**Work placement report**

*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.*

# Information

|  |  |  |
| --- | --- | --- |
| Name of trainee | Date of birth | Nationality |
| Qualification to which the trainship training leads | | Duration of trainship |
| Sending organisation | | Country |

|  |  |  |
| --- | --- | --- |
| Hosting organisation / enterprise | | Country |
| Department where the work placement takes place | Name of trainer | |

Duration of work placement (dd.mm.yy-dd.mm.yy)

**I PROFESSIONAL SKILLS:**

# Orientation in the hosting organisation

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| --- |
| How was the orientation organised? (Arrival in the enterprise, introduction of the enterprise, safety regulations etc.) Who made the trainee familiar with the work tasks? |
|  |

# On-the-job learning

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| --- | --- | --- |
| In which professional field(s) the trainee work? What are his/ her tasks? | Trainee’s opinion about his/her work performance  (see tasks on the left)  🡪 What went well, where did he/she face problems, what could be learnt?  🡪 What are the work specific differences compared with the training enterprise at home? | Company trainer’s opinion about trainee’s performance (see tasks on the left)  🡪 What went well, where did he/she face problems, what could be learnt? |
|  |  |  |

*This side can be copied in case the length of the work tasks list requires it.*

**II LANGUAGE AND PERSONAL WORK-RELATED SKILLS**

# Language skills

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| --- |
| What is the common working language? How does the trainee get along with the language? Has the level of the language skills risen during the work placement? |
|  |

# Personal work related skills

The trainee and his/her trainer both assess trainee’s skills

Markings: Trainee’s self-assessment **O,** apprentice trainer’s assessment **X**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Satisfactory | Good | Excellent |
| Attitude to training / work, motivation, initiation |  |  |  |
| Responsibility, reliability and observance of rules |  |  |  |
| Team work, cooperativeness |  |  |  |
| Problem solving skills |  |  |  |
| Accuracy, carefulness |  |  |  |
| Self-initiative at work |  |  |  |
| Analytical and diagnostic skills |  |  |  |
| Quality standards of work |  |  |  |

|  |
| --- |
| Further comments / explanations regarding the personal work-related skills: |
|  |

# Confirmations

|  |  |
| --- | --- |
| Place and date: |  |

|  |  |
| --- | --- |
|  |  |
| Trainee | Company’s trainer |

**III OPEN QUESTIONS FOR THE TRAINEES:**

|  |
| --- |
| What did this work placement give you professionally and personally? |
|  |

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| --- |
| Did you gain any better understanding of foreign culture and the people living in the host country? Which cultural impressions and benefits did you get? |
|  |

|  |
| --- |
| Did you encounter any problems at your work place or in your free time? Which? How did you solve them? |
|  |

|  |
| --- |
| How did you find the preparations and arrangements of this exchange (language and cultural preparation, journey, reception, accommodation)? |
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