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**

Tutorial for the use of VETmh TuTo+ Dropbox

Co-funded by the
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In close cooperation with associated partners Agence pour la Coopération Scientifique Afrique Luxembourg (ACSAL), Arad Vlaicu University (UAV), Asociacion Salut Mental (ASM), Association de Prévention Soins et Insertion (APSI), Center of Psychological & Pedagogical Support (Kepsipi), Centre Neuro Psychiatrique Saint-Martin (CNP St-Martin) and 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).

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A Dropbox VETmh TuTo+ manual

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Introduction

Content of this manual

1/ Which items you can find on Dropbox about the formation VETmh TuTo+

2/ A guideline on where to find the used documents during the training

3/ An explanation of the used documents during the training

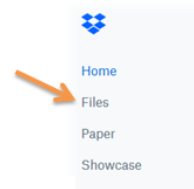4/ How to get access to shared folders or files

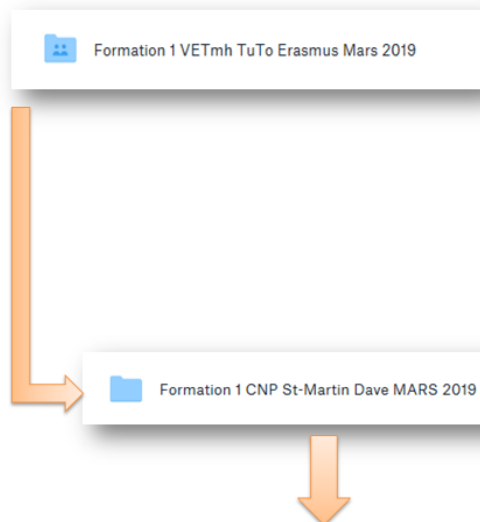VETmh TuTo+ Erasmus+ 2018-2021

Where to find the documents?

All the documents of the formation VETmh TuTo+ can be found on Dropbox:

1. Go to your *'files'* – NOT at homepage

2. You will see four folders

Home
Files
Paper
Showcase

📁 Formation 1 VETmh TuTo Erasmus Mars 2019

📁 Pratical informations for the 1st internsh...atiques pour le 1er stage des stagiaires.

📁 Training of june 2019 in Romania-Main line & Pictures

📁 VETmh TuTo Erasmus Training 1 UAD ARAD June 2019

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Folder 1: training in Belgium (French)

📁 Formation 1 VETmh TuTo Erasmus Mars 2019

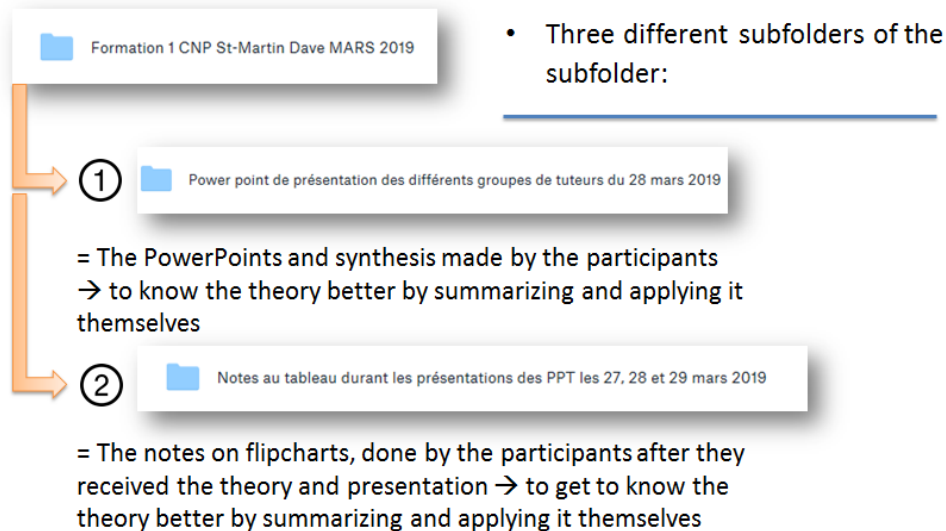- This folder will represent all the training that took place in Belgium from 2019 till 2021
- It will be divided into subfolders that represent the different trainings per period (March, October and January
- In French

