

## **Badges system for International Placements**

Badges for International Placements were created in order to support and recognize the development of competences and skills by Interns/Trainees and Job Shadowers.

Badges can be used as a learning support tool for mentoring and acknowledging the process to develop and improve work related competences and skills. In this case, an Intern/Trainee or a Job Shadower can use the system as a supporting tool for preparation, implementation and monitoring of the placement as an individual and as an Intern/trainee or Job Shadower.

Follow these guidelines to import and set up International Placements' badge system on Badgcraft.eu Please take in to consideration that images of badges are not available publicly.

Interns/Trainees or Job Shadowers can use this system on their own, in order to plan, monitor and recognise their own learning and share achievements with others.

This badge system can be presented and implemented upon the selection of a person as Intern/Trainee or Job Shadower, to assist the person throughout the process. This set can help the person develop professionally and gain the most during the placement.

Developed during the project European Badge Alliance by Youth for Exchange and Understanding- YEU. YEU is an International Network of Youth Organizations present in more than 30 Countries from across Europe and Africa, working on the development of NFE methodologies and creation of youth activities to foster closer co-operation and better understanding among the young people of the world.

### **Badge system overview:**

1. Process Complete
2. Experience On
3. Administrator
4. Critical Thinker
5. Environmental Management
6. Going Digital
7. Intercommunication
8. Intercultural Relations
9. Lexicon
10. Linguistic Awareness
11. Linguistic Curiosity
12. My Learning - My Objectives
13. My Profile



2. Experience On	I participated in the introduction of the "International Placements" badge system to support learning and recognition of the work provided and developed by Inters/Job Shadowers. I got to know rules and basic information about Open Badges.	<p>Complete all Missions:</p> <p>Mission 1: Participated in the presentation of the "International Placement" badge system. Accessed the badge system by using claim code at <a href="https://www.badgecraft.eu/claim">https://www.badgecraft.eu/claim</a>.</p>	A	Digital Competence
3. Administrator	I have developed my competences and skills related to taking initiatives and being organized while being in work. At the same time I can work under pressure and coordinate properly to achieve expected outcomes.	<p>Complete at least 8 Missions:</p> <p>Mission 1: Able to take an idea and make it into a project. Ask a manager to confirm.</p> <p>Mission 2: Able to co-work in teams and regularly produce creative ideas and concepts. Share an example.</p> <p>Mission 3: Am comfortable with taking a lead into something new. Share an example from your current experience.</p> <p>Mission 4: Able to manage a budget. Ask a manager to confirm.</p> <p>Mission 5: Able to deal with logistics. Ask a manager to confirm.</p> <p>Mission 6: Good at dealing with the institutions and officials. Ask a manager to confirm.</p> <p>Mission 7: Know my capabilities and am able to deal with the stress that comes with such situation. Share some examples from your current experience.</p>	<p>C</p> <p>B</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p>	Social Competence, Entrepreneurship, Mathematical Competence

		<p>Mission 8: Am decisive and able to make decisions under pressure. Share some examples from your current experience.</p> <p>Mission 9: Able to meet deadlines and can handle the situation when deadlines are tight and urgent. Share some examples from your current experience.</p> <p>Mission 10: Under pressure I can remain focused on the job in hand. Share some examples from your current experience.</p>	<p>B</p> <p>B</p> <p>B</p>	
4. Critical Thinker	During my placement experience I have developed my approaches and critical thinking to be able to conceptualize a situation better and be more oriented on how I take actions upon something accordingly.	<p>Complete at least 5 Missions:</p> <p>Mission 1: Use past experience as a tool to help see the issue. Share an example.</p> <p>Mission 2: Not afraid to take ownership of a problem when applicable. Share an example from you current experience.</p> <p>Mission 3: Aware of the dangers of blaming others for a problem. Discuss it with a member and ask them to confirm.</p> <p>Mission 4: Build awareness of the needs of other people in different situations. Discuss it with a member and ask them to confirm.</p> <p>Mission 5: Open to working with people of different backgrounds. Discuss it with a member and ask them to confirm.</p> <p>Mission 6: Take responsibility for coordinating my own work and the work of others. Ask a manager to confirm.</p>	<p>B</p> <p>B</p> <p>D</p> <p>D</p> <p>D</p> <p>C</p>	Social Competence, Entrepreneurship

