

VETmh TuTo+ Vocational education process in European tutoring for immersion trainees in the mental health sector

**Erasmus+ Strategic Partnership
Agreement number 18PP0011
01-09-2018 - 31-08-2021**

Recruitment strategy manual for tutors in the VETmh TuTo+ project



**Co-funded by
the European Union**



**UNIVERSITATEA
AUREL VLAICU
din ARAD**
Facultatea de Științe ale Educației
Psihologie și Asistență Socială



This intellectual production was co-financed by the Erasmus+ Strategic Partnership programme under the agreement number 18PP0011.

This booklet is part of the intellectual production number 1.

This booklet was directed by Centre Neuro Psychiatrique Saint-Martin (CNP St-Martin).

In close cooperation with associated partners Agence pour la Coopération Scientifique Afrique Luxembourg (ACSAL), Aurel Vlaicu University of Arad (UAV), Asociacion Salut Mental (ASM), Association de Prévention Soins et Insertion (APSI), Center of Psychological & Pedagogical Support (Kepsipi), Etablissement Public de Santé Mentale Lille-Métropole (EPSM) - Centre Collaborateur de l'Organisation Mondiale de la Santé pour la recherche et la formation en santé mentale (CCOMS), Haute Ecole de la Province de Namur (HEPN) and Haute Ecole de Namur-Liège-Luxembourg (Henallux).

The European Commission's support for the production of this publication does not constitute an endorsement of the contents, which reflect the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Reproduction is authorised provided the source is acknowledged.

December 2019



Contents

1	Introduction	4
2	Recruitment guide for VET _{mh} TuTo+	5
2.1	Introduction	5
2.2	Step 1 : Launch	5
2.3	Step 2 : Selection	5
2.4	Step 3 : Interview	6
2.5	Step 4 : Tutor's selection	8
2.6	Step 5 : Establishment of the project with the tutor	8
2.7	Agreement / contract	9
2.8	Conclusion	9
3	Annexes	10
3.1	Announcement VET _{mh} TuTo+ in English	10
3.2	Announcement VET _{mh} TuTo+ in French	11
3.3	Europass	12
3.4	Application respond	13
3.5	Final decision	14



1 Introduction

The TuTo+ project involved 10 European countries and more than 30 institutions in the setting up of an innovative, unique and challenging 3-year tutoring programme in Mental Health.

The project has boosted the skills of the young professionals in mental health through experienced tutors mentoring and through immersions in high-level European centers in mental health.

The trainees wrote a portfolio that was assessed by a board of professionals during an official ceremony in Berlin and that led them to the obtaining of ECTS credits. The welcome in the organizations as well as the academic partnerships were exceptional.

One of the peculiarity of this project is an original team work with hospitals, ambulatory services, research centers, universities, high schools and rehabilitation organizations in mental health. The variety of professional stakeholders were both a challenge and a highly appreciated value.

Numerous scientific and professional communications gave this 3-year long project its rhythm in every European countries involved.

In this recruitment guide, you could find the announcement to hire the right candidates, the standard recruitment guide in English to facilitate the recruitment. You could also find the letter to motivate future tutors, the application form to respond to the announcement and the letter about the final decision. Finally, there are some appendices who can help you to understand the recruitment guide.

The booklet was prepared by Clocherez Sarah, Gregoire Thibaud and Varet Chlo  , student in HRM.



2 Recruitment guide for VETmh TuTo+

2.1 Introduction

This recruitment guide is a standardized method for recruiting tutors.

2.2 Step 1: Launch

Introduce the new procedure for registering as a tutor in the company :

- A standard e-mail will be sent to all employees.
- An announcement will be published internally at the company's valves (*see annex 1-2*).
- The Europass CV must be used for applications (*see annex 3*).
- A cover letter will be formatted as a 1 sided page containing information such as:
 - A bibliography on his career in the psychiatric environment
 - The reason of his desire to take part in TuTo+ project
 - His relational and human experiences
 - A definition of his person (values, investment in the project, etc.)

