

# ERASMUS+ TRAINEESHIPS FOR STUDENTS ACCEPTATION DOCUMENT

**This document will be an integral part of the learning agreement for the traineeship**

*Please fill out the application form using the computer or print it out and add the information in capital letters*

<b>Trainee NAME:</b>		
Organisation name <sup>i</sup> :		
Department:		
Address:		
Country:		
Website:		
Industrial Sector <sup>ii</sup>		
Size of enterprise:	<input type="checkbox"/> < 250 employees	<input type="checkbox"/> > 250 employees

<b>Contact person<sup>iii</sup>:</b>		<b>Mentor<sup>iv</sup>:</b>	
Name:		Name:	
Position:		Position:	
e-mail / phone :		e-mail / phone :	

<b>Responsible person<sup>v</sup> in the receiving organisation/enterprise (supervisor):</b>			
Name:		Function:	
Phone number:		E-mail	

<b>Planned period of the mobility:</b>	from		till	
--	------	--	------	--

<b>Number of working hours per week :</b>	(> 25 hours per week)
---	-----------------------

<b>Detailed programme of the traineeship period</b> <small>(please feel free to add any useful documents and/or information):</small>

<b>Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship:</b>

<b>Digital skills will be practised by the trainee<sup>vi</sup>:</b>

<b>Monitoring plan:</b>

<b>Evaluation plan:</b>

<b>Language competence of the trainee</b>
The level of language competence <sup>vii</sup> in ..... [ <i>workplace main language</i> ] that the trainee already has or agrees to acquire by the start of the mobility period is:  A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>

<b>The trainee will receive a financial support for his/her traineeship:</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, amount in EUR/month:

<b>The trainee will receive a contribution in kind for his/her traineeship:</b>		
Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:

<b>Is the trainee covered by the accident insurance?</b>		
-accidents during travels made for work purposes:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
-accidents on the way to work and back from work:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The trainee will be covered by a liability insurance  
 The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

**Place and date**

**Signature and stamp**

---

i The receiving organisation **can be**:

- Any public or private organisation active in the labour market or in the fields of education, training and youth. For example, such organisation can be:
  - A public or private, a small, medium or large enterprise (including social enterprises);
  - A public body at local, regional or national level;  a social partner or other representative of working life, including chambers of commerce, craft/professional associations and trade unions;
  - A research institute;
  - A foundation;
  - A school/institute/educational centre (at any level, from pre-school to upper secondary education, and including vocational education and adult education);
- A non-profit organisation, association, NGO;
- A body providing career guidance, professional counselling and information services;
- A Programme Country HEI awarded with an ECHE.

The following types of organisations **are not eligible** as receiving organisations for traineeships:

- EU institutions and other EU bodies including specialised agencies (their exhaustive list is available on the website [ec.europa.eu/institutions/index\\_en.htm](http://ec.europa.eu/institutions/index_en.htm));
- Organisations managing EU programmes such as Erasmus+ National Agencies (in order to avoid a possible conflict of interests and/or double funding).

ii The list of top-level **NACE sector codes** is available at:

[http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\\_NOM\\_DTL&StrNom=NACE\\_REV2&StrLanguageCode=EN](http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN).

iii **Contact person**: a person who can provide administrative information within the framework of Erasmus traineeships.

iv **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

v **Responsible person in the receiving organisation (supervisor)**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.

vi Any traineeship will be considered as a “**traineeship in digital skills**” when one or more of the following activities are practised by the trainee: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation, maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

vii For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>