**Feedback sheet for host institutions**

 *This document is an extract of several documents provided by the European Union to promote, implement and enhance learning mobility for apprentices. More detailed documents supporting companies hosting trainees can be found at the following website:* [*http://www.euroapprenticeship.eu/en/home.html*](http://www.euroapprenticeship.eu/en/home.html)

*This website was financed by the European programme Erasmus.*

# Preparation of the work placement programme

**1. What type of preparation was conducted in the host country? (Multiple answers possible)**

* Consultation and coordination with the sending institution regarding

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* Consultation and coordination with the host family regarding

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* Consultation and coordination with trainers/teachers who were responsible for the

participant .......................................................................................................................

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* Other, viz. ..............................................................................................................

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1. **What, in your view, was positive regarding the preparation process?**

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1. **What problems occurred during the preparation in your view? How would you simplify the preparation process? (Multiple answers possible)**

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| --- | --- |
| **Subject area**  | **Suggestions for improvement**   |
|  Linguistic / intercultural preparation   |  |
|  Preparation in organisational terms (travel times, accommodation, etc.)   |  |
|  Accompanying person   |  |
|  Coordination with exchange organisation   |  |
|  Coordination with participant   |  |
|  Coordination with sending institution   |  |
|  Definition of the participant's competence level   |  |
|  Specification of the skills and competences to be acquired   |  |
|  Legal framework conditions for exchanges in home country   |  |
|  Financing   |  |
|  Insurance   |  |

1. **Other remarks/comments/ideas/suggestions for improvement concerning the preparation process**

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# Implementation of work placement scheme

1. **What worked well regarding the implementation of the work placement scheme in your view?**

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1. **What problems occurred during the implementation process? How would you simplify the implementation process? (Multiple answers possible)**

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| --- | --- |
| **Subject area**  | **Suggestions for improvement**   |
|  Organisation (accommodation etc.)   |  |
|  Language/intercultural aspects   |  |
|  Integration into the company/college   |  |
|  Accompanying person   |  |
|  Evaluation of learning outcomes obtained   |  |

1. **Other remarks/comments/ideas/suggestions for improvement concerning the implementation process**

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# Follow-up of work placement scheme

**8. What was/were the objective(s) of the work placement scheme (1=very important, 2= important, 3=fairly important, 4= fairly unimportant, 5= unimportant)?**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1  |  | 2 |  | 3  |  | 4  |  | 5  |
| 1  | 2 | 3  | 4  | 5  |
| 1  | 2 | 3  | 4  | 5  |

* Acquisition of technical skills and competence
* Acquisition of supra-disciplinary skills and competence

(team spirit, confidence, etc.)

* Acquisition of linguistic/intercultural skills

**9. Has the participant benefited from the work placement scheme in your opinion?**

* Yes, very much
* To some extent
* Little or not at all

**10. If he/she has benefited very much or to some extent: In what area could he/she benefit in particular? (1=very important, 2=important, 3=fairly important, 4=fairly unimportant, 5=unimportant)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| * In terms of language – by acquiring/improving foreign language skills
 | 1 | 2 | 3 | 4 | 5 |
| * In technical respect – by applying new working modes, methods,

processes, tools, etc. | 1 | 2 | 3 | 4 | 5 |
| * Personally – by acquiring skills such as team spirit, problem-solving skills, motivation, confidence, etc.
 | 1 | 2 | 3 | 4 | 5 |
| * In other areas, viz.: ............................................
 | 1 | 2 | 3 | 4 | 5 |

**11. If he/she has benefited little or not at all: What was the reason, do you think? (Multiple answers possible)**

* His/her previous technical knowledge was insufficient.
* His/her previous language skills were insufficient.
* The place in the work placement scheme was not appropriate. In what respect?

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* The work placement period was too short.
* Preparation for the stay was insufficient. In what respect?

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* He/she was homesick.
* Other, viz. .................................................................................................

**12. Remarks/comments/ideas/suggestions for improvement concerning the follow-up period**

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