was responsible for his work. Standard-service activities, changing and balancing wheels and tyres, light-bulbs, changing oil and filters, replacing braking system components, replacing transmission system components.

27A JOB-RELATED SKILLS

The student has following competences:

- is able to use and maintain garage and other equipment;
- is familiar with general construction, classification, general details and technical specifications of vehicles;
- is able to service and repair power transmissions, electrical gadgets, running gear and driving equipment;
- is familiar with engines, power supply, electrical and ignitions systems, transmission, automatic transmission, steering equipment and chassis, brakes, traction and steering systems;
- is able to use fuels, oils, special liquids.

28A LANGUAGE SKILLS

Improving professional English skills. Learning basic German.

30A ORGANISATIONAL / MANAGERIAL SKILLS

Adapting to new team. Learning about company's organisation. Understanding of companies' structure and way of working. Improving time-management skills

31A COMMUNICATION SKILLS

Managing communication in new situations.

Edukat katsetamist ja kasutamist!