

## Tool 9: Video presentations of the participants

### Instructions for the videos made by the apprentices:

#### Presentation (*purpose of the video*)

Congratulations, you are starting your internship abroad very soon!

To prepare your stay and your future collaboration with your hosting work instructor and your new company, introduce yourself, present what you are currently doing and what your expectations are by making a short video.

#### Context (*how the video will be used*)

Your video will be then sent to your work instructor abroad in the company that you will be working at, so that he/she will get to know you a bit in advance.

You will receive a short video as well from him/her where you will be introduced to the company's history, vision and mission and you will get the chance to understand the learning outcomes of your experience, as well as to understand the work environment of that company better.

#### Video sequence (*the content of the video*)

Before recording the video, try and make a mental map of what you will be telling: in this way you will avoid getting stuck or not knowing what to say next.

Start the video by presenting yourself: name, surname, age, area of study, name of the company where you are doing your internship currently and its location.

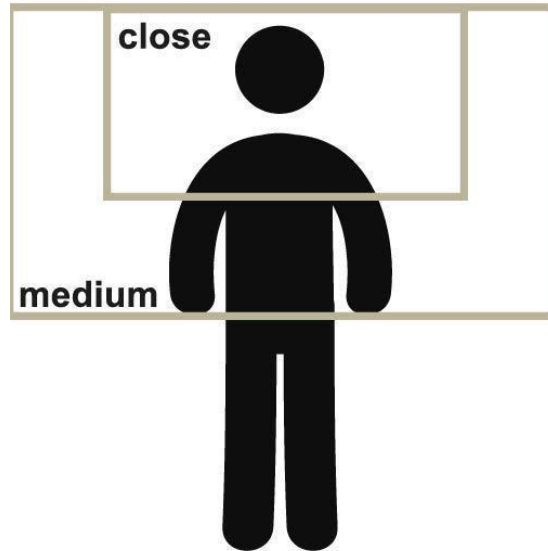
Then, answer the following questions using full sentences:

- How would you describe yourself?
- What are you doing in your current company? What are your activities/what are you working on?
- Why did you decide to go on long-term mobility?
- What are you expecting from this experience?
- Do you think it will be beneficial for your career and why?

Remember that a strong conclusion leaves a good impression on the viewer. You could end the video by focusing on how you think you will contribute to the company's objectives.

#### Technical guidelines

- It does not matter whether it is recorded with a smartphone or with a professional camera. The video quality of a smartphone is good enough for our purpose.
- You can record either vertically or horizontally but remember: most online platforms work best with horizontal videos, so we advise you to keep your smartphone in a horizontal position while shooting.
- The faces should get nice and soft light from the front.
- The backgrounds should be clear and set apart from the person.
- Please pay attention to a good sound. Background noise or hall effects should be avoided and minimized.
- Try to keep the phone steady. How? Have a look at the first two minutes of this [video](#).
- Avoid reading the text from a paper. It will not look very professional.
- Please record your videos in a "close shot":



### **Instructions for the videos of the company:**

#### Presentation (purpose of the video)

The cross-mobility with the selected European apprentices is about to begin: welcome aboard! In order to prepare them for the upcoming experience, you are going to produce a short video to introduce your company to the apprentices to help them familiarize with the environment.

#### Context (how the video will be used)

Your video will be then sent to the apprentices with whom you are doing the cross-mobility and that will come to work for your current company. You will receive a short video as well from them where they will introduce themselves, they will explain their current occupation and skills, as well as sharing with you their expectations about the mobility.

#### Video sequence (the content of the video)

Before starting, select the people who will be portrayed in the video. The main speaker should be the apprentices' work instructor. However, if the company is made of several people, we suggest you select another person to be part of the video, preferably the director or a manager.

It is preferable that the video opens with the company's logo in the first frame.

Start the video by presenting yourself: name, surname, role in the company. If another speaker is foreseen, introduce him/her first. They can start by giving an overview of the company by briefly focusing on the following points:

- When was the company established and how it evolved until today
- What are the company vision and mission
- What is the added value of the company in its reference market

They will then give the word to the company's work instructor who will outline:

- What are the expected learning outcomes

- Which technical and soft skills will be developed during the apprenticeship
- What the work environment is like

If there is only one speaker all the points above should be covered by him/her. A good way of ending the video might be an insight on the company's premises which will be either filmed or photographed (and consequently added to the video).

### Technical guidelines

- It does not matter whether it is recorded with a smartphone or with a professional camera. The video quality of a smartphone is good enough for our purpose.
- Always record horizontally: most online platforms work best with horizontal videos, so keep your smartphone in a horizontal position while shooting.
- The faces should get nice and soft light from the front.
- The backgrounds should be clear and set apart from the person.
- Please pay attention to good sound. Background noise or hall effects should be avoided and minimized.
- Try to keep the phone steady. How? Have a look at the first two minutes of this [video](#).
- Avoid reading the text from a paper. It will not look very professional.
- Please record your videos in a "close shot":

