



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		