

Glossary for Internship

In Erasmus traineeship projects the trainees, host organizations, job instructors and teachers are constantly rotating. To maintain clear communication between the partners, a glossary of core terms, both general and sector-specific, is of great help. Learning the core terms and using them correctly in context is a part of developing the interns' language competence.

The idea of a glossary was initiated in the ECVET Enterprise project meeting in 2017.

Selection for Tourism Internship Glossary was developed through talks of tourism teachers and interns after the internship.

Part 1, General Terms

apprentice, see: intern, trainee	- praktikant
apprenticeship, see: internship, traineeship	- praktika
assessment of Learning Outcomes	- õpiväljundite hindamine
CEFR, Common European Framework of References of Languages (A1...C2)	- Euroopa ühtne keeleoskussüsteem
competence	- pädevus, kompetents
ECVET, European Credit System in Vocational Education and Training	- Euroopa kutsehariduse ja -koolituse arvestuspunktide süsteem
ECVET points	- Euroopa kutsehariduse ja -koolituse arvestuspunktid
EQF, European Qualification Framework	- Euroopa kvalifikatsiooniraamistik
eligibility documents	- vajalikud dokumendid (kandidaatide hulgast valiku tegemiseks)
home organization, see: sending institution	- (praktikale) saatev asutus
host organization, see: receiving institution	- (praktikale) vastuvõttev asutus
intermediary organisation/institution	- (praktikat) vahendav asutus
intern, see: apprentice, trainee	- praktikant
internship, see: apprenticeship, traineeship	- praktika
knowledge(s)	- teadmised
LA, Learning Agreement	- õppeleping
Learning Portfolio	- õpimapp
LOs, Learning Outcomes	- õpiväljundid
mobility period	- õpirände periood

MoU, Memorandum of Understanding	- vastastikuse mõistmise memorandum
NQF, National Qualifications Framework	- riiklik kvalifikatsiooniraamistik
NQS, National Qualifications System	- riiklik kvalifikatsioonisüsteem
receiving institution, see: host organization	
recognition of Learning Outcomes	- õpiväljundite (saavutamise) tunnustamine
RPL – Recognition of Prior Learning (Eestis VÕTA: varasemate õpingute ja töökogemuse arvestamine)	- varasemate õpingute arvestamine
sending institution, see: home organization	
skills	- oskused
skills demonstration	- (omandatud) oskuste esitlemine
supervisor	- juhendaja
trainee, see: apprentice, intern	- praktikant
traineeship, see: internship, apprenticeship	- praktika
validation of Learning Outcomes	- õpiväljundite valideerimine (vastavushindamine)
VET – Vocational Education and Training	- kutseharidus ja koolitus
vocational education and training provider	- kutsehariduse ja koolituse pakkujad
WBL, work-based learning, see: workplace training	- töökohapõhine õpe
workplace training, see: WBL	

For further reading in Estonian:

http://www2.archimedes.ee/hkk/File/Leonardo/Materjalid/ECVET%20Moisted_ ja_terminid.pdf

For further reading in English:

<http://www.ecvet-toolkit.eu/tools-examples-more/glossary>

Part 2: Internship of Tourism Studies

Activity Instructor	- aktiivtegevuste instruktor
Adventure Park Instructor, see High Ropes/Low Ropes Instructor	– seiklusraja instruktor
Archery Instructor	- maastikuvibu instruktor
Banqueting Manager	- peokorraldaja (ka pulmapeoo korraldaja)
certified Tour Guide, Activity Instructor, etc.	- litsentseeritud giid, instruktor jne.
Conference Assistant	- konverentsikorraldaja abi (saali ja tehniliste vahendite alal)
Conference Concierge	- konverentsiteenindaja (abitööd)
Convention Manager	- sündmuskorraldaja (konverentsikeskuses)

Corporate Travel Consultant	- äriklientide reisikonsultant
Custom Tour Consultant, see: Personalized Travel Consultant, Travel Designer	
	- individuaalreisi konsultant
destination management	- sihtkoha arendus
Event Manager	- sündmuskorraldaja, rekreatsioonispetsialist
Exhibitions Manager	- näitusekorraldaja
Functions Manager	- sündmuskorraldaja
High Ropes/Low Ropes Instructor, see: Adventure Park Instructor – seiklusraja instruktork	
Hiking/ Backpacking/ <u>Roaming</u> Activity Instructor - matkajuht	
International Travel Consultant	- rahvusvaheliste reisi konsultant
Meetings Manager	- konverentsikorraldaja
Online Travel Consultant	- reisikonsultandi veebiteenus
Personalized Travel Consultant, see: Custom Tour Consultant, see: Travel Designer	
	- individuaalreisi konsultant
Rural Tourism Entrepreneur	- maaturismi ettevõtja
specializing in ...	- spetsialiseerumine (mingile osakutsele)
Tour Guide	- giid
Tourism Organizer	- turismikorraldaja
Travel Agent	- reisibüroo töötaja, reisikonsultant
Travel Consultant	- reisikonsultant
Travel Courier	- reisisaatja
Travel Designer, see: Custom Tour Consultant, Personalized Travel Consultant	
	- individuaalreisi konsultant
Venue Manager	- konverentsikeskuse juht
Visitor Information Officer	- turismiinfo töötaja
Wilderness Guide	- loodusgiid