



How to use

# SEND Mobility Platform

Welcome to SEND Mobility Platform!

We are happy to see you interested in both our services and our activity.

This guide book will navigate you helping to structure your company profile in our platform letting you immediately start receiving internship requests by matching with some candidates more eligible for you.

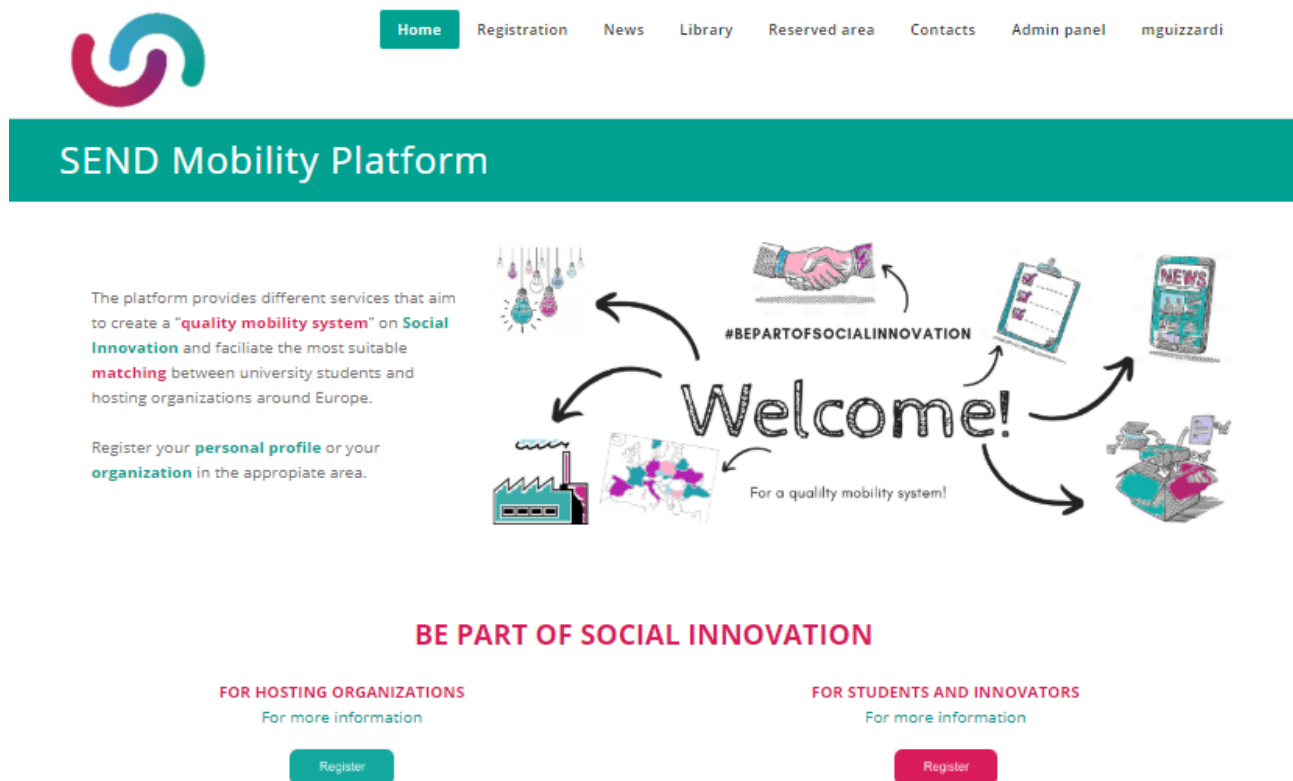
After being added to our database you will be contacted directly by the candidates. You will have time to consider their CV, motivation letter and then to set up an interview via Skype.

The data and information you provide us about your organization will only be used for the purpose of the project.

