



## DECLARATION OF SKILLS

### SECTION A – TRAINEE'S PERSONAL DATA

Surname

Name

Address (Street Name and Street Number, Postcode, City,  
Country)

Date and Place of Birth

### SECTION B – CONTACT DETAILS

#### B.1 – Sending Institution

Name of Sending Institution

Stamp and Signature

Name of Sending Tutor

Role / Function within the structure

Telephone

E-mail

#### B.2 – Host Organization

Name of Host Organization

Stamp and Signature



Name of On-site Tutor

Role / Function within the structure

Telephone

E-mail

### B.3 – Training Contents

Educational Objectives

Internship Duration

From dd mm year

to dd mm year

Number of months

Hosting structure

### SECTION C - DESCRIPTION OF SKILLS GAINED AT THE END OF THE PLACEMENT

**Codification, name and job description (Please describe the professional profile, by specifying the main activities, responsibilities and the type of working environment.)**

**Activities and tasks performed. (Please describe in detail the activities and tasks carried out by the trainee)**



**Technical know-how and professional skills. (Please provide a description of technical and professional skills developed by the trainee)**

**Organizational skills and competences. (Please provide a description of the organizational skills developed by the trainee)**

**IT skills and competences. (Please provide a description of any IT competences developed by the trainee)**

**Language skills and competences. (Please describe any language skills developed by the trainee)**

**Notes and comments. (Please add in any other relevant information to describe the results achieved during the internship experience.)**

Date	Stamp and Signature On-site Tutor	Trainee's Signature
dd/mm/year		