📁 Formation 1 CNP St-Martin Dave MARS 2019

- This subfolder represents the training that took place in March 2019. Here you can find all the hand-outs used during this period
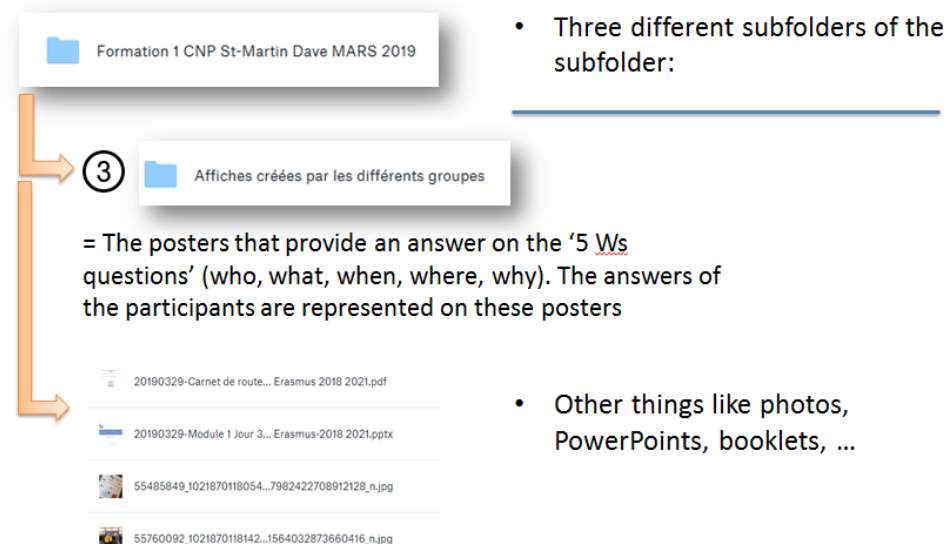
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Folder 1: training in Belgium (French)

📁 Formation 1 CNP St-Martin Dave MARS 2019

- Three different subfolders of the subfolder:

① 📁 Power point de présentation des différents groupes de tuteurs du 28 mars 2019

= The PowerPoints and synthesis made by the participants → to know the theory better by summarizing and applying it themselves

② 📁 Notes au tableau durant les présentations des PPT les 27, 28 et 29 mars 2019

= The notes on flipcharts, done by the participants after they received the theory and presentation → to get to know the theory better by summarizing and applying it themselves

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Folder 1: training in Belgium (French)

📁 Formation 1 CNP St-Martin Dave MARS 2019

- Three different subfolders of the subfolder:

③ 📁 Affiches créées par les différents groupes

= The posters that provide an answer on the '5 Ws questions' (who, what, when, where, why). The answers of the participants are represented on these posters

📄 20190329-Carnet de route... Erasmus 2018 2021.pdf

📄 20190329-Module 1 Jour 3... Erasmus-2018 2021.pptx

🖼️ 55485849_1021870118054...7982422708912128_n.jpg

🖼️ 55760092_1021870118142...1564032873660416_n.jpg

- Other things like photos, PowerPoints, booklets, …

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Folder 2: trainees (English & French)

Pratical informations for the 1st internsh...atiques pour le 1er stage des stagiaires.

