



Università
degli Studi di Catania

“DECLARATION OF SKILLS”

SECTION A – TRAINEE’S PERSONAL DETAILS

Surname

Name

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

Date and Place of Birth

Educational Qualification

Date of Achievement

dd / mm / year

Trainee’s Signature (**)

SECTION B - CONTACT DETAILS

B.1 - Sending Institution

Name of Sending Institution

Stamp and Signature

Name of Academic Tutor

Role / Function within the structure

Telephone

E-mail



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B.2 - Host Organization

Name of Host Organization

Stamp and Signature

Name of Company Tutor

Role / Function within the structure

Telephone

E-mail

B.3 - Training Contents

Educational Goals

Internship Duration

From dd mm year to dd mm year

Number of months

Office / Department

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

Codification, name and job description according to NUP code. (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, the business area and the staff.)



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Technical know-how and professional skills. (Please provide a description of technical and professional skills developed by the trainee in the carrying out of those tasks required by the area of production processes and work performance.)

Organizational skills and competences. (Please provide a description of the organizational skills developed by the trainee in the execution of those activities and tasks assigned outside the area of both technical and vocational performance.)

IT skills and competences. (Please provide a description of any IT competences developed by the trainee in the execution of those activities and tasks required outside the area of technical and professional skills.)

Language skills and competences. (Please describe any language skills developed by the trainee in the carrying out of those activities and tasks assigned outside the area of technical and vocational work performance.)

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

Date

dd/mm/year

Stamp and Signature
Academic Tutor

Stamp and Signature
Company Mentor

Trainee's
Signature