2.3 Step 2: Selection

• Delay:

Example: if the centre is looking for tutors for June 2019, it is necessary to start the process in May 2019

1. Publication of the project internally on the first of April
2. Closing of applications 2 weeks after the publication of the project
3. 1 week of sorting CV + cover letters

• Selection based on:

5 years of experience	Yes / No
General knowledge in English (A2/B1)	Yes / No
Motivation	Yes / No
Availability	Yes / No
Basic skills	Yes / No

- Select CVs that exactly match this grid.
- Call the selected candidates by e-mail.



2.4 Step 3: Interview

- **Welcome:**

- What is your function within the centre?
- How many years have you been working here?
- Etc.

- **Motivation:**

- First of all, can you tell us what motivated you to participate in this tutoring project?
- What do you like about this project?
- What are your expectations for this experience? What would you like to learn?

- **Abilities:**

- Have you already participated in other projects set up by the centre or elsewhere? Explain.
- Can you describe the role of tutor? What words come to mind when you hear this term?
- In your professional life, who has particularly helped you and what aspects have you liked or not?
- Can you give us 3 qualities interesting for the tutor function?
- What activities did you do during your career or in your private life useful for the role of tutor?
- How would you describe your relationships with your colleagues? Do you think they would be ready to support you during your tutoring mission?

The situation	Questioning
I observed that you did that at such a time	Why did you do that? What was the purpose? Why at this time?
The method	Questioning
I observed that you used this method	Why this method rather than another? Does it work in other situations?
Finding information	Questioning
I observed that you searched for such information at this stage	What specific information did you research and why?
The analysis work	Questioning
I observed you analysed the situation	What did you pay attention to? What analysis grid do you use? What knowledge and previous experiences are you based on ?



Action itself	Questioning
I observed you have successively done such actions/gestures?	Why these actions/gestures? Why in this order? Is the procedure written somewhere?

- **STARR method:**

- Have you ever been in this following situation? → You launch a project, you submit your ideas and a person of the group is opposed to it. What were your reactions? How have you managed the reconciliation of the two parties?

- **Story:**

- Ability to summarise a story and to make it understandable. The tutor must be able to explain a situation with a patient to the trainee in a precise and direct way.

Description of the story
Which story?
Context
When? Where? With whom? (details)
Trigger
What has come to unbalance the situation?
Events
What are the events, the twists, the tensions?
Conclusion
Description of the resolution of the problem, the unblocking of the situation, the return to normal
Morals
What is the moral that the candidate will perceive?



- **Apprehensions et requests:**

- What difficulties do you think you will encounter during this tutoring?
- Do you have any apprehensions about that? What aspects could you make you feel uncomfortable in the project?
- Do you have specific requests to submit to managers in terms of training and availability? Do you have any other questions?
-

2.5 Step 4: Tutor's selection

This part refers to a less formal dimension. It is during the interview that the recruiter will be able, thanks to the guide mentioned above, to position himself as to the candidatures for the function. A part of intuition and feeling is inevitable. Obviously, the recruiter will based his decision on the information he was able to collect but even if the candidate has all aspects consistent with the demands of the position, it may be refused. Depending on the relationship with his colleagues, his behaviour in the centre and what the HR department may know about him, the decision may be influenced.

Example: the recruiter won't hire, for a tutor's function, an employee absent very regular, even if he is very pedagogue and eager to invest in this project.

2.6 Step 5: Establishment of the project with the tutor

- An e-mail announcing the final decision will be sent to each candidate explaining the decision's reasons (*see annex 5*).
- In this e-mail (if the answer if positive), a summary of the project will be made to the candidate.

