

## PROFILE OF BULGARIA TRAINING

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BULGARIA TRAINING is a Bulgarian company which is concerned with the planning and management of European international projects in several fields.

We are interested in becoming partner with other European organisations working with mobility and multilateral projects (ex Leonardo da Vinci Pilot projects) of the new Lifelong Learning programme.

## STAFF OF BULGARIA TRAINING

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- ❖ LUCIANO DONATO MARINO: Marketing and Strategies
- ❖ LUBA YONKOVA: Organization and Administration
- ❖ GALYA KICHUKOVA: European Projects Coordinator

## WHAT CAN BULGARIA TRAINING OFFER

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Bulgaria Training is sending and receiving organization.

As receiving organisation, the company organises language courses, work placements, professional seminars, exchange projects and socio-cultural programmes all over Bulgaria for a minimum of 1 week and a maximum of 6 months.

### BULGARIA TRAINING

6 Skobelev Street, ap.3, 1463-Sofia (Bulgaria)

Tel. (00 359) 2 852 8118 Fax (00 359) 2 950 6071 email: [kichukova@bulgariatraining.bg](mailto:kichukova@bulgariatraining.bg)

[www.bulgariatraining.bg](http://www.bulgariatraining.bg)

## PROVIDED SERVICES

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### ❖ **TRANSFER FROM AND TO THE NEAREST AIRPORT:**

BULGARIA TRAINING organizes the trainee's transfer at arrival and departure.

### ❖ **ACCOMODATION AND MAINTENANCE:**

Trainees are usually accommodated in comfortable flats shared with other students. All apartments are fully equipped and students receive a weekly pocket money for food costs.

### ❖ **LOCAL TRANSPORT**

BULGARIA TRAINING provides trainees with weekly or monthly local transport passes to reach their school and work placement companies.

### ❖ **LANGUAGE COURSES:**

English courses are held by specialized teachers in Foreign Languages. We also provide Bulgarian language courses, which are taught by Bulgarian native teachers specialized in teaching foreign students and in foreign languages.

The intensive course is two weeks of lessons; the entire course is three or four weeks of lessons.

#### ➤ *Teaching method*

The teaching method is based on communication. For the English courses explanations will be in English. For the Bulgarian language courses explanations will be done on the students' native language (Spanish, Italian, English, French, German,) Students actively exercise the four fundamental functions of the language: listening, speaking, reading and writing.

#### ➤ *Teaching materials*

Various materials are used throughout the course: video-cassettes, newspapers, magazine articles, films, music, DVD, etc.

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## ❖ WORK PLACEMENTS:

BULGARIA TRAINING looks for the appropriate company in which students will be sent for practical training. The work placement companies are founded according to the trainees CVs, their previous professional experiences and knowledge of the language.

administration	electrical	management
agriculture/horticulture	energy production and supply	media, communication
business	engineering, automation	multimedia
charity and voluntary	entrepreneurship	sport, leisure activities
commerce	environment, environmental protection	telecommunications
construction, building	food industry	textiles and clothing
crafts	graphic industry, publishing, printing	theatre, dance, music
culture and arts	information technology, computers	tourism, hotel and catering
	transport, logistics	

### BULGARIA TRAINING

## ❖ WORK PLACEMENTS REGIONS:

Work placements take place mainly in the area of Sofia, but we also organise work placements in Plovdiv.



## ❖ TUTORING AND FOLLOW-UP:

Every trainee has a tutor of BULGARIA TRAINING who takes care of him/her during the whole training period and a host company tutor. The host company tutor has the duty of monitoring every week the activities carried out by the trainees, while the tutor of BULGARIA TRAINING is an intermediary between the host company and the trainees and interferes, if required, whenever there are problems connected with the training activities. In this way a constant control of the activities is guaranteed. Then, the host company tutor and the trainee fill in an evaluation questionnaire to analyse all aspects related to the work placement, in the middle and at the end of the training period.

### ➤ *Monitoring*

The monitoring is carried out on a weekly basis by the tutor of the host organisation. All the information referring to the implementation of the work placement is communicated by e-mail, fax and telephone.

The tutors of the host organisations and the students fill in an intermediate and a final questionnaire to analyse all the aspects related to the work placements (tasks, skills, etc.).

## BULGARIA TRAINING

## ❖ CULTURAL VISITS AND ACTIVITIES:

Parallel to the project there are socio-cultural activities organised and carried out by BULGARIA TRAINING.

### ➤ *VISITS*

City tour of Sofia and sightseeing

Daily trip to Plovdiv

Daily trip to Koprivshtica

## ❖ CERTIFICATION:

At the end of the language course, BULGARIA TRAINING, issues a certificate of attendance indicating the completed level.

BULGARIA TRAINING also issues a certificate regarding the work placement, indicating the name of the company and the dates.

### ➤ *EUROPASS CERTIFICATE*

BULGARIA TRAINING cooperates actively with the sending organisation in all procedures for issuing the EUROPASS certificate.

## ❖ FINAL REPORT ON CD FORMAT:

BULGARIA TRAINING prepares a final report for the sending. This final report contains all the information regarding the trainees stay in Bulgaria- work placement companies as well as tutors and students evaluations.