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Our VETPRO – PLM – IVT Services:

OPAL LTD. (Happy Kids) for help to ensure that participants have a successful training experience abroad and have a positive experience, both in the host country and in their country of origin once they return offer several services, in particular:

1. Transfer from / to the airport;
2. Visa and residence permit requirements;
3. Accommodation;
4. City transport, travel card;
5. Language Courses;
6. Socio-Cultural activities;
7. Tutoring, Supervisory and monitoring;
8. Pocket Money;
9. Certification
10. Final reports

1. Transfer from / to the airport:

The staff of OPAL LTD. (Happy Kids) will welcome the groups at the arrival of airport; and provides transport from the local airport to the participant's accommodation and at the end of the project period arrange transport to the airport.

2. Visa and residence permit requirements:

It is important that participants from not UE check the Visa requirements for their mobility period in Turkey directly at the Turkish Embassy in their country of origin.

According to Turkish law, some of non Turkish citizens are required to apply for a residence permit for long term mobility. **OPAL LTD. (Happy Kids)** helps partners and participants with all these procedure required.

3. Accommodation:

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Second need of project the accommodation will be provided with a single bed in shared rooms in private apartments; single rooms, in youth hostels or University dormitories.

After the first month the location of the accommodation may change according to the location of the work placement. Participants must follow the regulations regarding the use of the accommodation.

If participants work in the sector like tourism industry, accommodation may be found directly within the hotel; full board may be provided.

During short term projects hotels or University Dormitories rooms will be provided.

4. City transport, travel card:

OPAL LTD. (Happy Kids) will provide city travel card (bus and subway) for every participant. The cost of will be change second age and status of the participants and duration of stay in Turkey. Staff of **OPAL LTD. (Happy Kids)** will be providing all this information during to filling of application form.

5. Language Courses:

Thanks to our local partners, Language courses will be provided in cooperation with local or international language school and public or private institutions in Ankara with the teachers are experienced in Turkish language teaching to foreigners. The course will be range from beginner to advanced level. The minimum recommended duration for the course is 24 hours.

Teaching method: The teaching method is based on communication. Students actively exercise the four fundamental functions of the language: listening, speaking, reading and writing. Particular attention, however, is given to conversation, to develop in the student an increasing capacity to express himself and communicate in Spanish from the beginning of the course.

The course aims to give participants the essential knowledge to communicate in Turkish, and if necessary, a basic terminology for the professional sector in which the candidate(s) will work. The necessary

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materials (documents, grammar exercises, music, video, literature texts) will be distributed by the course teacher.

The participants will receive The Europass Language Passport which shows language abilities necessary for any work [placement](#) in Europe.

6. Socio – Cultural Activities:

OPAL LTD. (Happy Kids) nominates a **tutor** for every participant during the project. Tutor will be responsible for the socio-cultural activities and the integration of the participant to the local community. These activities will help to improve participant's knowledge about Turkish Language, Turkish Culture and Society.

These activities aim to help for gain an understandings of the environment, in which the candidates will live, study or work. Activities focus on various cultural events and tours of Ankara specially Palermo.

7. Tutoring, Supervisory and monitoring:

One of the most importing thinks of these projects is the active participation and cooperation of the project element in to the project like tutor, supervisor, project coordinators and participants. Second the critter of **European Quality Charter for Mobility** the role of all these elements should be clarified before the project.

Mentor (Tutor) will provide from hosting organisation for the participants and help with their effective integration into the host environment, and should act as a contact point for obtaining ongoing assistance.

Supervisor is another core element and really important of the work placements. The supervisor is responsible from integration of participant into the work place environment. This person should be from work placement. A supervisor is responsible for the day-to-day performance of a small group. It may be a team, or a shift. The supervisor has experience in what the group does, but is not necessarily better at it than everyone he/she supervises. The

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supervisor's job is to guide the group toward its goals, see that all members of the team are productive, and resolve problems as they arise.