To register on the SEND platform, go to the website:

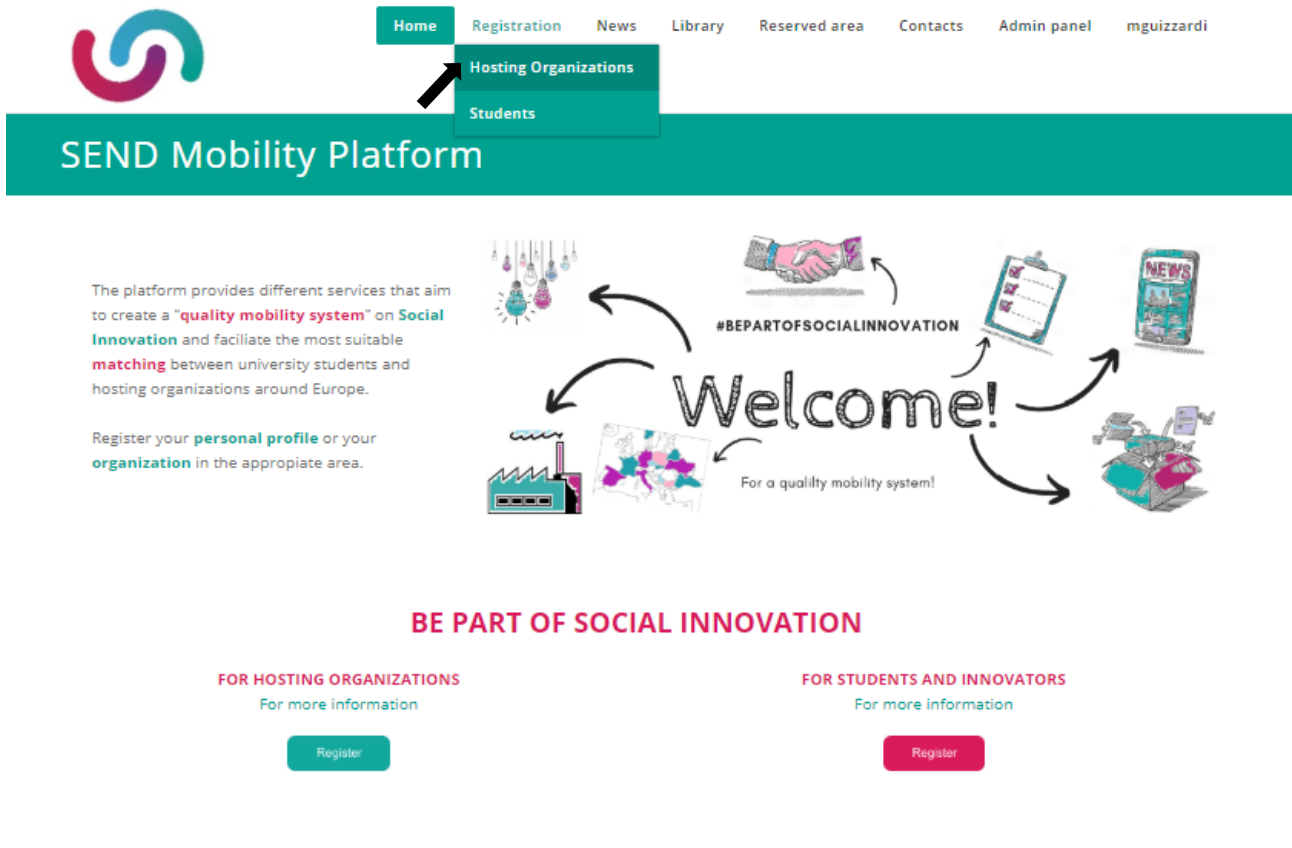
<https://mobility.sendsicilia.it/>

The registration does not take long.



The screenshot shows the home page of the SEND Mobility Platform. At the top left is a logo consisting of a stylized 'S' shape in teal and purple. To its right is a navigation menu with the following items: Home (highlighted in a teal box), Registration, News, Library, Reserved area, Contacts, Admin panel, and mguizzardi. Below the navigation is a teal banner with the text "SEND Mobility Platform" in white. The main content area features a central graphic with the text "Welcome!" and "#BEPARTOFSOCIALINNOVATION" above it, and "For a quality mobility system!" below it. The graphic includes several icons: a hand holding a smartphone, a clipboard, a newspaper labeled "NEWS", a factory, a map, and a person with a laptop. To the left of the graphic, there is text: "The platform provides different services that aim to create a 'quality mobility system' on Social Innovation and facilitate the most suitable matching between university students and hosting organizations around Europe." Below this is another line of text: "Register your personal profile or your organization in the appropriate area." At the bottom, there are two columns. The left column is titled "FOR HOSTING ORGANIZATIONS" and includes the text "For more information" and a teal "Register" button. The right column is titled "FOR STUDENTS AND INNOVATORS" and includes the text "For more information" and a purple "Register" button.

