



# Erasmus+



## **Regulations for the recruitment of teachers and entrepreneurs and their participation in the “vetDIET”**

### **§1. General information**

1. „vetDIET” project with number is 2019-1-PL01-KA202-065597 implemented within Erasmus+ programme, Key Action 2: Strategic partnerships in Vocational education and training within 24 months: 01.11.2019 - 31.10.2021 by Perfect Project Sp. z o.o. in the partnership with Profesinio mokymo centras “Zirmunai” and Daugavpils Tirdzniecibas profesionala vidusskola.
2. The main goal of the project is to bring the results of vocational training in the catering industry closer to the needs of the labor market over a 24-month period.
3. The project is addressed to 14 teachers from 5 vocational schools and 4 workbased people / entrepreneurs, included in the project for cooperation in the preparation of reports, participation in short training forms and program testing, having a formal link with the sending institution.
4. The language of the project is English.
5. Participation in the project is free of charge.
6. The Project Office is located in the office of the Perfect Project Sp. z o.o., ul. Wołodyjowkiego 5, 15-272 Białystok.

### **§ 2. Terms of participation**

1. The participant must meet the following formal conditions such as:
  - a. being interested in participating in the project,
  - b. be employed in the sending institution (a formal relationship must be demonstrated - e.g. through a contract),
  - c. being a vocational education teacher from the Technical School and/or the Vocational School in the catering sector
  - d. being a entrepreneur (workbased person) conducting a business in the Podlaskie Voivodeship in the catering sector.
2. Participation in the project after meeting the criteria specified in point 1 requires submitting to the Project Office the required set of recruitment documents:
  - a. an application form,
  - b. a declaration of participation,
  - c. a statement regarding the use of the image.
3. Documents mentioned in point 2 are available at project website: <https://perfect-project.eu/en/erasmus-projects/vetdiet/>, and in the Project Office.
4. Only complete, correctly filled applications, dated and signed will be accepted.
5. Complete and correct entries will be entered into the list of participants according to the target group criterion in §2 of these Regulations.

### **§ 3. Recruitment**

1. Recruitment will take place before the planned start of particular activities and will be preceded by information and promotion activities.
2. Recruitment will be conducted according to the criterion of the target group specified in these Regulations and according to the recruitment schedule. Depending on the needs of the project, additional recruitment will be undertaken to supplement the composition of the groups so that they correspond to the projected indicators.

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**„vetDIET” Health & Food**

**Project Leader:** Perfect Project Sp. z o.o. (Poland)

**Project Partners:**

Profesinio mokymo centras “Zirmunai” (Lithuania)

Daugavpils Tirdzniecibas profesionala vidusskola (Latvia)

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3. Basic recruitment criteria:
  - a. willingness to participate in the Project - understood as a personal submission of the application form in the Project Office,
  - b. teaching vocational subjects in the catering sector,
  - c. conducting business in the catering sector.
4. In the event that there is not even half of the applications in relation to the planned number of participants mid-term from the recruitment announcement to the start of the activity, intensive recruitment will be conducted with additional promotional materials.
5. Entry to the basic list will be accepted until there is 6 entries.
6. A reserve list will be created - 2 places.
7. Informing candidates about recruitment:
  - a. posters distributed in the Technical Schools and/or the Vocational School,
  - b. project website.
8. Recruitment schedule: 04.02.2019 – 31.03.2020.
9. The Recruitment Committee is responsible for correct and timely recruitment and is composed of the Coordinators each sending institution.
10. The recruitment procedure consists of the following stages:
  - a. filling and submitting recruitment documents: application form, declaration of participation, statement regarding the use of the image,
  - b. verifying submitted documents,
  - c. selecting candidates based on the criterion of the target group,
  - d. creating a ranking list of participants,
  - e. providing information to persons qualified for participation in the project,
  - f. preparing and signing the protocol by the Recruitment Commission on recruitment process together with list of participants qualified for the project and reserve list.
  - g. publicizing the recruitment results.
11. Participants are entitled to appeal against the Commission's decision within 7 days of posting a list of persons qualified for the project. An appeal must be made in writing. The appeal body is the Board of Perfect Project Sp. z o.o. The decision of the Board as governing authority is final and not subject to appeal.
12. The candidate's access to the recruitment process is equivalent to the acceptance of these procedures.
13. Recruitment will be carried out in accordance with the equal opportunity policy.

#### **§ 4. Rights and Obligations of Participants**

1. Each participant of the Project has the right to:
  - a. participate in the full cycle of classes for which he has been qualified,
  - b. submit of comments and evaluate of the classes in which they participate,
  - c. receive a training program and training materials,
  - d. receive certificates issued by the Receiving Institution,
  - e. absence in classes in exceptional cases only, i.e. exceptional random case, illness. Absence must be justified by sick note.
2. Each participant qualified for the project will be provided with travel and stay expenses in connection with participation in the training.
3. Each participant of the Project is obliged to:
  - a. get acquainted with the contents of these Regulations,
  - b. participate in the full cycle of classes to which he / she qualified,

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- c. complete surveys for the purpose of evaluating and monitoring the Project,
  - d. keep the Project Office informed of all events that may disturb his/her participation in the Project,
  - e. follow the instructions issued by individuals directly related to the implementation of the Project,
  - f. adhere to generally accepted standards and principles in this regard care for the equipment and devices used during the implementation of the Project,
  - g. getting acquainted with the information provided at the organisational meeting,
  - h. developing conclusions for the report containing current dietary trends (including the main principles of healthy nutrition, the latest trends, dietary menu, cooking methods that retain nutrients, aesthetic presentation of healthy food) in cooperation with partners and preparing an attractive summary of the report in order to effective dissemination in target groups (e.g. in the form of a film, Prezi, recording of an instance, etc.),
  - i. co-preparation workshop content,
  - j. co-preparation of training materials,
  - k. developing content for recommendations for vocational education (in the gastronomy sector) in the use of report elements in the curriculum,
  - l. implementation of project products into practice and ensuring their sustainability.
4. Failure to pass training takes place in the following cases:
- a. participant's absence at a fixed time and place of the training,
  - b. failure to make up for missed classes,
  - c. failure to comply with applicable discipline,
  - d. failure to comply with organizational regulations,
  - e. getting a negative evaluation after training.

## § 5. Resignation from the project

The participant is entitled to resign from participation in the Project without financial liability if the resignation is justified for important personal or health reasons. The participant is obliged to submit a written resignation within 2 days of the occurrence of the reason causing the necessity of resignation together with justification and not later than 3 weeks before the planned start of the training.

## § 6. Final provisions

1. The regulations apply from the date of its publication throughout the whole period of the Project implementation.
2. The Beneficiary reserves the right to introduce changes to these Regulations if there is a circumstance not anticipated on the date of publication of the Regulations, which requires amendment to these Regulations.
3. Information about the change will be posted on the website of the Project.
4. In case of disagreement the final interpretation of the Regulations belongs to the Board of Perfect Project Sp. z o.o.
5. The current content of the Regulations is available at the Project Office and on the project website.

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