



## EUMUC Project

Datum:

### Checklist information for Erasmus+ documentation (learner)

#### 1. Personal information

<b>Surname and first name</b>	<input type="text"/>
<b>Address</b>	<input type="text"/>
<b>Date of birth</b>	<input type="text"/>
<b>Nationality</b>	<input type="text"/>
<b>Telephone number</b>	<input type="text"/>
<b>E-Mail Address</b>	<input type="text"/>
<b>School/ company</b>	<input type="text"/>
<b>Year of apprenticeship</b>	<input type="text"/>
<b>Graduate (Absolvent/in)</b>	<input type="radio"/> Yes <input type="radio"/> No
<b>Kontodaten:</b> <ul style="list-style-type: none"><li>• Account holder</li><li>• Name of bank</li><li>• BIC</li><li>• IBAN</li></ul>	<input type="text"/>

#### 2. Information about the learning program

<b>Training period (start + end)</b>	<input type="text"/>
<b>Travel data</b>	<input type="text"/>
<b>Name and address of the host organization</b>	<input type="text"/>
<b>Personal Identification Code (PIC) of the host organization</b>	<input type="text"/>





<b>Reference person/ mentor</b>	
<b>E-Mail address</b>	
<b>Telephone number</b>	
<b>Main Instruction/Work/Language Other languages</b>	
<i>(die Zahlen sind für den internen Gebrauch bestimmt):</i>	
<b>Detailed program of the training period</b>	
<b>Activities or tasks performed</b> <i>(He/she is responsible for/ supervises..... manages/ evaluates)</i>	
<b>Professional skills and competences acquired</b> <i>(He/she is able to....create/ use/ collect/ work/ cooperate with....)</i>	
<b>Accompanying measures and supervision of the participant</b> <i>(e.g. mentor, report, follow-up via email..)</i>	
<b>Evaluation and confirmation of the study visit</b> <i>(e.g. Europass mobility, confirmation of internship, evaluation workshop...)</i>	
<b>Language skills acquired (if not already covered under 'Professional skills and competences)</b> <i>(Communicates with../ knows how to read/ write/ speak properly/sufficiently...// can use the language flexibly and effectively for social and professional purposes)</i>	





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**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**

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