



INCOMING DEPARTMENT

**INCOMING
PROGRAMS AND SERVICES
2008**



ABOUT US

Euroform RFS has been operating in the vocational guidance and training field since 1996, with the main goal of working as channelling vehicle between the labour market's supply and demand, by:

- ☛ Providing better understanding of the European labour market dynamics;
- ☛ Increasing opportunities to enhance knowledge and competencies, and;
- ☛ Working actively to foster a better integration of the labour forces.

The Association is a Training Agency officially accredited by the Government of the Calabria Region. Its main activities focus on vocational training, continuing education, adult education and youth guidance, turning particular attention to international mobility by implementing placement programs for students, young workers and post-graduates, and exchange programs for education experts and teachers.

Our areas of expertise encompass a wide range of disciplines, and since 1998, the organisation have implemented several successful placement and exchange projects in the framework of the European program Leonardo da Vinci: every year it offers the possibility to gain work experience in other European countries to over 300 youngsters.

Euroform RFS also acts as hosting organisation in placement and exchange projects for youngsters and professionals. Euroform RFS's activities and projects are planned and

implemented thank to the active participation of an international network of organizations from Germany, France, Spain, UK, Ireland, Belgium, Lithuania, Latvia, Slovakia, Czech Republic, Portugal, Australia and Canada. Moreover, Euroform RFS acts as hosting agency for European volunteers in the ambit of the European program's YOUTH (EVS).

In 2003, the organisation has founded the International Mobility Desk (SMI) in partnership with the Administration of Cosenza Province and Calabria University (UNICAL). In its first three years of service, the SMI has delivered excellent supporting services to youth searching and applying for European mobility programs.

EUROFORM RFS' STAFF

The key to Euroform RFS' success lies in the quality and professionalism of its Staff. Our activities are carried out by a qualified management team of experts with extensive experience in European projects design, training and guidance activities, human resources management, project management, and IT and business management. Our administrative Staff is a group of dynamic and motivated young associated, whit exceptional organizational and customer service skills.

Our Staff's winning attitude stems from a commitment to the vision and principles of the Organization and from understanding and actively participating in everyday quality improvement activities.

INCOMING PROGRAMS

Placements

We are very aware of the positive impact that a successful work placement can have on the trainee's experience and professional growth. For this reason, our placement programs are thought, designed, and implemented to maximize these opportunities for the trainees.

Our placement coordinators work every day to provide the right accommodation, appropriate socio-linguistic supporting activities, and effective tutoring. Every program is supervised and fine-tuned according to the weekly feedback given by both the trainees and the organizations where the trainees are placed. To guarantee the results of our placement programs, these organizations are carefully selected after a rigorous due diligence work covering their activities, practices, and work ethics.

Our activities are backed up by the active participation of an international network of experts in a wide range of professional fields. The results delivered so far have allowed our Organization to become one of the European recognised leader in working within the framework of the EU program *Leonardo da Vinci*.

In the past few years, Euroform RFS has gained a great deal of experience as hosting partner to many European organizations. Along with customized programs for our trainees, we offer accommodation and supporting services specifically tailored to our students' needs and wants.

Exchange Programs

Euroform RFS's exchange programs have encompassed a wide range of subjects, including thematic regarding the analysis and the comparison

between the different European educational systems, schools' management, the international co-operation among schools, the comparison and study of innovative methodologies, and SME adaptation to the European market. The Organization is particularly involved in the area of designing and delivering programs in the area of Adult Education and Orientation, to meet the emerging needs of the European community.

During the several projects carried out in partnership with different international academic institutions, Euroform RFS has offered, as hosting partner, a wide range of services, such as seminars, round-tables with experts and local authorities, socio-cultural activities, and appropriate leisure activities.