<p>5. Environmental Management</p>	<p>I am aware of good practices related to the protection of the environment. I take actions to make the environment better and also I take care of my actions in order to minimize the impact.</p>	<p>Complete at least 5 Missions:</p> <p>Mission 1: Learn about sustainability and the '3 R's'. Find out what the 3 Rs are and discuss with another member about the sustainability goals set at your working place. Ask them to confirm.</p> <p>Mission 2: Awareness of own impact of the environment. Write down some examples and ask a manager to confirm.</p> <p>Mission 3: Identify 3 things you can do to reduce your own pollution habits. Write them down.</p> <p>Mission 4: (If not applied already) Introduce the '3 R's' in your working place. Ask a manager to confirm.</p> <p>Mission 5: Introduced 3 new sustainable practices into my daily life. Write them down.</p> <p>Mission 6: Setting targets and goals for reducing the amount of rubbish I produce. Share your plan with a manager and ask them to confirm.</p> <p>Mission 7: Building awareness of my electricity, heating and water usage and seeking to reduce it. Share your plan with a manager and ask them to confirm.</p>	<p>D</p> <p>C</p> <p>B</p> <p>C</p> <p>B</p> <p>C</p> <p>C</p>	<p>Science and Technology</p>
--	---	--	--	-----------------------------------

6. Going Digital	I able to use digital media to produce material and to disseminate whatever is necessary related to my work and to my organization.	<p>Complete at least 6 Missions:</p> <p>Mission 1: Use a camera or mobile phone to visually record an activity. Upload the material and ask a member to confirm.</p> <p>Mission 2: Do some basic video or music editing. Upload the material and ask a member to confirm.</p> <p>Mission 3: Produce an online questionnaire. Share the link and ask a member to confirm.</p> <p>Mission 4: Create a digital presentation during your placement experience. Upload the material and ask a member to confirm.</p> <p>Mission 5: Explore different online campaigns, movements or organisations connected to the area of work of your host organisation. Share what you have found and ask a member to confirm.</p> <p>Mission 6: Make use of more than one form of social media for communicating about an issue you care about. Ask a member to confirm.</p> <p>Mission 7: Explore web sites in languages different than yours, using tools for translation if needed. Share some examples.</p>	<p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p> <p>B</p>	Digital Competences
------------------	---	--	--	---------------------

<p>7. Intercommunication</p>	<p>I have developed my interpersonal and intercommunication competences and skills in order to maximize the quality of my work inputs and outcomes.</p>	<p>Complete at least 6 Missions:</p> <p>Mission 1: Am patient and wait for the other person to finish what they have to say before I respond. Ask a manager to confirm.</p> <p>Mission 2: Able to put my point across without being aggressive. Please share an example.</p> <p>Mission 3: Have a good capacity for understanding instructions. Ask a manager to confirm.</p> <p>Mission 4: Have a good ability to speak clearly and concisely. Ask a manager to confirm.</p> <p>Mission 5: I am able to make clear and concise presentations while using a presentation tool (Flip Chart, Prezi, PowerPoint...). Share an example and ask a manager to confirm.</p> <p>Mission 6: Able to change the style of communication to suit the task and audience in hand. Share at least 2 examples.</p> <p>Mission 7: Able to write clearly and concisely. Am good at explaining in the written word what I want to put across. Ask a manager to confirm.</p>	<p>C</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p> <p>C</p>	<p>Social Competence, Entrepreneurship, Foreign Language</p>
------------------------------	---	--	--	--

