



Braga Leonardo da Vinci

LifeLong Learning Programme Leonardo da Vinci and Erasmus MOBILITY PROJECTS

SHORT DESCRIPTION OF BRAGA LEONARDO DA VINCI

Braga Leonardo da Vinci, an Portuguese organization located in historic and vibrant city of Braga, north of Portugal, in the Minho region very close to the Atlantic Ocean, is specialized in European Internships programmes in the framework of the Lifelong Learning Programme.

Our organization has been working as a hosting organisation for European projects since the company began in 2008. We have also managed various projects for Portugal. We have built an outstanding reputation for providing high quality work placements, study visits and languages courses.

Braga Leonardo da Vinci is an open door for new and original projects. It's an opportunity for all participants to make their ideas and dreams real, and to feel that they have support in doing so.

The hosting activity is organized on the basis of needs identified by organizations working with the **Leonardo da Vinci Program** and **Erasmus Placement**.

Braga Leonardo da Vinci acts as a Hosting Organization or Intermediary Partner, working on both **IVT/ PLM/VETPRO Projects** and **Erasmus Placement Projects**.

The key to **Braga Leonardo da Vinci** success lies in the quality and professionalism of our Staff, that are a group of dynamic and motivated young associated, with 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.

Braga Leonardo da Vinci would like to invite you and your organisation to participate in **European Mobility projects** either under **Leonardo da Vinci Mobility** and/or **Erasmus Placement**.

We are available to receive in **Braga, Barcelos, Apúlia or Praia da Rocha (Portimão – Algarve)**, students, workers and teachers to make the Work Placements, study visits and languages courses.

We are also the best prices, the best programmes and good food.

To all our participants we provide the following services:

- ✓ Work placements with professional Companies in your chosen area prior to your entry to the Portugal
- ✓ City Centre Accommodation (with full-board or half board)
- ✓ Airport Transfer
- ✓ Monitoring
- ✓ Orientation Meeting and tour of Braga, Barcelos, Apúlia or Praia da Rocha (Portimão)
- ✓ Language Training courses (portuguese, english, spanish, french, Italian, polisch and many others) in small groups with fully qualified teachers
- ✓ Cultural and Social activities
- ✓ Local Transport
- ✓ Certificate
- ✓ Final Report
- ✓ Europass
- ✓ 24 hours emergency support

WORK PLACEMENTS

At the Braga Leonardo da Vinci we have extensive experience in finding the right work placement for our students.

Placements depend completely on the trainee's language skills and on their vocational training and experience.

If necessary, Braga Leonardo da Vinci will arrange work placements to be changed in order to better suit the needs and wishes of each participant.



We offer placements practically in each economical sector. The position offered, is likely to be influenced by the applicants level of English as well as (if applicable) Portuguese, French or Spanish language, length of the internship, as well as previous professional experience and education. Work placements are offered in private sector companies, governmental organizations, NGO's, schools, colleges, and universities.

For the staff of Braga Leonardo da Vinci is very important to be in contact with the participants. Each participant will be allocated a tutor who will maintain contact throughout the programme.

The participant can only change the work placement when presenting reasonable causes.



The attendance and the punctuality in the work placement are compulsory. Any participant breaking these rules, can be dropped out of the program.

At the end of the program a final report will be made using the information from the preparation course, the tutor as well as the information from the employer.

Places are available in all kinds of sectors including:

- ✓ Accountancy
- ✓ Administration, Management and Secretary
- ✓ Adult Education
- ✓ Agriculture, winemaking and viticulture
- ✓ Architecture
- ✓ Arts & Crafts
- ✓ Carpentry
- ✓ Childcare
- ✓ Commerce
- ✓ Cooking
- ✓ Education
- ✓ Engineering
- ✓ Environment (management, research)
- ✓ Electronic and electrical
- ✓ Food and Beverage industry
- ✓ Hairdressing & Beauty
- ✓ Health & Social Care
- ✓ Heritage & Crafts
- ✓ Horticulture & Animal
- ✓ Hygiene and safety at work
- ✓ International Trade
- ✓ I.T. (software and hardware), Multimedia
- ✓ Industrial and graphic design
- ✓ Insurances
- ✓ Marketing and Advertising
- ✓ Mechanical
- ✓ Media, Communication
- ✓ Quality control
- ✓ Sales (shop assistant)

