|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#footnote-0) | **Sex [M/F]** | **Study cycle**[[2]](#footnote-1) | **Field of education**[[3]](#footnote-2) |
|  |  |  |  |  | Indicare uno dei livelliEQF 6 Laurea Triennale, EQF 7 Laurea Magistrale o a Ciclo Unico, EQF 8 Dottorato o Specializzazione | inserire il codice ISCED per intero, esempio023: Modern Languages and Cultures |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#footnote-3) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#footnote-4)**; email; phone** |
| Universita’ degli Studi di Catania |  | I CATANIA 01 | Piazza Università, 2, 95124 Catania CT, Italy | ITALY | inserire tutti i dati del Coordnatore Erasmus di DipartimentoPer i laureandi che svolgeranno loo stage dopo il conseguimento della Laurea, il coordinatore e' il Prof. Lalomia (http://www.disum.unict.it/docenti/gaetano.lalomia) |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#footnote-5) name; position; e-mail; phone** | **Mentor[[7]](#footnote-6) name; position;****e-mail; phone** |
|  |  |  |  | ☐ < 250 employees☐ > 250 employees | La persona di contatto e’ il supervisore dell’azienda ed e’ la persona che deve firmare tutti i documenti di competenza dell’azienda. | Il mentore e’ una persna diversa dalla persona di contatto/supervisore dell’azienda. |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week:** …le ore minime di lavoro sono 20 ore settimanali |
| **Detailed programme of the traineeship:**Dati minimi da inserire sono: Descrizione dell’azienda + Mansioni previste del tirocinante.Esempio:Nima Events is a professional Destination Management Company specialized in the MICE (Meetings, Incentives, Conferences, and Exhibitions) industryin the extraordinary Balearic Islands.As a meeting and event management company, Nima Events provides a comprehensive service in designing, producing and logistically coordinating programs.Nima Events entirely customizes the ervices and defines the right strategy for each organization.The trainee will be fully involved in the company’s daily life and will carry out the following tasks:- Preparation of complex offers to clients in English and Spanish- Visiting new hotels and service providers- Creation of budget estimation for offers- Organizing visit of foreign suppliers- Participation on the on-site events management- Mail correspondence with clients at the FIT, Leisure & MC levels- Implementing the events |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**Con puntuale collegamento alle mansioni previste, indicare cosa si apprendere’ e quali competenze di acquisiranno...esempio:The Trainee will develop the following**KNOWLEDGE** in:- Event Management- Complex offers to clients in English and Spanish- Hotels and service providers for MC companies- Budgeting & Accounting- International Markets**SKILLS & COMPETENCES** to:- organize and manage business events- prepare of complex offers to clients in English and Spanish- evaluate the quality and facilities of hotels and service providers suitable for each clients and their needs- create budget estimations for offers- organize visit of foreign suppliers- mail correspondece with clients at the FIT, Leisure & MC levels |
| **Monitoring plan:**Indicare le misure di monitoraggio intraprese dall’azienda per valutare il raggiungimento dei risultati d’apprendimento sopra citati.Esempio:The supervisor of the Receiving Institution is \_\_name and surname of the contact person\_\_\_, Director at NIMA EVENTS. The supervisor will appoint a tutor for the trainee with the aim to facilitate and monitoring the assigned tasks and will organize the detailed weekly programme.The Receiving Institution’s supervisor will meet the trainee once a week to monitor that:- the working plan can be discussed- the experience is running well and eventually make the necessary adjustments- the trainee’s expectations are in line with the actual situation**NB!!!! spesso le aziende non hanno un piano di monitoraggio e di valutazione appositamente pianificato, per cui e’ utile, quando dovuto, copiare/incollare questo esempio ai fini della candidatura.** |
| **Evaluation plan:**Indicare le misure di valutazione intraprese dall’azienda.Esempio:The evaluation takes into consideration several criteria, such as: punctuality; accuracy; professionalism; reliability and flexibility and was realized on the base of monitoring program. Therefore, the trainee is evaluated during the whole work experience by the company supervisor divided into 2 crucial moments: Initial-, Mid- and Final-evaluation, by means of a first interview and an Activity Report for each month of the traineeship.The Initial-Evaluation allows the trainee and the company staff to understand the knowledge and skills’ starting point and the possible methods and involvement within the company tasks.The Mid-Evaluation allows the trainee and the company staff to understand if the job planning was adapted and how skills and competences can develop.The Final-Evaluation allows the trainee to set the acquired skills and competences.**NB!!!! spesso le aziende non hanno un piano di monitoraggio e di valutazione appositamente pianificato, per cui e’ utile, quando dovuto, copiare/incollare questo esempio ai fini della candidatura.** |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[8]](#footnote-7)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐I Test OLS verra’ rilasciato in base alla lingua di lavoro qui indicata. Insieme a questo e’ possibile realizzare un corso linguistico online e gratuito. Ogni studente ha diritto ad una sola licenza, per cui se avete intenzione di realizzare il corso per imparare la lingua del Paese Ospitante, si consiglia caldamente di indicare tale lingua.Il livello della lingua di lavoro qui indicata non incide in alcun modo sulla candidatura. |

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| ***Table B - Sending Institution***in questa sezione dovete SOLO indicare il numero di crediti (ECCTS) che acquisirete*Please use only one of the following three boxes:* **[[9]](#footnote-8)**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award …….. .…ECTS credits (or equivalent)[[10]](#footnote-9) | Give a grade based on: Traineeship certificate |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  |
| Record the traineeship in the trainee's Europass Mobility Document: No |

1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes ☐ No ☐  |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes | If yes, please indicate if this will be based on: Traineeship certificate |
| Record the traineeship in the trainee's Transcript of Records: No |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: No |

1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): No | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: No |

**Accident insurance for the trainee**

|  |  |
| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes  | The accident insurance covers: - accidents during travels made for work purposes: No - accidents on the way to work and back from work: No |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes |

 |
| ***Table C - Receiving Organisation/Enterprise***

|  |  |
| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☐  | If yes, amount (EUR/month): ……….. |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐  | The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐ |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☐ |
| The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. |

 |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries). |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Supervisor[[11]](#footnote-10) at the Receiving Organisation |   |   |  Contact Person |   | **primo o secondo a firmare in ordine cronologiico** |
| Trainee |   |  | *Trainee* |   | **primo o secondo a firmare in ordine cronologiico** |
| Responsible person[[12]](#footnote-11) at the Sending Institution |   |   |  Erasmus Coordinator |  | **ULTIMO a frmare in ordine cronologico** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#footnote-ref-0)
2. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#footnote-ref-1)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-isced_en) available at <http://ec.europa.eu/education/international-standard-classification-of-education-isced_en> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#footnote-ref-2)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#footnote-ref-3)
5. **Contact person at the sending institution**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#footnote-ref-4)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#footnote-ref-5)
7. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#footnote-ref-6)
8. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-7)
9. **There are three different provisions for traineeships**:

1. Traineeships embedded in the curriculum (counting towards the degree);

2. Voluntary traineeships (not obligatory for the degree);

3. Traineeships for recent graduates. [↑](#footnote-ref-8)
10. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a web link to an explanation to the system should be added. [↑](#footnote-ref-9)
11. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#footnote-ref-10)
12. **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#footnote-ref-11)