<p>8. Intercultural Relations</p>	<p>I have developed my understanding to the diversity related to personal identities which can include ideology, ethnicity, culture, religion and gender. I am open to it and try to understand the differences between people and communities.</p>	<p>Complete at all Missions:</p> <p>Mission 1: Understand how jokes based on ethnicity, culture, religion and gender can be offensive. Share some examples.</p> <p>Mission 2: I have an understanding of the codes of conduct and customs of the location of the placement. Share some examples.</p> <p>Mission 3: Understand the roles and responsibilities of the municipal institutions in my own society and the society I am visiting. Discuss it with another member and ask their confirmation.</p> <p>Mission 4: Understand and know about the different institutions on a European level. Discuss it with another member and ask their confirmation.</p> <p>Mission 5: I have understanding of civic rights and responsibilities. Share some examples.</p> <p>Mission 6: Mediated or dealt with a conflict situation in a way that transformed it, respecting all the parties involved. Share some examples from your current experience.</p>	<p>B</p> <p>B</p> <p>D</p> <p>D</p> <p>B</p> <p>B</p>	<p>Cultural Awareness, Social Competence, Civic Competence</p>
-----------------------------------	---	--	---	--



<p>9. Lexicon</p>	<p>I have learned new languages and developed my skills for the proper use of my linguistic capacities.</p>	<p>Complete at least 6 Missions:</p> <p>Mission 1: Learn and discover words and phrases in the language of your host country. Please write at least 3 words and phrases in minimum 2 foreign languages. (3 words in 2 Languages &amp; 3 phrases in 2 Languages)</p> <p>Mission 2: Discover the difference in dialects from the language of your host country. Share some examples.</p> <p>Mission 3: I am able to give and receive constructive feedback in a foreign language. Ask at least 2 members to confirm.</p> <p>Mission 4: Understand the need for engaging with the audience when making presentations (local or foreign. Explain and ask a manager to confirm.</p> <p>Mission 5: Know how to differentiate the use of slang or correct words. Share some examples.</p> <p>Mission 6: Know how certain things can be perceived as offensive or rude. Share some examples.</p> <p>Mission 7: Know how to correctly communicate with an older or younger person. Ask a manager to confirm.</p>	<p>B</p> <p>B</p> <p>D</p> <p>C</p> <p>B</p> <p>B</p> <p>C</p>	<p>Mother Language, Foreign Language, Social Competence</p>
-------------------	---	---	--	---

<p>10. Linguistic Awareness</p>	<p>I have developed my language skills in relation to the location of my placement and to the field of my occupation.</p>	<p>Complete at least 5 Missions:</p> <p>Mission 1: Learn three new words from your own language related to the subject of your placement. Please write them down.</p> <p>Mission 2: Gained new understanding of some familiar words. Please explain.</p> <p>Mission 3: Discover 2 words from your own language that have similar roots with a foreign language but have acquired a different meaning. Please write them down.</p> <p>Mission 4: Understand the connection between your language the language of your host country. Please explain and ask a colleague (member) to confirm.</p> <p>Mission 5: Able to explain and describe different words from my language. Please share some examples.</p> <p>Mission 6: Help others to speak and understand your language. Ask at least 2 to confirm.</p> <p>Mission 7: Identify possible mistakes made by others and supportively correct them in conversation. Please share the examples.</p>	<p>B</p> <p>B</p> <p>B</p> <p>D</p> <p>B</p> <p>B</p> <p>B</p>	<p>Mother Language, Foreign Language, Social Competence</p>
---------------------------------	---	---	--	---