To start go to "Registration" and choose "Hosting Organizations" how it is indicated in the figure.



The screenshot shows the SEND Mobility Platform website. At the top left is a logo consisting of two interlocking curved lines, one red and one blue. To its right is a navigation menu with the following items: Home, Registration, News, Library, Reserved area, Contacts, Admin panel, and mguizzardi. A dropdown menu is open under "Registration", showing "Hosting Organizations" and "Students". A black arrow points to "Hosting Organizations". Below the navigation is a teal banner with the text "SEND Mobility Platform".

The main content area features a central graphic with the text "Welcome!" and "#BEPARTOFSOCIALINNOVATION". The graphic includes several icons: a hand holding a card, a clipboard, a newspaper labeled "NEWS", a factory, a map of Europe, and a person sitting at a desk. Below the graphic are two columns of text:

**FOR HOSTING ORGANIZATIONS**  
For more information  
[Register](#)

**FOR STUDENTS AND INNOVATORS**  
For more information  
[Register](#)

Text on the left side of the main content area: "The platform provides different services that aim to create a "quality mobility system" on Social Innovation and facilitate the most suitable matching between university students and hosting organizations around Europe. Register your personal profile or your organization in the appropriate area."

Fill in the form with all the information required:

- The organization name
- The name of the organization in English
- The abbreviation of your organization name

Organization

Step 1 of 4 - GENERAL DATA

0%

**Hosting Organization Online Form**

Please, fill in this online form if you are interested in offering a traineeship to Students and/or to HEI Staff. SEND Mobility Consortium will register your organization in its database to facilitate the matching between your offer and the most suitable candidates. Hosting organizations will be then contacted directly by the candidates and you will have time to consider their CVs and Motivation letter and to fix a skype interview. The data and information that you will provide us about your organization will be only used for the project purpose.

Organization Name \*

Name of the organization in original language

Name of the organization in English \*

Abbreviation of the organization name \*

Add more information about your organization:

- Address
- VAT Number or Registration Number
- PIC Number
- Website
- Type of entity
- Number of employees

Address \*

Address

City

Country

Zip code

VAT Number or Registration Number \*

PIC Number (if applicable)

Website

http://

Type of entity \*

Counselling Body

Higher Education Institute

Research Institute/Centre

Large Enterprise

Small and Medium size Enterprise

Local/Regional/National Public body

School/Institute/Educational Centre

Foundation

Non-profit Association/Organization

Social Enterprise

Sport league/federation/club

Other

ATTENTION: Address, VAT Number / Registration Number, Type of entity are OBLIGATORY

Now you should complete the "Experiences" section.

Tell us about main activities of yours. Try to be as detailed as possible in order to facilitate the meeting with the appropriate candidate (s).

Choose the main activities of your organization, by clicking on the categories.

(You can choose max. 3 options)

## Organization

Step 2 of 4 - EXPERIENCES

25%

### EXPERIENCES

In this section you can identify and describe the main business and activities of your organization and provide also more information about your experiences in hosting students/trainees. If it possible, try to be as much detailed as possible, in order to facilitate the matching with the appropriate candidate/s.

#### Main business \*

What are the main business/activities of your organization? (if applicable, tick more than one option) (you can tick more than one answer, max. 3 choices)

- |                                                               |                                                      |                                                        |
|---------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Financial Administration             | <input type="checkbox"/> Marketing and Communication | <input type="checkbox"/> Project management and design |
| <input type="checkbox"/> Cultural/Artistic activities         | <input type="checkbox"/> Graphic/Web Design          | <input type="checkbox"/> Job orientation               |
| <input type="checkbox"/> Educational/Pedagogical activities   | <input type="checkbox"/> Human Resources management  | <input type="checkbox"/> Tourism/Entertainment         |
| <input type="checkbox"/> Business Consulting                  | <input type="checkbox"/> Engineering                 | <input type="checkbox"/> Architecture                  |
| <input type="checkbox"/> Healthcare                           | <input type="checkbox"/> Psychological counseling    | <input type="checkbox"/> Legal Advice                  |
| <input type="checkbox"/> Agriculture/Environmental activities | <input type="checkbox"/> Other                       |                                                        |

**ATTENTION: "Main business" is OBLIGATORY**

### Does your organization operate in the Social Innovation field?

(To know what Social Innovation is go to "Library")

Choose "Yes" briefly describe the activities, strategies and projects your organization has undertaken in this area.