European Voluntary Service

Since 2001, Euroform RFS have launched, within the EU program "YOUTH", the EVS' project "*EU-knowledge: knowledge sharing and spreading in Europe*", which has allowed to host and train several young volunteers for periods up to 12 months. The volunteers have participated in Euroform RFS' activities, supporting the youngsters of Cosenza Province to have easy access to the guidance and international mobility programs promoted by the association.

LINGUISTIC PREPARATION AND SOCIO-CULTURAL ACTIVITIES

Euroform RFS provides all project participants' with the necessary language and cultural preparation to improve their basic communication skills in Italian and to better relate to the new environment. All our teachers are native speakers with extensive experience in teaching, and training in multicultural environments.

The main objectives of our language courses are:

- ☛ Providing the necessary basic communication skills to better relate to the new experience, from a linguistic, cultural, and social point of view.
- ☛ Preparing the participants to the day-o-day life in the Italian socio-cultural context.
- ☛ Providing the participants with basic knowledge about the Italian working and professional system to overcome eventual new challenges.

Our staff organizes a wide customized cultural program for our guests.

The project activities start with a guidance and orientation session where the agenda and other important information regarding the program are shared and discussed. During the initial meeting Euroform RFS Staff gives details about the city and its surroundings, and provides information on how to get around and enjoy the local lifestyle.

Guided visits and cultural excursions aim to provide the programs' participants with an opportunity to learn about the history and the traditions of this beautiful and culturally rich land.

Participants are often offered to get involved in the different activities of Euroform RFS. This gives them the possibility to build closer relationship with the hosting organisation.

The main goal of our socio-cultural program is to provide the participants with an enriching experience that goes beyond the mere technical learning.

LOGISTICS

Accommodation

Euroform RFS logistic services are designed to provide maximum comfort to the mobility programs' participants. We put a lot of efforts into finding, assessing and managing accommodation to ensure the best visiting experience.

Depending on the partner's requirements and budget, we can find accommodation in apartments, Hostels, or in hotels. Apartments are fully furnished and equipped with kitchen appliances, and they are generally located in the city centre to allow easy access to shops and other places of historical interest. Euroform RFS's personnel performs periodical inspection of the apartments to assure the quality standard necessary for a pleasant staying. Also the quality of the service of the hostels and hotels we use for accommodation is periodically assessed. This important due diligence activity has guaranteed, so far, a high qualitative standard of accommodation services deliverance.

Meals and Local Transportation

Participants to mobility programs receive "Pocket Money", which they use for meals according to their own needs. Euroform RFS has built a network of restaurants and other organizations that provides the participants with authentic local culinary experiences.

Cosenza and its surrounding areas are served by an excellent public transportation system. At the first orientation meeting, the program's participants are briefed regarding the city, and they receive bus tickets and all instructions on how to get around.

CERTIFICATIONS

At the end of the program, all eligible participants receive the following certificates:

- ✓ Program Attendance Certificate;
- ✓ Italian Language Certificate;
- ✓ Certificate of Completion given by the organization where the training was done;
- ✓ Europass mobility.

OUR LOCATION AND HOW TO REACH US

Cosenza – a European City. Dynamic and modern, this beautiful city is located in the northern part of Calabria and lies on the Valley of the Crati River. It has a population of 140,000 inhabitants - 20,000 of which are students - and it is one of the main cultural, artistic and economic centres in the Calabria region.

Euroform RFS' offices are in the lovely town of Rende, a dynamic and important center, located on the outskirts of Cosenza, 30 minutes away from the Tyrrhenian Sea, and 30 minutes away from the mountains of Sila.

Rende is known for the University of Calabria (UNICAL), one of the most important universities in Italy.

The closest Airport to Rende is Lamezia Terme Airport (airport code: SUF ; website www.sacal.it). Lamezia Terme Airport is conveniently connected to Rende via bus.

From all other airports please refer to the specific airport's web site to check the connections to the closest main train station. From there, please keep in mind that your final destination by train is the train station of "Cosenza", which is conveniently located a few minutes away from Rende.



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