<p>11. Linguistic Curiosity</p>	<p>Support others and at the same time aware of my need to develop language skills. Moreover, I am patient and understanding when it comes to communication difficulties which are based on the use of foreign languages.</p>	<p>Complete at least 7 Missions:</p> <p>Mission 1: Help someone else to understand something in the host foreign language. Share at least two examples that occurred during your placement experience.</p> <p>Mission 2: Find ways to communicate when words are not known. Share at least two examples that occurred during your placement experience.</p> <p>Mission 3: Remain calm when a misunderstanding occurs. Resolve satisfactorily the misunderstandings. Share at least two examples that occurred during your placement experience.</p> <p>Mission 4: Show patience with those less able to communicate. Share at least two examples that occurred during your placement experience.</p> <p>Mission 5: Curious to communicate with others despite language difficulties. Share at least two examples that occurred during your placement experience.</p> <p>Mission 6: Strong curiosity to learn and discover words and phrases in different languages. Share at least two examples that occurred during your placement experience.</p> <p>Mission 7: Enjoy meeting people from different countries and regions. Share at least two examples that occurred during your placement experience.</p> <p>Mission 8: Made a presentation using the host language. Share it with</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>D</p>	<p>Mother Language, Foreign Language, Social Competence</p>
---------------------------------	---	---	---	---

		<p>another member and ask them to confirm.</p> <p>Mission 9: Learn the letters of the alphabet. Present it to another member and ask them to confirm.</p>	D	
12. My Learning - My Objectives	I able to use digital media to produce material and to disseminate the work done during the training activity.	<p>Complete all Missions:</p> <p>Mission 1: Have identified the ways I learn most easily and comfortably. Share some examples from your current experience.</p> <p>Mission 2: Have identified obstacles within myself that create barriers to my learning. Share some examples from your current experience.</p> <p>Mission 3: Understand how to organize myself in order to meet my own learning needs. Share some examples from your current experience.</p> <p>Mission 4: Have identified my learning needs and set objectives for my development and learning. Share some examples from your current experience.</p> <p>Mission 5: Have planned my learning objectives according to the working plan of the hosting organization. Share the link/report.</p> <p>Mission 6: Acknowledge and recognize the experiences and competences I have already gained. Share some</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p>	Entrepreneurship

		<p>examples from your current experience.</p> <p>Mission 7: Fill in an online application or report as part of your placement experience.</p>	B	
13. My Profile	<p>During my (internship/job shadowing) I worked on the field of (choose fields of work that the person was developing skills and knowledge - e.g. Project Management, Consultant etc.) Therefore, my working experience in the field of (type of work, occupation e.g. Administration, Human Resources etc.) has been further developed.</p>	<p>Complete all Missions:</p> <p>Mission 1: Define work related task. Set the evidence confirmation.</p> <p>Mission 2: Define work related task. Set the evidence confirmation.</p> <p>Mission 3: Define work related task. Set the evidence confirmation..</p> <p>Mission 4: Define work related task. Set the evidence confirmation.</p> <p>Mission 5: Define work related task. Set the evidence confirmation.</p> <p>Mission 6: Define work related task. Set the evidence confirmation.</p> <p>Mission 7: Define work related task. Set the evidence confirmation.</p> <p>Mission 8: Define work related task. Set the evidence confirmation.</p>	<p>Choose according to missions. (A or B or C or D)</p>	<p>Choose according to missions.</p>

14. Personal Development	I have developed my leadership skills and role and try to use opportunities in the best possible way for personal, common and work-based benefit.	<p>Complete at least 5 Missions:</p> <p>Mission 1: Identify areas of my personal life needing development. Share some examples.</p> <p>Mission 2: Identify areas of my professional life needing development. Discuss it with another member and ask them to confirm.</p> <p>Mission 3: Identify projects/business possibilities that would be good to engage with after this placement. Share some examples and ask a manager to confirm.</p> <p>Mission 4: Know when to take the leadership role and when not to. Share an example from your current experience.</p> <p>Mission 5: Understand the importance of working as a team. Discuss it with another member and ask them to confirm.</p> <p>Mission 6: Know of and understand about research methods; interviews, focus groups and questionnaires. Discuss it with another member and ask them to confirm.</p>	<p>B</p> <p>D</p> <p>C</p> <p>B</p> <p>D</p> <p>D</p>	Entrepreneurship
15. Preview and Review	Developed my understanding and critical thinking during my placement and I am aware of good practices and techniques which I have applied during my (choose internship/job shadowing)	<p>Complete all Missions:</p> <p>Mission 1: Developed an understanding of your own needs and how to prioritise them. Share some examples.</p> <p>Mission 2: Understand how to create a coherent and logical presentation for different groups and or institutions linked to your placement. Discuss it with another member and ask them to confirm.</p>	<p>B</p> <p>D</p>	Entrepreneurship