Does your organization operate in the Social Innovation field? \*

In order to know better what Social Innovation is, see the section of the platform dedicated to this topic under "Library"

- Yes  
 No

Please describe the activities, strategies or projects of your organization related to the Social Innovation

Does your organization have any experience in hosting foreign trainees/students? \*

- Yes  
 No  
 No, only local students/trainees

Prev Next

### Does your organization have any experience in 'hosting foreign trainees / students'?

If the answer is "Yes", the system will ask you to describe how you generally manage the internships.

If the answer is "No" or "Only local students", choose one of them and click "Next".

**ATTENTION: "Social Innovation" and "experience in 'hosting foreign trainees / students?'" are OBLIGATORY**

## Organization

Step 3 of 4 - TRAINEESHIP OFFER

50%

### TRAINEESHIP OFFER/S

In this section you can describe the kind of traineeship you intend to offer and the basic/professional competencies you require from the trainees, as well as the competencies they may develop thanks to your traineeship. If it possible, try to be as much detailed as possible, in order to facilitate the matching with the appropriate candidate/s.

How many traineeship position/s do you intend to offer? \*

1

Please enter a number from 1 to 3.

Indicate the Traineeship position/s you offer \*

Please select multiple values for ALL positions you offer

- |                                                             |                                                                  |                                                                               |
|-------------------------------------------------------------|------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> Financial Administration           | <input type="checkbox"/> Graphic/Web Design                      | <input type="checkbox"/> Aerospace Engineer                                   |
| <input type="checkbox"/> Agricultural Engineer              | <input type="checkbox"/> Architect/Landscape Architect           | <input type="checkbox"/> Automotive/Mechanic Engineer                         |
| <input type="checkbox"/> Biochemical Engineer               | <input type="checkbox"/> Medical Engineer                        | <input type="checkbox"/> Civil Engineer                                       |
| <input type="checkbox"/> Computer/Hardware Engineer         | <input type="checkbox"/> Environmental Engineer                  | <input type="checkbox"/> Industrial Engineer                                  |
| <input type="checkbox"/> Film and video Editor              | <input type="checkbox"/> Fine artist/illustrator                 | <input type="checkbox"/> Multimedia Artist and Animator                       |
| <input type="checkbox"/> Fashion designer                   | <input type="checkbox"/> Photographer                            | <input type="checkbox"/> Account/Auditor                                      |
| <input type="checkbox"/> Agent and Business Manager         | <input type="checkbox"/> Financial Analyst                       | <input type="checkbox"/> Fundraiser                                           |
| <input type="checkbox"/> Human Resources manager            | <input type="checkbox"/> People manager                          | <input type="checkbox"/> Logistic Engineer                                    |
| <input type="checkbox"/> Meeting, Convention, Event Planner | <input type="checkbox"/> Social Worker                           | <input type="checkbox"/> Educator/teacher/trainer                             |
| <input type="checkbox"/> Psychologist                       | <input type="checkbox"/> Health Educator                         | <input type="checkbox"/> Educational, Guidance, School and Vocational Coun... |
| <input type="checkbox"/> Project manager                    | <input type="checkbox"/> Web developer/administrator             | <input type="checkbox"/> Healthcare practitioner                              |
| <input type="checkbox"/> Lawyer/Legal support worker        | <input type="checkbox"/> Biologist                               | <input type="checkbox"/> Chemist                                              |
| <input type="checkbox"/> Economist                          | <input type="checkbox"/> Environmental Scientist                 | <input type="checkbox"/> Translator/Interpreter                               |
| <input type="checkbox"/> Linguistic Mediator                | <input type="checkbox"/> Marketing and Communication Responsible |                                                                               |

## "Organization" Section

Here you are invited to describe the type of internship you intend to offer, the basic skills required from the trainee and the skills they can develop thanks to your given internship.

Try to be as detailed as possible, in order to facilitate the meeting with the appropriate candidate.

How many internship position (s) do you intend to offer?

