



CHECKLIST

Sending School

- Information presentation – to inform students - all students, new students, relevant students
- Select students – criteria – work practice, check with teachers, coaches, schoolwork, attendance level etc
- Flight tickets/ Travel arrangements
- Information - all relevant information for host country (such as allergies or special needs, sex, age, level of English, level of knowledge about subject being followed)
- Upload students applications and CVs on the website
- Preparation meetings with students (information map)
- Sign learning agreements and send to host country
- Pocket money (recommended 100 EUROS)
- Student introductions pp on Facebook
- Follow students on Facebook (AHENE- Students and Teachers) and Blogs
- Conference call with all international students and teachers
- Evaluation afterwards during a personal talk
- Dissemination to other students (PP presentation, talk and inform others)
- Recognition and validation of course module





CHECKLIST

Receiving (Host) School

- Upload learning agreement
- Packing list
- Arrange accommodation/activities/transport etc...
- Sign 2 registration forms – students and teachers
- Information (weather/country/accommodation), presentation on Facebook to coming students
- Teacher introductions pp on Facebook
- Dissemination activities (Blog, Facebook, website, newspapers etc...).
Remind the students if necessary
- Evaluation form (Students, teachers and work placement companies)
- Certificate of attendance
- Document/Certificate with the assessment from examinations and Work placement
- Upload evaluations
- Send invoices
- Upload learning materials and updated/corrected documents





CHECKLIST

Student

- CV and personal letter
- Parental consent (if under 18)
- Sign learning agreement
- Passport or National ID
- European Health Insurance Card
- Attend at preparation meetings
- Date of birth, E-mail address, allergies etc to contact person
- Packing list (check weather at your destination and weight limits for your flight). Rules about liquids.
- Flight tickets (or other travel arrangement)
- Gifts to host teacher/trainer
- Pocket money (recommended 100 EUROS)
- Search for information about the host country and the school and words in English related to the subject you will study.
- Presentation on facebook (Ahene students and teachers)
- Mobile phone/ Wi fi -using abroad?
- Important numbers

- Follow the rules at the host school
- Interact with students from other countries
- Participate in activities
- Facebook, Blog and Written report.
- Sign attendance form
- Fill in evaluation form

- Give assessment papers and certificates, given to you, to your school contact person when coming back.
- Disseminate to other students at school, for example at an exchange information meeting.