- ✓ Special Needs
 - ✓ Sports and Leisure
 - ✓ Telecommunications
 - ✓ Theatre, Dance and Music
 - ✓ Tourism, Agrotourism, Alternative Tourism, Hospitality and Catering
 - ✓ Travel Agency, Tour Operator
 - ✓ Volunteering, Social Care
- and many others!**

If your sector is not mentioned here, please contact us directly and we will offer you advice on whether we will be able to help you find a work placement in Portugal.

ACCOMMODATION

BRAGA



We have a single rooms with bathroom, internet (7€ per week) and breakfast, **per 25€ day/per participant**, double rooms with bathroom, internet (7€ per week) and breakfast per **35€ day/per room**, and triple rooms with bathroom, internet (7€ per week) and breakfast per **45€ day/per room**.



BARCELOS



We have individual rooms with bathroom, internet free, breakfast, lunch and dinner per **35€ day/per participant**.



APÚLIA BEACH



We have a big rooms with bathroom (dormitories), breakfast and dinner per **40€ per day/per participant** and double rooms with bathroom, breakfast and dinner per **50€ per day/perparticipant**. The accommodation is situated 100 meters from the beach.



PRAIA DA ROCHA BEACH (PORTIMÃO) - ALGARVE



We have apartments from **30€** per night/per participant, without breakfast and meals. Each apartment has a kitchen independent and equipped with all the state of the art appliances and furniture necessary to allow a pleasant stay. The accommodation is situated 50 meters from the Praia da Rocha beach.



We try that all places are located in that way that will allow the students to get easy to work from their place of accommodation. The maximum time from the work place to the accommodation will be around 10-20 minutes walking or around 15 minutes by our minibus.

You will be given further information about the accommodation before the arrival date.

ARRIVAL TRANSFER SERVICES

Pickup or minibus from the bus station, train station or airport Porto, airport Lisbon or airport Faro, to your accommodation is provided if selected. Details of your arrival such as the date, time and place are required at least 10 days before your arrival.

Braga, Barcelos or Apúlia are served by flights into:

- ✓ Porto airport;
- ✓ Lisbon airport;
- ✓ Faro airport;
- ✓ Vigo (Spain) airport ;
- ✓ Santiago de Compostela (Spain) airport.



Praia da Rocha (Portimão) is served by flights into:

- ✓ Faro airport;
- ✓ Lisbon airport;
- ✓ Sevilla airport;
- ✓ Porto airport ;

Braga Leonardo da Vinci organises airport transfer from any of these airports.

MONITORING

Braga Leonardo da Vinci organises regular meetings and individual discussions with participants in order to successfully monitor the progress of the programme, and solve any problems that may arise. The meetings are as follows:

- ✓ The opening introductory meeting.
- ✓ Follow-up meetings and individual discussions are held practically every day during the first part of the programme - the language course.
- ✓ During the work placement period collective meetings are organised regularly.
- ✓ Individual discussions with participants for solving any problems are set up according to participants' needs.
- ✓ The final evaluation meeting takes place at the end of the participants' stay in Portugal.

The fulfilment of the projects objectives, and the participants professional and cultural experiences are discussed and evaluated. The participants are also given instructions for their departure the next day.

Braga Leonardo da Vinci has frequent contact with the responsible persons in all institutions, where the participants are placed.

CULTURAL PROGRAMME

Braga Leonardo da Vinci organizes a varied and enjoyable programme for all people.



Cultural and leisure activities are organised according to the partner's wish by our staff. They include a number of activities that will help the student to get to know and understand everyday life in the Portuguese culture. We organize not only sightseeing tour of Braga, Barcelos or Praia da Rocha (Portimão), with special consideration of its economical life, but also trips to other Portuguese cities (Porto, Lisbon Viana do Castelo, Guimarães, Valença, Coimbra, Sagres, Faro, Portimão, Évora, Albufeira, etc.) and Natural Parks (Gerês, Serra da Estrela and Esposende).