- Please enter a number from 1 to 3
- Select the type of position you want to offer.  
(If the internship positions are more than 1, Select for all open positions)

**ATTENTION: Both questions are OBLIGATORY**

After having indicated how many internship positions are active, you should give other information:

- How many months will take this internship offer?
- Where does this internship take place?
- In which city / municipality?

Please indicate the internship position you intend to offer

#### Traineeship 1

T1 - How many months will last this traineeship offer? \*

- 2  
 3  
 more than 3

T1 - Where does the traineeship take place? \*

Austria

T1 - In which city/municipality?

T1 - Please indicate the Traineeship position you intend offer \*

- |                                                          |                                                               |                                                                            |
|----------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="radio"/> Financial Administration           | <input type="radio"/> Graphic/Web Design                      | <input type="radio"/> Aerospace Engineer                                   |
| <input type="radio"/> Agricultural Engineer              | <input type="radio"/> Architect/ Landscape Architect          | <input type="radio"/> Automotive/Mechanic Engineer                         |
| <input type="radio"/> Biochemical Engineer               | <input type="radio"/> Medical Engineer                        | <input type="radio"/> Civil Engineer                                       |
| <input type="radio"/> Computer/Hardware Engineer         | <input type="radio"/> Environmental Engineer                  | <input type="radio"/> Industrial Engineer                                  |
| <input type="radio"/> Film and video Editor              | <input type="radio"/> Fine artist/illustrator                 | <input type="radio"/> Multimedia Artist and Animator                       |
| <input type="radio"/> Fashion designer                   | <input type="radio"/> Photographer                            | <input type="radio"/> Account/Auditor                                      |
| <input type="radio"/> Agent and Business Manager         | <input type="radio"/> Financial Analyst                       | <input type="radio"/> Fundraiser                                           |
| <input type="radio"/> Human Resources manager            | <input type="radio"/> People raiser                           | <input type="radio"/> Logistic Engineer                                    |
| <input type="radio"/> Meeting, Convention, Event Planner | <input type="radio"/> Social Worker                           | <input type="radio"/> Educator/teacher/trainer                             |
| <input type="radio"/> Psychologist                       | <input type="radio"/> Health Educator                         | <input type="radio"/> Educational, Guidance, School and Vocational Coun... |
| <input type="radio"/> Project manager                    | <input type="radio"/> Web developer/administrator             | <input type="radio"/> Healthcare practitioner                              |
| <input type="radio"/> Lawyer/Legal support worker        | <input type="radio"/> Biologist                               | <input type="radio"/> Chemist                                              |
| <input type="radio"/> Economist                          | <input type="radio"/> Environmental Scientist                 | <input type="radio"/> Translator/interpreter                               |
| <input type="radio"/> Linguistic Mediator                | <input type="radio"/> Marketing and Communication Responsible | <input type="radio"/> Other                                                |

NOTE: Fill out the Traineeship form for each internship position you want.

ATTENTION: the questions number 1, 2, 4 are OBLIGATORY

- Which is the working language? (You can choose from 1 to 3 languages)
- How many trainees do you intend to host for this traineeship position?
- Choose, please, how many trainees do you intend to host for this traineeship position.
- What are the main intersectoral skills do you need from the trainee? (You can select more than one answer, up to 6 choices)

T1 - Which is the working language? (you can tick more than one answer, max. 3 choices)

- English  
 Italian  
 French  
 German  
 Spanish  
 Portuguese  
 Other

T1 - How many trainees do you intend to host for this traineeship position?

- 1  
 2  
 3  
 more than 3

T1 - Please describe the main trainee's tasks/activities for this position \*

T1 - Which main cross-sectoral competencies do you require from the trainee? (you can tick more than one answer, max. 6 choices) \*

- |                                                              |                                                                              |                                                               |
|--------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Digital skills                      | <input type="checkbox"/> Team work                                           | <input type="checkbox"/> Relational skills                    |
| <input type="checkbox"/> English language (oral and written) | <input type="checkbox"/> Good Knowledge of the working language (oral and... | <input type="checkbox"/> Time management                      |
| <input type="checkbox"/> Communication skills                | <input type="checkbox"/> Social and Civic Competences                        | <input type="checkbox"/> Problem Solving/ sense of initiative |
| <input type="checkbox"/> Leadership                          | <input type="checkbox"/> Task Management/Planning and Organizational sk...   | <input type="checkbox"/> Creativity                           |
| <input type="checkbox"/> Critical Thinking                   | <input type="checkbox"/> Flexibility                                         | <input type="checkbox"/> Self-Motivation                      |
| <input type="checkbox"/> Responsibility                      | <input type="checkbox"/> Autonomy                                            | <input type="checkbox"/> Intercultural Competences            |
| <input type="checkbox"/> Other                               |                                                                              |                                                               |

