**After the Mobility**

|  |
| --- |
| ***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  |