LANGUAGE TRAINING COURSE IN PORTUGAL

In one of the beautiful cities (Braga, Barcelos or Praia da Rocha-Portimão), participants have the opportunity to learn the Portuguese language. A wide range of courses are offered, which meet any kind of personal need.



Our intensive Portuguese course offers different levels, from beginners up to professionals.

Fees depend on the number of students in a group and length of the course. Classes are held from Monday to Friday.

SPORTS



If you are interested in sports, we can help you to find swimming pools and sports centres close to where you are staying. During the mobility we can organise informal football matches close to the accommodation.



COMMUNICATION

Besides the above-mentioned contact with the participants, we also keep in touch with the sending organisation representative via e-mail, msn, skype, fax, and phone. We regularly send reports about the development of the Portugal part of the project to the sending organization.

CERTIFICATION

At the end of the programme all participants will receive a work reference form from their employer as well as a certificate from Braga Leonardo da Vinci confirming their participation in the project and the results of the language course.

HEALTH AND INSURANCE

Every participant must have an European Health Insurance Card before they came to Portugal. This is really important, other wise they might have to pay high fee in the Hospital or Health Centers.

It is compulsory to have insurance defined by Leonardo da Vinci program. The participants must have it before they came.

OPTIONS

- Technical Visits Programme (T.V.P) for Schools and Universities.
- Cultural and religious Activities in Fátima, Lisbon, Santiago de Compostela (Spain), etc.
- Excursions to Porto, Lisbon, Fátima, Valença, Gerês, Coimbra, Braga, Viana do Castelo, Guimarães, Faro, Évora, Sagres, Spain, etc.
- Museum and cultural centre visits.

- Weekend trips.
- Disco visits
- Fun-filled activities

We create programmes upon request so you can choose the above options and we can make a personal programme according to your necessities and budget.

If you are interested in sending your participants to Portugal we would be glad to begin a collaboration with your organisation.

We would be delighted if we could provide you the Letter of Intent or the invitation for the visa in order to participate in your project as a partner.

Any questions?

Get in contact with us! We are pleased to assist you.

Thank you

Yours sincerely,

Nuno Barbosa - Manager

Phone: +351253613282

Fax : +351253613282

Mobile Number : +351965039261

website: <http://bragaleonardodavinci@blogspot.com>

e-mail: bragaleonardodavinci@vodafone.pt

e-mail: bragaleonardodavinci@facebook.com

msn: bragaleonardodavinci@projects@hotmail.com

skype: [talkwithbragaleonardodavinci](https://www.skype.com/people/talkwithbragaleonardodavinci)

facebook: <http://www.facebook.com/bragaleonardodavinci>

Last projects:

Gaining Professional Experience in Europe - Stredni Prumyslová škola Chemicka Pardubice - Czech Republic – 23.10.2011 – 05.11.2011;

Praktyka w Portugalii drogą do europejskiego rynku pracy - Project number: No. 2010-1-PL1-LO01-10331 - Zespół Szkół Elektronicznych i Informatycznych im. KEN in Giżycko – Poland - 30.09.2011 – 29.10.2011;

Praktyka w Portugalii drogą do europejskiego rynku pracy - Project number: No. 2010-1-PL1-LO01-10331 - Zespół Szkół Elektronicznych i Informatycznych im. KEN in Giżycko – Poland - 07.05.2011 – 04.06.2011;

Teaching approaches and educational management in Portugal - Project number: LLP-LdV/VETPRO/2010/RO/148 - INSPECTORATUL SCOLAR JUDETEAN SALAJ – Romania - 30.04.2011 – 15.05.2011;

Pet Animals Insurance (Inforpets) - Project number: 2010-1-TR1-LEO01-14070 - Kabatas Ticaret Meslek Lisesi – Kabatas – Turkey - 20.02.2011 – 12.03.2011;

Integration of environment protection and modern technologies into subjects of tourism and catering specialities - Utena Regionai Vocational Training Centre - Utena, Lithuania - 23. 10. 2010 – 30. 10. 2010;

Chemistry across Europe - Stredni Prumyslová škola Chemicka Pardubice - Czech Republic - 29.11.2009 – 12.12.2009;

