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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality** | **Gender [M/F]** | **Study cycle** | **Field of education** | |  |  |  |  |  |  |  | | **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code** (if applicable) | **Address** | **Country** | **Contact person name; email; phone** | | |  |  |  |  |  |  | | | **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person name; position; e-mail; phone** | **Mentor name; position;**  **e-mail; phone** | | Agroturystyka BRZOZA  PIC number:  934092541 | Agriculture science and business studies, tourist farm | www.bugajski.pl | Poland | ☒ < 250 employees  ☐ > 250 employees | Robert Bugajski  Owner  robert@bugajski.pl  +48601845955 | Robert Bugajski  Owner  robert@bugajski.pl  +48601845955 |   **Before the mobility** | | | | | | | | | |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** | | | | | | | | |
| **Planned period of the mobility: from [month/year] ……………. to [month/year] …………….** | | | | | | | | | |
| **Traineeship title: …**  **Business Studies Trainee** | | | | | **Number of working hours per week: …35..** | | | | |
| **Detailed programme of the traineeship:**  The goals of the first and second weeks of the training program are: appropriate adaptation (understanding the symbiotic, agricultural and business aspects of the  farm) and active communication with staff, owners and fellow trainees) . Subsequent weeks to include caring for school groups, customer service and basic  administrative responsibilities (English language practice, employee relations, etc. ).   * **Acquiring knowledge regarding agro-touristic operations and administration** * **Applying business theories and models to fieldwork thereby allowing for problem-solving and analysis** * **Organizing activities for children in a natural outdoor environment** * **Participating in the upgrading and implementation of the modernization project**   During the first two weeks the student will receive information about the company, its organization, employee relations and customs of the company and the work • For (during subsequent weeks, the tasks performed by the student will detail those of a professional technician in agrarian topics and one competent in the fields  of business administration, tourism, marketing and finance). | | | | | | | | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**   * Learn the characteristics of the company via business administration and teamwork * Apply ethical habits and human values in daily work * Use current social media knowledge to guide the modernization of the farm's business endeavours * Improve on organizational and managerial skills * Improve upon knowledge regarding the economy of agricultural and touristic fields * Integrally gain knowledge regarding plant crops and their diseases. * Perform agricultural tasks (pruning, collecting branches…) and use of machinery and tools. * Organize and carries out agricultural system health management (puts into action protective measures applicative to plants and identifies the   associated risks and dangers)   * Monitor and carry out basic machining and welding operations (not limited to and including personal security, environmental protection   and risk prevention via assessment of work conditions)   * Care for and monitor activities for children in the natural environment. * Practice English (oral and written) to resolve work tasks and increase target language vocabulary * Lead children's activities and thus maintain order and gain a higher sense of responsibility * Receive first-hand knowledge about the Polish culture, people, language etc. * Assist with guest house operations (check-in guests, change linen, clean rooms) | | | | | | | | | |
| **Monitoring plan:**  Daily/weekly monitoring and discussion with the mentor and/or supervisor and farm owners. Maintaining an open-door policy with all individuals involved, namely coordinators, fellow trainees and farm owners. | | | | | | | | | |
| **Evaluation plan:**  The trainee will receive a written report and self-reflection at the end of the training period and assessment of the performance reports which will determine the  progress made regarding the trainees incoming skills versus the latter skills obtained. | | | | | | | | | |
|  |  |  |  |  | |  |  |  |  |
| The level of **language competence[[1]](#endnote-1)** in \_\_\_\_\_\_\_\_ [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐ | | | | | | | | | |

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| ***Table B - Sending Institution***  *Please use only one of the following three boxes:* **[[2]](#endnote-2)**   1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award …….. .…ECTS credits (or equivalent)[[3]](#endnote-3) | Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐ | | Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent). | | | Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ | |  1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  |  | | --- | --- | --- | | Award ECTS credits (or equivalent): Yes ☐ No ☐ | | If yes, please indicate the number of credits: …. | | Give a grade: Yes ☐ No ☐ | If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐ | | | Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐ | | | | Record the traineeship in the trainee's Diploma Supplement (or equivalent). | | | | Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐ | | |  1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:  |  |  | | --- | --- | | Award ECTS credits (or equivalent): Yes ☐ No ☐ | If yes, please indicate the number of credits: …. | | Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☐ | |   **Accident insurance for the trainee**   |  |  | | --- | --- | | The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐ | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No ☐  - accidents on the way to work and back from work: Yes ☐ No ☐ | | The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes ☐ No ☐ | | | | | | | |
| ***Table C - Receiving Organisation/Enterprise***   |  |  |  | | --- | --- | --- | | The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes ☐ No ☒ | | If yes, amount (EUR/month): …none…….. | | The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes ☒ No ☐  If yes, please specify: …we provide free accommodation on our farm with free wifi. | | | | The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes ☐ No ☒ | The accident insurance covers:  - accidents during travels made for work purposes: Yes ☐ No ☒ - accidents on the way to work and back from work: Yes ☐ No ☒ | | | The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):  Yes ☐ No ☒ | | | | The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee. | | | | Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. | | | | | | | | |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries). | | | | | |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Head of the Department [[4]](#endnote-4) at the Sending Institution |  |  | *Head of the Dept.* |  |  |
| Vice-Dean at theSending Institution |  |  | *Vice-dean* |  |  |
| Supervisor[[5]](#endnote-5) at the Receiving Organisation |  |  |  |  |  |

**During the Mobility**

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|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***  (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) | |
| **Planned period of the mobility: from [month/year] ……………. till [month/year] …………….** | | |
| **Traineeship title: …** | | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period:** | | |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: | | |
| **Monitoring plan:** | | |
| **Evaluation plan:** | | |

**After the Mobility**

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| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise:** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**, website:** |
| **Start date and end date of traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Traineeship title:** |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):** |
| **Evaluation of the trainee:** |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-1)
2. **There are three different provisions for traineeships**:

   1. Traineeships embedded in the curriculum (counting towards the degree);

   2. Voluntary traineeships (not obligatory for the degree);

   3. Traineeships for recent graduates. [↑](#endnote-ref-2)
3. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added. [↑](#endnote-ref-3)
4. **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-4)
5. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-5)