



EUMUC Project

Datum:

Checklist information for Erasmus+ documentation (Staff)

1. Personal information

Surname and first name	<input type="text"/>
Address	<input type="text"/>
Date of birth	<input type="text"/>
Nationality	<input type="text"/>
Telephone number	<input type="text"/>
E-Mail Address	<input type="text"/>
School/ company	<input type="text"/>
Profession	
<input type="radio"/> betriebliche Ausbilderin/ betrieblicher Ausbilder	
<input type="radio"/> Lehrkraft an einer berufsbildenden Schule	
<input type="radio"/> BerufsberaterIn, LeiterIn von Berufsbildungseinrichtungen	
<input type="radio"/> Person, die für die Aus- bzw. Weiterbildungsplanung, Personalentwicklung und berufliche Orientierung zuständig ist	
Professional experience	<input type="text"/>
Kontodaten:	
<ul style="list-style-type: none">• Account holder• Name of bank• BIC• IBAN	<input type="text"/>

2. Information about the learning program

Training period (start + end)	<input type="text"/>
Travel data	<input type="text"/>





Name and address of the host organization	
Personal Identification Code (PIC) of the host organization	
Reference person/ mentor	
Detailed program of the training period	
Activities or tasks performed <i>(He/she is responsible for/ supervises..... manages/ evaluates)</i>	





Professional skills and competences acquired

(He/she is able to....create/ use/ collect/ work/ cooperate with....)

Accompanying measures and supervision of the participant

(e.g. mentor, report, follow-up via email..)

Evaluation and confirmation of the study visit

(e.g. Europass mobility, confirmation of internship, evaluation workshop...)

Language skills acquired (if not already covered under 'Professional skills and competences)

(Communicates with../ knows how to read/ write/ speak properly/sufficiently...// can use the language flexibly and effectively for social and professional purposes)

Computer skills acquired (if not already covered under 'Professional skills and competencies)

(uses MC Office tools for processing documents: -Record/ manage)





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Organizational skills and competences acquired (if not included under ‘Job-related skills and competences’)

(...has a good capacity in organizing the tasks carried out during the placement// ...is able to identify priorities/ to manage efficiently relations with other members of the team)

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Social skills and competences acquired (if not already covered under ‘Professional skills and competencies’)

(...has excellent/good communication skills in daily contact with ...clients/ suppliers/ partners e.g. fits in well with members of the team/ knows how to handle the intercultural differences well/ has basic knowledge of the cultures)

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Agreements to insure the participants

(if you are staff of the City of Munich: Ensured by business trip application to the administration of sending institution/ school)

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