



ERASMUS STUDENT PLACEMENT OFFER at SCHOOLS

(Erasmus-Praktikumsangebot an Schulen für Studierende)

Please fill in all fields in English.

Bitte füllen Sie alle Felder in Englisch aus.

SCHOOL INFORMATION (Information zur Schule)	
NAME OF SCHOOL (Name der Schule)	Hak 1 International Klagenfurt
TYPE OF SCHOOL (Schultyp)	Vocational or technical secondary school (EDU-SCHVoc) / Berufliche oder technische Schule der Sekundarstufe (EDU-SCHVoc)
PUBLIC or PRIVATE SCHOOL (Öffentliche oder private Schule)	Public School
NATIONAL SCHOOL ID CODE (Schulkennzahl)	201448 und 201438
ADDRESS (Adresse)	Mosteckyplatz 1 /Kumpfgasse 21
POSTAL CODE (PLZ)	9020
CITY (Stadt)	Klagenfurt
COUNTRY (Land)	Austria
TELEPHONE (Telefon)	0043 463 511770
FAX	0043 463 511770 51
E-MAIL	bhak2-klu@lsr-ktn.gv.at



WEBSITE	www.hak1.at
NUMBER OF TEACHERS (Anzahl der Lehrer/innen)	130
NUMBER OF PUPILS (Anzahl der Schüler/innen)	1400
SHORT DESCRIPTION OF THE SCHOOL (Kurzbeschreibung der Schule)	At the Hak 1 International the students receive a business education as well as a general education, they take their A-Levels and can study all subjects at university. There are European and international classes in which the focus is on languages and international business. As the school is situated near the Slovene and Italian borders, there is a strong cultural influence and we have many students with a migration background.
OTHER (Sonstiges)	

CONTACT DETAILS (Kontaktinformation)	
CONTACT PERSON (Kontaktperson)	Prof. Mag. Gerda Kröpfl
DEPARTMENT/FUNCTION (Abteilung/Funktion)	EU-coordination
TELEPHONE (Telefon)	0043 4272 2132
FAX	0043 463 511770 51
E-MAIL	Gerda.Kroepfl@hak1.at
OTHER (Sonstiges)	



PLACEMENT INFORMATION (Informationen zum Praktikum)	
FUNCTION OF TRAINEE (Funktion der/des Praktikant/in)	English language assistant
TEACHING SUBJECTS OF TRAINEE (zu unterrichtende Fächer)	English
DESCRIPTION OF ACTIVITIES (Beschreibung der Tätigkeiten) e.g. teaching activities and extracurricular activities (project work, intercultural activities, event organisation etc.)	<p>The assistant should support the English and CLIL teachers in their lessons. He/she should help to prepare excellent students for language competitions and support weaker students (sometimes with a migration background). The assistant could also teach in split classes or small groups on his/her own.</p> <p>The topics taught are general (e.g. culture, EU, environment) or business related (e. g. the world of work, marketing).</p> <p>The students' motivation to study English should be strengthened as well as their speaking/listening, writing skills and their European thinking.</p>
DURATION (Dauer)	School year 2014/15 (8 September 2014 to 3 July 2015)
WORKING HOURS PER WEEK – FULL TIME¹ (Arbeitszeit pro Woche - Vollzeit) ²	Full time
TEACHING LANGUAGE (Unterrichtssprache)	English
CITY (Stadt)	Klagenfurt
ACCOMODATION (Unterkunft)	
WE CAN HELP TO FIND ACCOMODATION (Hilfe bei der Suche einer Unterkunft möglich)	We can help to find accommodation.

¹ The training program is supposed to be a full time activity. The working hours should be a full time equivalent according to the national employment law for teachers. The working hours can include teaching hours, preparation work, administrative and organisational activities of the trainee.

² Das Praktikum ist eine Vollzeitaktivität. Das Stundenausmaß muss gemäß des nationalen Arbeitsrechts für Lehrer/innen einer Vollzeitbeschäftigung entsprechen. Zu den Arbeitsstunden können Unterrichtsstunden, Vorbereitungsstunden, administrative und organisatorische Tätigkeiten der Praktikantin/des Praktikanten zählen.



PAYMENT OR OTHER BENEFITS (Bezahlung oder andere Vergütungen)	
OTHER (Sonstiges)	

REQUIREMENTS (Anforderungen)	
ORAL AND WRITTEN LANGUAGE SKILLS (Sprachkenntnisse – mündlich und schriftlich)	Excellent oral and written English skills.
COMPUTER SKILLS (PC-Kenntnisse)	Basic skills.
DRIVING LICENSE (Führerschein)	
OTHER (Sonstiges)	

OTHER (Sonstiges)	
DOCUMENTS TO BE SUBMITTED (Zu übermittelnde Dokumente) e.g. CV, letter of motivation, records etc.	Letter of motivation and CV.
APPLICATION DEADLINE (Bewerbungsfrist)	