- **The tutor will be entitled to:**

- An official recognition of the exercise of the function of tutor
- An institutional recognition and a discovery of other institutional positions
- Acquisition of ECTS credits
- A certification in tutoring
- Registration in a pedagogical and mentoring course

- **Engagement:**

Preparation of the internship: ensure that members of the welcoming team as well as the users of the service are informed in advance of the internship

- **Registration for the tutor:**

The tutor can finalise his registration via the following link: <https://goo.gl/MBCpyA>



- **The tutor's path:**

Step No.1 – Four module training.

Step No.2 – Meeting between all mid-career tutors.

Step No.3 – Set up a debriefing.

Step No.4 – Certification

- **Welcome week:**

A preparation of the welcome week will be made including the logistical aspects. A provisional programme will be sent to the trainee with the details of the appointment addresses and the contact details of the contact person.

2.7 Agreement and contract

To finalise the participation of the candidate in the project, a attestation/agreement between the HR (or the company) and the mentor could be drawn up showing the commitments, the periods of investments, the tasks, the benefits, etc.

2.8 Conclusion

The purpose of this recruitment guide was to standardise the methodology in order to get multidisciplinary groups with a valuation of each function. The implementation of this recruitment guide makes it possible select candidates in the same way without difference in culture and legislation.

Following an initial experience, it seems important to have a suitable communication towards tutors so they can properly identify the whole project.

So that communication between all participants is as effective as possible, do not hesitate to contact the coordinator. There are also a Facebook group (<https://www.facebook.com/groups/553359041497720>) and a LinkedIn group (<https://www.linkedin.com/company/vetmh-tuto/>) on which everyone can communicate.



3. Annexes

3.1 Announcement VETmh TuTo+ in English

BECOME A TUTOR FOR TUTO+




Erasmus+



Your profile

- You have 5 years of experience
- You are motivated and engaged
- You are available
- You enjoy sharing your knowledge
- You have knowledge in English

Your tasks

- Share your knowledge with youth interns
- Support the trainee to the everyday life
- Create a transferable knowledge
- Be available at the workplace
- Participate in extra-professional activities

Your benefits

- Development of your skills
- Support your openness, communication and self-confidence
- Acquisition of ECTS credits
- Official recognition of tutor function



Interested? Do not hesitate to file your application right here :





<http://gon.gl/MBCpyA>



3.2 Announcement VETmh TuTo+ in French



Votre profil

- ♦ Vous avez 5 ans d'expérience
- ♦ Vous êtes une personne motivée et engagée
- ♦ Vous êtes disponible
- ♦ Vous aimez partager vos connaissances
- ♦ Vous avez des connaissances en anglais

Vos tâches

- ♦ Transmettre votre savoir à de jeunes stagiaires
- ♦ Accompagner le stagiaire au quotidien
- ♦ Créer un savoir transférable
- ♦ Se montrer disponible sur le lieu de travail
- ♦ Participer à des activités extra-professionnelles

Vos avantages

- ♦ Développement de vos compétences
- ♦ En faveur de votre ouverture d'esprit, votre communication et votre confiance en vous
- ♦ Obtention de crédits ECTS
- ♦ Une reconnaissance officielle en tant que tuteur grâce à la formation

Grande richesse
suite au partage de
vie avec les
patients

Découvertes

Atmosphère
cordiale

Expérience
énergisante et
impressionnante

Enrichissement
des langues et
des cultures


Ouverture
d'esprit



Intéressés ? Déposez votre candidature sur <http://goo.gl/NBCpyA>



3.3 Europass



Europass Curriculum Vitae

Personal information

First name(s) / Surname(s) Insert photograph. Remove heading if not relevant (see instructions)

Address(es) House number, street name, postcode, city, country (remove if not relevant, see instructions)

Telephone(s) (remove if not relevant, see instructions) Mobile: (remove if not relevant, see instructions)

Fax(es) (remove if not relevant, see instructions)

E-mail (remove if not relevant, see instructions)

Nationality (remove if not relevant, see instructions)

Date of birth (remove if not relevant, see instructions)

Gender (remove if not relevant, see instructions)

Desired employment / Occupational field (remove if not relevant, see instructions)