		<p>Mission 3: Ask relevant questions and seek relevant information in order to fully understand all aspects of an issue. Share some examples.</p> <p>Mission 4: Am able to solve problems by exploring different options. Share some examples from your current experience.</p> <p>Mission 5: Am able to come up with logical arguments. Share some examples from your current experience.</p> <p>Mission 6: Am able to make sound evaluations based on objective based evidence. Share some examples from your current experience.</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p>	
16. Proactive Learner	I have identified my learning path and set for personal development. I try to overcome difficult situations and at the same time learn from it.	<p>Complete at least 5 Missions:</p> <p>Mission 1: When I meet obstacles that are blocking my learning I work out how to overcome them. Share some examples from your current experience.</p> <p>Mission 2: Continuously assess my learning achievements and gained competences. Share some examples from your current experience.</p> <p>Mission 3: Am able to give and receive constructive feedback. Share some examples from your current experience.</p> <p>Mission 4: Am able to apply what I am learning into my daily life. Share some examples from your current experience.</p> <p>Mission 5: Am able to deal with criticism. Share some examples from your current experience.</p> <p>Mission 6: Step outside of my comfort zone to support</p>	<p>B</p> <p>B</p> <p>B</p> <p>B</p> <p>B</p>	Entrepreneurship, Social Competence

		my learning. Share some examples from your current experience.		
17. Problem Solver	I have developed my mathematical skills and competences. Therefore, I have developed my skills related to calculations for a proper monitoring and distribution of expenses or working hours/time. Moreover, I have worked on my problem solving capacities and on how to find suitable solutions.	<p>Complete at least 7 Missions:</p> <p>Mission 1: Create a budget for your own spending during the period of your placement (in the local currency – where relevant). Upload the table used.</p> <p>Mission 2: Plan a trip to a new destination in the country of your placement / internship – calculate distances, costs of different means of transport, connections and time needed. Share a table with your calculations.</p> <p>Mission 3: During two weeks analyse the way you spend your time (working hours, transportation, leisure...) and create charts to show this. Discuss it with another member and ask them to approve.</p> <p>Mission 4: Try different ways of looking at problems and everyday situations, exploring out of the box. Discuss it with another member and ask them to approve.</p> <p>Mission 5: Break down an issue or problem into manageable pieces in order to solve it. Share an example</p>	<p>B</p> <p>B</p> <p>D</p> <p>D</p> <p>B</p>	Mathematical Competence, Science and Technology



		<p>from your current experience.</p> <p>Mission 6: Know how and where to find the resources needed to resolve an issue. Discuss it with another member and ask them to approve.</p> <p>Mission 7: Try out different and unorthodox approaches to resolving problems. Discuss it with another member and ask them to approve.</p> <p>Mission 8: Can structure ideas into a coherent and logical frame to be presented to different groups and or institutions. Discuss it with another member and ask them to approve.</p>	<p>D</p> <p>D</p> <p>D</p>	
18. Researcher	I have developed my skills and knowledge related to use of technology and the use of digital tools to retrieve information and to develop relevant material for my work.	<p>Complete all Missions:</p> <p>Mission 1: Know how to use different search engines. Share some examples.</p> <p>Mission 2: Use e-mail for making inquiries and seeking information. Ask a manager to confirm.</p> <p>Mission 3: Use social media for effective searching of information on a topic related to your placement. Share some examples.</p> <p>Mission 4: Know how to find more and deeper information on a topic. Discuss it with another member and ask them to confirm.</p> <p>Mission 5: Comfortably use a variety of computing programmes (other than basic Microsoft programmes). Ask a manager to confirm.</p> <p>Mission 6: Ability to write and fill in funding</p>	<p>B</p> <p>C</p> <p>B</p> <p>D</p> <p>C</p> <p>C</p>	Entrepreneurship, Digital Competence, Science and Technology