Particularly after long-term mobility, participants should be given guidance on how to make use of competences and skills acquired during the stay. Where necessary, help with reintegration into the social, educational or professional environment of the home country should be made available to people returning after long-term mobility. The experience gained should be properly evaluated by participants, together with the organisations responsible, to assess whether the aims of the learning plan have been met.

Feedback and reports will be sent to the sending organisation in order to keep tutors informed of the progress of the project. Monitoring visits of tutors from the sending organisation will be another important part of the evaluation.

8. Pocket Money:

The second of the project, the participants receive pocket money to cover food costs etc... Different arrangements are possible for distributing pocket money on a weekly or monthly, for instance cash payments or restaurant vouchers.

9. Recognition and Certification

At the end of the program OPAL LTD. (Happy Kids) will prepare the certificates, including information on the work experience, working hours, specific working role, proposed professional training project, development of certain skills of the participant, and any other useful details. The Turkish course certificate will be provided by Turkish Language School. Reference Letters and/or certificates will also be issued by the hosting companies.

OPAL LTD. (Happy Kids) can also provide Europass Mobility documentation on request.

10. Final report:

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At the end of the programme, OPAL LTD. (Happy Kids) makes a Final Report on CD format containing all information on the language course, training, accommodation, etc. This final report is sent to the sending organisation.

Preparation for Mobility

This section is prepared in scope, addressed a range of important questions associated with mobility and was targeted at anyone who might benefit from a period of learning abroad (formal and non-formal), including students, teachers, trainers, volunteers and people undergoing training and for help to ensure that participants have a positive experience, both in the host country and in their country of origin once they return. We recommended following **European Quality Charter for Mobility** prepared European Parliament and the Council of Europe.

This Charter offers guidance on mobility undertaken by individual young people or adults, for the purposes of formal and non-formal learning and for their personal and professional development.

We are organising our mobility and hosting activities in accordance with the guidance of this charter, the duration of the mobility and the particularities of the various educational, training and youth activities as well as the needs of the participants.

1. Information and guidance:

Potential candidates for mobility should have equal access, at all levels, to reliable sources of information and guidance for mobility and the conditions in which it can be taken up. Among other things, clear information should be provided on each of the points contained in this Charter, about the role and tasks of the sending and hosting organisations and about the various education and training systems.

2. Learning plan:

Before undertaking mobility for education or training purposes, a learning plan, taking account of linguistic preparation, should be drawn up and agreed by the sending and hosting organisations and the participants. A

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learning plan is particularly important in the case of long-term mobility and may also be useful in the case of short-term mobility. The plan should outline the objectives and expected learning outcomes, as well as how these should be achieved and implemented. Any significant modification of the learning plan should be agreed by all parties. When drawing up the learning plan, the issues of reintegration into the home country and evaluation should be borne in mind.

3. Personalisation:

Mobility undertaken for education or training purposes should fit in as much as possible with the personal learning pathways, skills and motivation of the participants, and should develop or supplement them.

4. General preparation:

Prior preparation of the participants is advisable, and should be tailored to their specific needs. It should include linguistic, pedagogical, administrative, legal, personal and cultural aspects, and information on financial aspects, as necessary.

5. Linguistic aspects:

Language skills are important for effective learning, intercultural communication and a better understanding of the host country's culture. Participants, and their sending and hosting organisations, should pay special attention to appropriate linguistic preparation. Wherever possible, mobility arrangements should include:

- language assessment before departure and an opportunity to follow courses in the language of the host country and/or the language of instruction, if different;
- in the host country, linguistic support and advice.

6. Logistical support:

Where necessary, adequate logistical support should be provided to the participants. This could include information and assistance concerning travel arrangements, insurance, residence or work permits, social security, the portability of government grants and loans from the country of origin to the host country, accommodation, and any other practical aspects, including safety issues relevant to their stay, as appropriate.

