REGIONAL NETWORK FOR WORK BASED LEARNING
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WP2

REFRAME PLATFORM

User Guide

CIS

November 2019

REFRAME PLATFORM

https://eu.reframe-wbl.eu/

INDEX

THE REFRAME PLATFORM

The Reframe platform was created as a meeting point to facilitate the educational exchange between schools, education and training providers and businesses. Initially promoted by getting 4 promoter Countries involved (Italy, France, Holland, Catalonia), the platform has now been expanded to all other EU countries.
The subjects of reference can register on the platform for free and independently and, subsequently, view the complete list of other members available for international mobility actions.

HOW CAN I REGISTER AND LOG IN

If you are a school, a company or a training provider, you can access the Reframe platform with a username, email and password.
If you have not registered yet, you can do it at the following link: https://eu.reframe-wbl.eu/registration

REGISTRATION OF SCHOOLS

The **first block** concerns the identification of the school. The user must write the name of their school or sector of the school that they are authorized to register. The name of the school assigned in the first field will also become **the user name**, it will be used for all future accesses to the platform.

Continue by entering an e-mail address, connected to the school's domain, on which the message that allows you to complete the registration process will be sent. The 'Training offer' field identifies the school sector. The "Presentation" field can host a brief description of the school, which will correspond to the profile that can be viewed by other users.

School

(*)	SCHOOL
Name of the school (*)	
Email (*)	
Verify E-mail (*)	
Educational offer (*)	
Code	
Web site	
School presentation	

The **second block** contains the information on the geographical location of the school.

Address

Country (*)	AUSTRIA ⬍
Province (*)	
City (*)	
ZIP code (*)	
Address (*)	

The **third block** requires the name of the head teacher and the contact person of the Institute. Your email need not necessarily coincide with the one previously entered for registration.

Contacts

Head teacher (*)	
Contact person (*)	
E-mail of contact person (*)	

Entering 'YES' under the heading "Available for international mobility" will allow institutions, businesses and schools to be visible on European Reframe platforms and to consult international mobility offers from other countries.

The work based learning paths

Available for international mobility (*)	YES ⬍

The fourth block automatically displays the username (the name of the school previously entered) and requires a password. These access credentials, together with the school email already included in the 1st block (and which will be completed in self-compilation) will be necessary for future access to the area.
The password can be changed at any time.

Once the registration is confirmed, the system will automatically send an email to the school address (the one shown under the name): to make the registration effective, it is necessary to confirm via the link received by email.

Choose a password to login

Username (*)

Email (*)

Password (*)

Verify Password (*)

(*)   ☐ Privacy

Sign IN

REGISTRATION OF COMPANIES AND TRAINING PROVIDERS

The registration of companies and training organizations entails the input of the name of the company or organisation that intends to register. The name entered in the first field will also become the **user name** which will be used for all future accesses to the platform. The next field provides for the insertion of the VAT number or, alternatively, an identification code of the organisation. Continue by entering an e-mail address, on which the message that allows you to complete the registration process will be sent. The "Presentation" field can host a brief description of the company or organisation, which will correspond to the profile displayed by other users.

Training organizations

(*)	TRAINING ORGANIZATIONS	⬍
Name (*)		
VAT number (*)		
E-mail (*)		
Verify Email (*)		
Presentation		

The **second block** contains the information on the geographical location of the organization.

Address

Country (*)	AUSTRIA	⬍
Province (*)		
City (*)		
ZIP code (*)		
Address (*)		

Subsequently, the input of the contact person of the company or organization is required. You will then have to confirm your availability for "international mobility" which will allow you to be present on European Reframe platforms and to consult offers for international mobility from other Countries.

In the last block, the choice of a password is required, which will be used for future access to the area, and which can however be changed at any time. Once the registration is confirmed, the system will automatically send an email to the address entered: to make the registration effective, it is necessary to confirm via the link received by email.

Contacts

Company contact person (*)

Phone (*)

The work based learning paths

Available for international mobility (*)   YES   ⬍

Choose a password to login

Username (*)

E-mail (*)

Password (*)

Verify Password (*)

HOMEPAGE OF THE PLATFORM

From the homepage screen you can enter your username and password to log in, or click on the "Registration" button to start your registration on the platform.
Once you are logged in, it will be possible to access the "Platform" page on the navigation bar, which describes the portal and its purposes, the help desk and your profile.