ATTENTION: the questions number 3, 4 are OBLIGATORY

- Specify the technical / professional skills required from the trainee.
- What intersectoral skills the trainee can develop / acquire in your organization thanks to this internship offer?
- Specify the technical / professional skills that the trainee can acquire.

T1 - If applicable, specify technical/professional competences you require from the trainee

T1 - Which cross-sectorial competencies the trainee may develop/acquire in your organization thanks to this traineeship offer? \*

You can tick more than one answer, max. 6 choices

- |                                                              |                                                                              |                                                              |
|--------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Digital skills                      | <input type="checkbox"/> Team work                                           | <input type="checkbox"/> Relational skills                   |
| <input type="checkbox"/> English language (oral and written) | <input type="checkbox"/> Good Knowledge of the working language (oral and... | <input type="checkbox"/> Time management                     |
| <input type="checkbox"/> Communication skills                | <input type="checkbox"/> Social and Civic Competences                        | <input type="checkbox"/> Problem Solving/Sense of Initiative |
| <input type="checkbox"/> Leadership                          | <input type="checkbox"/> Tasks Management/Planning and Organizational sk...  | <input type="checkbox"/> Creativity                          |
| <input type="checkbox"/> Critical Thinking                   | <input type="checkbox"/> Flexibility                                         | <input type="checkbox"/> Self-Motivation                     |
| <input type="checkbox"/> Responsibility                      | <input type="checkbox"/> Autonomy                                            | <input type="checkbox"/> Intercultural Competences           |
| <input type="checkbox"/> Other                               |                                                                              |                                                              |

ATTENTION: the question number 2 is OBLIGATORY

T1 - If applicable, specify technical/professional competences the trainee may acquire

Prev

Next



After filling in everything, click on "Next".

## "Last Questions" Section

We would like to know something more:

- How did you become aware of this opportunity?
- Who suggested this project to you?
- What do you normally offer to the trainee (s) during the internship?

### Organization

Step 4 of 4 - LAST QUESTIONS

75%

#### LAST QUESTIONS

How did you find out about this opportunity? \*

- Internet
- E-mail
- Social networks
- Other

Who did suggest you this project? \*

- SEND
- GaragEramus Foundation
- ARCA Consortium
- A former trainee
- Other

What do you normally provide to your trainee/s during the traineeship?

- financial support
- public transportations
- meals
- accommodation
- Items (i.e. educational tools, laptop etc...)
- training courses
- language course/s

ATTENTION: the questions number 1, 2 are OBLIGATORY



- Do you normally help the trainee to find an accommodation?
- Can you suggest some links to find apartments / accommodation in your city / municipality?
- Could you suggest some interesting websites where you can get information about your city and / or country? (e.g. History, Society, culture, museums, events, parks etc .)

Do normally you support trainee in finding their accommodation? \*

- No  
 Yes  
 If required by the trainee

Could you suggest some links to find apartments/accommodation in your city/municipality?

Could you suggest some interesting websites where it is possible to get information (i.e. history, society, culture, museums, events, parks etc...) about your city and/or country?

Password \*

Enter Password

Confirm Password

Strength indicator

Define the password to access the reserved area. The username will be the email address defined above.

### Password

After answering all the questions, choose a password to be able to access the reserved area. The username will be the email address defined above.

**ATTENTION:** the questions number 1, 4 are **OBLIGATORY**

### To complete the registration declare that you:

- Have read and understood the Privacy Policy and have accepted all of its parts
- Have accepted the processing of personal data for the purposes indicated in the Privacy Policy of SEND Mobility Platform

I declare that I have read and understood the privacy policy and accept all its parts.

I declare to accept the processing of my personal data for the purposes indicated in the privacy policy of the SEND Mobility Platform.



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Web site developed by Easy Integrazione di Sistemi

Click on **"Send"** to finish the registration.

# Congratulations!

You have completed the registration.