7. Mentoring:

The hosting organisation (educational establishment, youth organisation, company, etc.) should provide schemes such as mentoring to advise participants and help with their effective integration into the host environment, and should act as a contact point for obtaining ongoing assistance.



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8. Recognition:

If a study or placement period abroad is an integral part of a formal study or training programme, this fact should be stated in the learning plan, and participants should be provided with assistance to facilitate recognition and certification, where appropriate. In the learning plan, the sending organisation should undertake to recognise successful periods of mobility. For other types of mobility, and particularly those in the context of non-formal education and training, an appropriate document should be issued so that the participant is able to demonstrate his or her active participation and learning outcomes in a satisfactory and credible way. In this context, the use of the Europass⁽¹⁾ should be encouraged.

9. Reintegration and evaluation:

On return to the home country, particularly after long-term mobility, participants should be given guidance on how to make use of competences and skills acquired during the stay. Where necessary, help with reintegration into the social, educational or professional environment of the home country should be made available to people returning after long-term mobility. The experience gained should be properly evaluated by participants, together with the organisations responsible, to assess whether the aims of the learning plan have been met.

10. Commitments and responsibilities:

The responsibilities arising from these quality criteria should be agreed by the sending and hosting organisations and the participants. They should preferably be confirmed in writing, so that responsibilities are clear to all concerned.

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Work Placements Location

Work placement take place mainly in the area Ankara capital city of Turkey. We also organise work placement in the Hospitality and Tourism sector in the other Ankara or another cities.

CONTACT:

Happy Kids

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Seyla SAĞLIK, Project Coordinator

Ali ULUSOY, General Manager of Happy Kids & Chairman of Lifelong Learning Association

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These are some of the professional fields which **OPAL LTD. (Happy Kids)** offer works placement, study visits and exchange programs to participants.

Administration	Non profit sector	Tourism, hospitality, hotel and catering
Agriculture	Commerce	Graphics and publishing industry
Agro-alimentary industry	Construction	Human Resources
Advertisement, show and audio-visual industry	Engineering and architecture	New Economy /Information technology
Company management and business sector	Environment	Restoration and Handcraft
Cultural Services and Art	Finance and insurance industry	Social services
Entrepreneurship	Food industry	Textiles and clothing
Health	Environment	Telecommunications industry
Graphic industry, publishing, printing	Theatre, dance, music	
Information technology, computers	Truism Industry	

We will do our best to find the most appropriate company, even if your sector does not appear in the upper charter.

Participants will work a minimum of 20 hours to a maximum of 35 hours per week. The supervisor and employer will decide the exact time together. Salary or payment for the week is NOT included.

Where necessary (i.e. in hotels, restaurants, handicraft, restoration etc.) suitable working clothes may be requested.

[Contact us](#) for further information, budgets, conditions, etc...

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LdV MOBILITIES for 2 weeks

Country	Turkey	City	Ankara
Partner	OPAL LTD. (Happy Kids)	TOTAL DURATION	2 weeks
LANGUAGE COURSE	2 weeks	WORK PLACEMENT	10 days
QUALITY OF MOBILITY ARRANGEMENTS		Training and pedagogig coordination, logistical coordination	
TUTORING		Internship placement – including all back up support, Administration, Final Reporting, monitoring services, welcome packs.	
FOOD		Breakfasts are at hotel and lunch and dinner at different Turkish Restaurants.	
ACCOMMODATION		Hotel or shared appartements,Twin rooms, in the city centre .	
TRANSFER		Esenboğa Airpot to Ankara and Ankara to Esenboğa Airport	
CULTURAL PROGRAMME		Special cultural visits, museums, and important monuments, travel to famous cities, theatre and opera shows.	
TURKISH LANGUAGE COURSE		Social & Professional Turkish, Grammer,Language preparation for each individuals work placement. All materials provided.	
TOTAL			PER STUDENT

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