YOUR PROFILE

"Profile" is the summary page containing the data entered during registration.
The "Edit profile" button allows you to edit / update contact data and other information entered during registration.
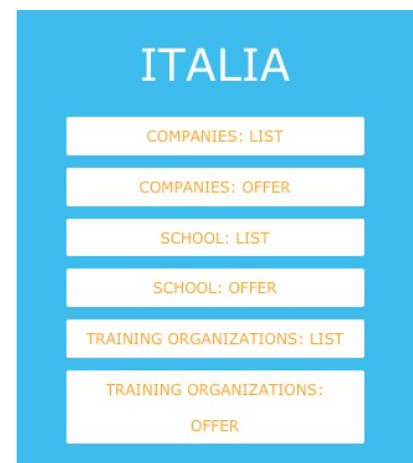
FUNCTIONS ACCESSIBLE TO EU COUNTRIES

The schools, training organisations and companies of the EU Countries that have later joined the Reframe platform have a less wide range of functions available compared to those located in the Countries that initially activated the project (Italy, France, Holland, Catalonia), but in any case they allow them to view the training offers available, express interest and propose collaborations through international mobility.

INTERNATIONAL MOBILITY

Once you have accessed the platform, a screen opens where there are banners to access the training proposals of the various subjects: Catalonia, Italy, France, Holland and other EU countries. By clicking on the chosen banner, and specifically on the **International Mobility** section, you can access the list of subjects who have joined this opportunity, sorted by schools, businesses and training bodies.

For each subject it is possible to download the list with the basic information: geographical location, contact person and e-mail, training offer. Just put the flag on the box next to the subject, and click on the "download selected as CSV" button. It is also possible to obtain lists with multiple results, by affixing the flag on multiple panels.

	Provincia	Denominazione	Offerta formativa
☐	REGGIO EMILIA	ITI NOBILI MECCATRONICO	ISTITUTO TECNICO INDUSTRIALE
☐	REGGIO EMILIA	B SCUOLA DI CINEMA	IST PROF CINEMATOGRAFIA E TELEVISIONE
☑	REGGIO EMILIA	IPSIA NOBILI SERALE	IST PROF INDUSTRIA E ARTIGIANATO
☐	REGGIO EMILIA	LUIGI EINAUDI CON SEZ.IND.	ALTRO
☐	REGGIO EMILIA	S. D'ARZO CON SEZ.IND.	ISTITUTO TECNICO COMMERCIALE
☐	REGGIO EMILIA	LUIGI EINAUDI CON SEZ.IND.	IST TEC COMMERCIALE E PER GEOMETRI
☐	REGGIO EMILIA	"P. GOBETTI"	ISTITUTO SUPERIORE

Scarica selezionati come CSV

ITALIA

COMPANIES: LIST

COMPANIES: OFFER

SCHOOL: LIST

SCHOOL: OFFER

TRAINING ORGANIZATIONS: LIST

TRAINING ORGANIZATIONS: OFFER

EXPRESSION OF INTEREST IN AN OFFER

From the menu on the right, it is also possible to access and view the training offers, also in this case sorted by companies, schools and training bodies. By selecting these offers, which can be entered by the 4 promoting countries, you can access the list of the same: by clicking on the title, you can analyze the details. The interest in one or more offers can be expressed via the "Send a message" button, followed by the opening of the email client already addressed to the recipient of the offer. Direct contacts will then be made between the parties concerned to define the methods for implementing exchanges in international mobility.

Tirocinio curriculare - Stage   REFRAME

#41 Tirocinio curriculare - Stage

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OFFERTA FORMATIVA:

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N. di studenti	22
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Telefono	0522232966
Competenze richieste	Atc in the different phases and level of the production process
	from the planning to the realization of the project
	in relation to his/her area of competence
	using design tools
	documentation and control;
	Recognize and apply the principles of the organization
	management and control of the different productive processes;
	Identify and use the most appropriate tools for the communication and team working per to operate in the organizational and professional context of reference;