Work experience

Dates Add separate entries for each relevant post occupied, starting from the most recent. (remove if not relevant, see instructions)

Occupation or position held

Main activities and responsibilities

Name and address of employer

Type of business or sector

Education and training

Dates Add separate entries for each relevant course you have completed, starting from the most recent. (remove if not relevant, see instructions)

Title of qualification awarded

Principal subjects/occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification (remove if not relevant, see instructions)

Personal skills and competences

Mother tongue(s) Specify mother tongue (if relevant add other mother tongue(s), see instructions)

Other language(s)

Self-assessment

European level (*)

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

Language

Language

Page 1/2 - Curriculum vitae of Surname(s) First name(s) For more information on Europass go to <http://europass.cedefop.europa.eu>
 © European Union, 2004-2010 24082010



3.4 Application respond

Hello, _____ (name + first name)

First of all, thank you for applying for tutor's function.
Application respond

POSITIVE RESPOND

After reading your CV and your covering letter, we are pleased to inform you that you are one of the candidates that caught our attention. We would like to know more about your motivation and propose you to meet up _____ (date) for an interview.

This one will be significant for the final decision.

NEGATIVE RESPOND

After reading your CV and your covering letter, we are unfortunately sorry to announce you we choose someone else filling better for the function. Do not hesitate to contact our HR service for any questions. Send an email to _____ (HR or mobility manager) to fix an appointment and we will be grateful to help you in your career development.

Again, thank you for your investment and your time allowed to this cause.

Sincerely yours,

_____ (name + first name)
Signature



3.5 Final decision

Hello _____ (name + first name)

First of all, thank you for applying for tutor's function. As you know it, we are currently looking for workers interested in TuTo+ project. Tutors are needed to welcome the new trainees in our centre. Your help is inevitable.

[DATE], we had the opportunity to converse about several aspects of your application. It was a real pleasure to discuss about your motivation and ideas for the project.

POSITIVE ANSWER

Following that interview and after sorting all applications, you seem to correspond perfectly to our expectations. We think we found the right person for this function and we are really happy to announce you will be the tutor of our new trainees. You will receive further information about the following steps in the next few weeks.

The tutor will be entitled to :

- ✓ Official recognition of tutor function
- ✓ Professional recognition and discovery of other organisations' points of view
- ✓ Acquirement of ECTS credits
- ✓ Accreditation in tutoring
- ✓ Involvement in an educational and managerial process

Engagement :

- Preparation of the internship: ensure that members of the welcoming team as well as the users of the service are informed in advance of the internship

Registration for the tutor:

The tutor can finalize his subscription via the following link : <https://goo.gl/MBCpyA>

The tutor's path :

- Step n°1 – Training in 4 units
- Step n°2 – Meeting with all tutors half-way the programme
- Step n°3 – Debriefing session
- Step n°4 – Accreditation



NEGATIVE ANSWER

Unfortunately, we found someone else filling in better for the function. We keep your application and we notice your investment in our company. Do not hesitate to contact our HR service for any questions. Send an email to _____ (HR or mobility manager) to fix an appointment and we will be grateful to help you in your career development.

Again, thank you for your investment and your time allowed to this cause.

Sincerely yours,

_____ (name + first name)
Signature



Vocational education process in European tutoring for immersion trainees in the mental health sector

Erasmus+ Strategic Partnership
Agreement number 18PP0011
01-09-2018 - 31-08-2021

Coordinator

Saint-Martin Neuro Psychiatric Centre
Mr Jocelyn Deloyer



tuto@saintmartin.ofc.be

tuto.network

www.linkedin.com/company/vetmh-tuto/

Erasmus TuTo+

https://www.youtube.com/watch?v=zBPP8_hCuJc&ab_channel=CNPSt-Martin



Co-funded by
the European Union



UNIVERSITATEA
AUREL VLAICU
din ARAD
Facultatea de Științe ale Educației
Psihologie și Asistență Socială

