

Partner information sheet
Erasmus + Mobility, KA1 for VET learner and staff

Partner organisation	
Name of institution/organisation	Hannah-Arendt-Schule Berufsbildende Schulen der Region Hannover Wirtschaft, Recht, Verwaltung
Organisation ID (PIC is not used any longer)	E 10190327
Address	Lavesallee 16
	30169 Hannover
Country	Germany
Website	www.bbsha.de
Telephone	+49511980910
Profile	
Type Of Organisation	Vocational School
Is the partner organisation a public body?	Yes
Is the partner organisation non-profit?	Yes
Number of Staff	85
Number of Learners	1912
Legal Representative:	
First Name	Carsten
Last name	Roisch
Position	Headmaster
Email	roi@bbsha.de
Telephone number	+49511980910
Contact person	
First name	Dörthe
Last name	Garbers
Position	Person responsible for Erasmus+ projects
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Background

Hannah-Arendt-Schule is a centre of excellence for legal assistants, tax consultant's assistants, **administrative clerks in public administration**, employment centre clerks, social insurance clerks and safety and security specialists in Hannover (part-time vocational school, dual system). Besides, we offer one and two year courses with a focus on office management for secondary school leavers. Hannah-Arendt-Schule also includes a vocational upper secondary school for intermediate secondary school leavers or students who have already completed an apprenticeship. These full-time students can either focus on economy or law and administration.

Our project focuses on the administrative clerks who are trainees within the dual system. The dual system of vocational training is a combination of learning in a company and at vocational school. So the administrative clerks (project participants) attend **Hannah-Arendt-Schule** (vocational school) and gain practical work experience at **Region Hannover** (public body). Both institutions would like to enable the learners to gain work experience abroad during their 3-year-traineeship.

Project's participants

- Administrative clerks (learner mobility)
 - 18-30 years old
 - probably in the 2nd year of their training
 - with practical and theoretical knowledge in the field of administration (gained at Region Hannover and Hannah-Arendt-Schule)
 - English language level B1
- Staff Region Hannover and Hannah-Arendt-Schule (staff mobility)
 - Job shadowing activity

Project's objectives

- Improving intercultural competence
- Gaining a positive appreciation of diversity in the field of education, work and culture
- Improving social and personal competence
- Gaining practical work experience in a company (e.g. in an administrative agency/ local authority)
- Learning about another education system/ adult vocational training abroad
- Improving language skills

Wishes concerning the programme

- Combination of ...
- activities in a company (work placement, e.g. at an administrative authority)
 - activities at an educational institution (e.g. attending language lessons, ...)
- altogether minimum of 10 work days

Wishes concerning the organisation of the mobilities

- first staff mobility in 2020 or 2021, then learner mobility in 2021 or 2022
- learners will go abroad during the practical phase of their training, preparation and reflection of the mobility will be guaranteed by Hannah-Arendt-Schule and Region Hannover
- accommodation in a hostel would be great
- a "simple" Letter of Intent including the number of mobilities and the type of activities could be prepared
- partner organisation should be interested in a long-term cooperation
- Hannah-Arendt-Schule and Region Hannover will, of course, also host learners, if the partner organisation is interested in sending learners to Hannover