- This folder will contain all practical information about the trainees
- Both in English and in French

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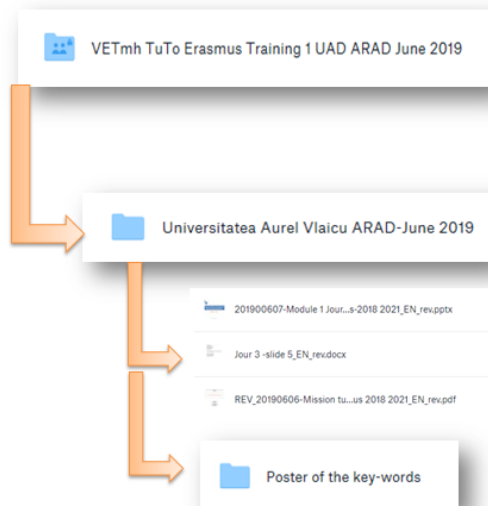
Folder 3: training in Romania (English)

Training of june 2019 in Romania-Main line & Pictures

- This folder represents the training that took place in Romania in June 2019
- It will contain all the summaries made by the different groups of participants
- In English

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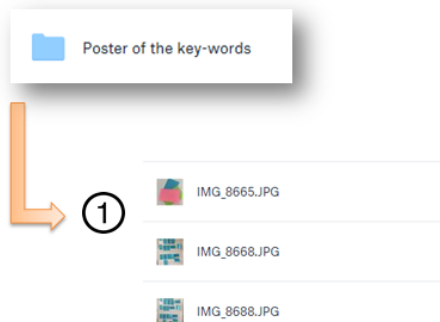
Folder 4: training in Romania (English)

VETmh TuTo Erasmus Training 1 UAD ARAD June 2019

Universitatea Aurel Vlaicu ARAD-June 2019

201900607-Module 1 Jour...s-2018 2021_EN_rev.pptx

Jour 3 -slide 5_EN_rev.docx

REV_20190606-Mission tu...us 2018 2021_EN_rev.pdf

Poster of the key-words

- This folder represents the training that took place in Romania in June 2019
- In English

- This subfolder contains all the documents used during the training in Romania

- In this subfolder you can find the PowerPoints and the booklets used during the training
- Another sub-subfolder

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Folder 4: training in Romania (English)

Poster of the key-words

① IMG_8665.JPG

IMG_8668.JPG

IMG_8688.JPG

- In this sub-subfolder you find three different things:

= Some images from post-it's the participants have created when brainstorming. The post-it allowed them to bring out all the mental representations that the participants have of the role of tutor

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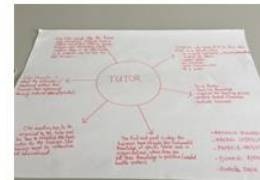## Folder 4: training in Romania (English)

Poster of the key-words

② Poster of the 5W & 1H

- In this sub-subfolder you find three different things:

= Posters that provide an answer on the '5 Ws and 1 H questions' (who, what, when, where, why, how). The answers of the participants are represented on these posters

Folder 4: training in Romania (English)

Poster of the key-words

③ Powerpoint 5W&1H

- In this sub-subfolder you find three different things:

= PowerPoints and synthesis made by the participants. In this way, the participants can get to know the theory better by summarizing and applying it themselves
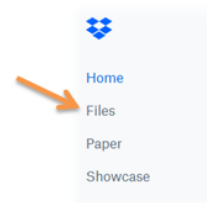
How to get access to these folders?

- If another person has shared a folder or file with you so you can view/edit it, or so that you can work together, you have three options to get access:

- **Option 1: Immediately in your files:**

1. Go to your *'files'* on your homepage

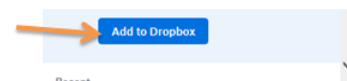2. You will see the shared folders or files

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How to get access to these folders?

- **Option 2: Through your notifications:**

1. Go to your notification-icon at the top right of your screen

2. Click on *'add to Dropbox'* if you want this folder or file in your files, this way you can view and/or edit this folder or file

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How to get access to these folders?

- **Option 3: Receiving an email:**

1. Go to your email

2. Click on the blue button that says *'view folder/file'*

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