**After the Mobility**

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| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise (PLEASE SEE INDEX AT THE END OF THIS DOC):** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**, website:** |
| **Type of mobility, and start and end date of traineeship –** tick the relevant option(s) and complete**:**  **o Physical mobility**  **from (Start date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to (End date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** |
| **Evaluation of the trainee: PLEASE COMPLETE ALSO THE TABLE BELOW** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

|  |  |  |
| --- | --- | --- |
|  |  | ***Please see table below to give a mark out of 15*** |
| **Cooperation** | Reliability |  |
|  | Punctuality |  |
|  | Self-initiative, commitment |  |
|  | Achievement and learning motivation |  |
|  | Adaptability in new environment |  |
|  | Ability and willingness to abide by regulations |  |
| **Performance** | Communication in the workplace language |  |
|  | Technical competence |  |
|  | Method competence (inc. application of new techniques) |  |
|  | Self-organisation at work |  |
|  | Efficiency of work |  |
|  | Quality of work results |  |
|  | Ability to work under pressure |  |
|  | Ability to work with others |  |
|  | Overall contribution at work |  |
| **Average mark** |  | PLEASE PUT THE AVERAGE MARK |
|  |  |  |
| **Marks** | **Mark denotations (ordinal criteria)** | **Level of Satisfaction** |
| 15 | outstanding | 100% |
| 14 | excellent | 95% to 99% |
| 13 | Good to excellent | 90% to 95% |
| 12 | very good | 85% to 90% |
| 11 | Good | 80% to 85% |
| 10 | almost good | 75% to 80% |
| 9 | Fair to good | 70% to 75% |
| 8 | Fair | 65% to 70% |
| 7 | Satisfactory to fair | 60% to 65% |
| 6 | very satisfactory | 55% to 60% |
| 5 | Satisfactory | 50% to 55% |
| 4 | just satisfactory | 45% to 50% |
| 3 | somewhat inadequate | 35% to 45% |
| 2 | inadequate | 25% to 35% |
| 1 | very inadequate | 15% to 25% |
| 0 | fail | 15% or less |

**Date:**

**Name and signature of the Supervisor at the Receiving Organisation/Enterprise:**

#### **NOTES: TRAINEESHIP CERTIFICATE**

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 2 weeks after completion of the traineeship.

The actual start and end dates of the traineeship programme must be included according to the following definitions:

The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.

The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Index

1 Economic sector:

|  |  |
| --- | --- |
| **Code** | **Description** |
| A | agriculture, forestry and fishing |
| B | mining and quarrying |
| C | manufacturing |
| D | electricity, gas, steam and air conditioning supply |
| E | water supply; sewerage, waste management and remediation activities |
| F | construction |
| G | wholesale and retail trade; repair of motor vehicles and motorcycles |
| H | transportation and storage |
| I | accommodation and food service activities |
| J | information and communication |
| K | financial and insurance activities |
| L | real estate activities |
| M | professional, scientific and technical activities |
| N | administrative and support service activities |
| O | public administration and defence; compulsory social security |
| P | education |
| Q | human health and social work activities |
| R | arts, entertainment and recreation |
| S | other service activities |
| T | activities of households as employers; undifferentiated goods- and services-producing activities of households for own use |
| U | activities of extraterritorial organisations and bodies |