		<p>applications and reports. Ask a manager to confirm.</p> <p>Mission 7: Ability to analyse and present information relevant to your placement experience. Ask a manager to confirm.</p>	C	
19. Task Fulfilment	I am focused on the proper preparation and implementation of tasks. At the same time I aim to be productive in order to achieve expected outcomes.	<p>Complete all Missions:</p> <p>Mission 1: Plan the reflective-learning approach. Discuss it with a manager and ask them to confirm.</p> <p>Mission 2: Evaluate the process and share the outcomes during your placement. Suggest ideas to make work/your work better. Discuss it with the team and ask a manager to confirm.</p> <p>Mission 3: Create an operational plan beforehand. Share the outcome and ask the feedback of another person of the Team (member). Ask them to confirm your task.</p> <p>Mission 4: Efficiently manage of a group or a task. Share an example.</p> <p>Mission 5: Manage multiple tasks. Share some examples from your current experience.</p> <p>Mission 6: Getting outcomes. Share some examples from your current experience and ask a manager to confirm.</p>	<p>C</p> <p>C</p> <p>D</p> <p>B</p> <p>B</p> <p>C</p>	Entrepreneurship

<p>20. Time Manager</p>	<p>I have developed my time management skills. I can properly set my work time frame and reach expected deadlines. At the same time, I can work under pressure and be productive.</p>	<p>Complete all Missions:</p> <p>Mission 1: Able to prioritize tasks as well as work on a number of different projects at once. Ask a manager to confirm.</p> <p>Mission 2: Able to decide what needs doing and in what order. Share some examples from your current experience.</p> <p>Mission 3: Constantly monitor myself or a project in order to keep in line with my goals. Share some examples from your current experience.</p> <p>Mission 4: Am good at planning and organising. Ask a manager to confirm.</p> <p>Mission 5: I can work in specific time frames and under pressure to reach expected deadlines. Ask manager to confirm.</p>	<p>C</p> <p>B</p> <p>B</p> <p>C</p> <p>C</p>	<p>Entrepreneurship</p>
<p>21. Working Online</p>	<p>I have developed my skills and knowledge when it comes to the use of internet for professional reasons. At the same time, I am aware of the responsibility that is required for the proper use of online material and mainstream tools or platforms.</p>	<p>Complete at least 5 Missions:</p> <p>Mission 1: Learned how to navigate and engage in an online learning platform such as Moodle or MOOC. Share some examples from your current experience.</p> <p>Mission 2: Gained knowledge about the learning badges system and how to claim a badge.</p> <p>Mission 3: Explore different websites to find and or verify information. Ask a manager to confirm.</p> <p>Mission 4: Engage in an online forum or discussion connected to the topic of your placement experience. Ask a manager to confirm.</p> <p>Mission 5: Report online the steps and outcomes of your</p>	<p>B</p> <p>B</p> <p>C</p> <p>C</p>	<p>Digital Competence, Entrepreneurship</p>

		<p>placement experience using personal or organizational media. Share some examples.</p> <p>Mission 6: Engage with an online campaign. Discuss it with another member and ask them to confirm.</p> <p>Mission 7: Created an online module related to your work. Ask a manager to confirm.</p>	<p>B</p> <p>D</p> <p>C</p>	
--	--	---	----------------------------	--