



Staff Exchange Report Form

Each individual staff member taking part in an exchange must fill in a report form.

Please return to the senior manager in your institution responsible for MDVI Euronet activities.

We hope it has been a positive experience to participate in an exchange visit under the MDVI Euronet staff exchange programme. To help us develop the exchange system all staff who participate must fill in a report form within two weeks of the finish of their exchange. It is very important that you give full answers to all questions. Any suggestions for improvements or reports of difficulties will not be taken as criticisms but will help us to improve the system. MDVI Euronet is committed to open and honest dialogue between participating members.

Identification details:-

Name:-

Institution:-

Post held:-

How many years have you worked in this post?

How much time do you spend teaching MDVI children/young adults during an average working week? (nearest figure)

- 100% 75% 50% 25% none

How many years have you been working with MDVI children/young adults?

How did you hear about the staff exchange programme?

- From the MDVI Euronet website.
- From a work colleague at own institution.
- From someone visiting your institution on an exchange.
- Other (please give details)

Details about your exchange:-

Name of institution visited:-

Name/s of anyone else from your institution who went with you on the exchange:-

When did you visit (dates):-

What were the stated objectives of your exchange:-
(Please list)

-
-
-
-
-
-
-

Were these objectives met?

- 'Yes' – more than 70% of the objectives were met.
- 'No' – less than 70% of the objectives were met

What were the two most important benefits of your exchange?

-

-

Please outline two area that could have been improved and allowed you to get more out of the exchange i.e. more time to speak to staff or work with children.

(please do not include travel and domestic difficulties see following section)

-

-

Domestic & travel arrangements

Were there any problems with your travel arrangements and if so what could be done to improve them in the future?

-

Were there any problems with your accommodation and subsistence, if so what could be done to improve them in the future?

-

Were there any problems with your social programme and if so what could be done to improve them in the future? i.e. would have liked more time to meet staff outside school; would have liked more time on my own to rest; etc. .

-

Any other comments you would like to make about the exchange:-

Thank you for completing this report form.

Please sign it and pass it to your MDVI Euronet manager in your institution.

Please note that information in this form will be shared with other MDVI Euronet managers and it is at their discretion as to how this information is stored and used to help develop the MDVI Euronet exchange programme.

Signed:

Date:-

