



Education and Culture DG

Lifelong Learning Programme

Lifelong Learning Programme – Leonardo da Vinci

PLACEMENT REPORT

MYSELF (PRE-FILLED BY SYSTEM)

Surname
First name
M / F
Date of Birth
Country of residence
Target group
Level of studies
e-mail

MY SENDING ORGANISATION (PRE-FILLED BY SYSTEM)

Name
Type
Size
Country
Region
NACE activity
classification
e-mail
Project number

MY INTERMEDIARY ORGANISATION (PRE-FILLED BY SYSTEM)

(Intermediary organisation: training institution you attended - or any other organisation - that selected the firm where your placement took place)

Name
Type
Size
Region
NACE activity
classification
e-mail

MY HOST ORGANISATION(S) (PRE-FILLED BY SYSTEM)

Name
Type
Size
Region
NACE activity

classification
e-mail

MY PLACEMENT (PRE-FILLED BY SYSTEM)

Destination country
Departure date
Return date
Duration (in weeks)
Recognition
Languages used

PREPARATION

• Language preparation received enabled me to cope with everyday situations	Mark 1 to 5 + comments
• Language preparation received helped me to work in my occupational area	id
• I received the necessary information to get integrated into my new environment	id
• OVERALL SATISFACTION REGARDING PREPARATION	id

Describe what preparation was provided: linguistic courses, information about the host country and its culture, work organisation, ...

CONTENT

• I was given proper help to find a suitable host organisation	Mark 1 to 5 + comments
• The organisation where I trained/worked met my training needs	id
• I knew clearly what I was expected to do and learn during my placement abroad	id
• The placement duration was long enough for me to fulfil my training objectives	id
• Proposed activities were directly related to my training / training objectives in my home country	id
• I was provided with proper equipment	id
• I knew who the person assigned to help me carry out my programme and check my results was	id
• My sending school/organisation was helpful during my placement	id
• OVERALL SATISFACTION REGARDING MY WORK PLACEMENT	id

Explain how your sending and host organisation prepared and organised your work placement. Were you involved in the work placement preparation?

Provide description of the host organisation, everyday activities, specific tasks undertaken, contact persons in charge (both in sending and receiving organisations), ...

RECOGNITION

▪ I received certification from my host organisation	Y	N
▪ I received certification from the organisation that arranged my placement	Y	N
▪ I received a certificate from my sending organisation	Y	N
▪ My placement was an integral part of the qualification that I am/was studying	Y	N
▪ I was awarded a Europass-Training document	Y	N
• OVERALL SATISFACTION REGARDING RECOGNITION OF MY WORK PLACEMENT	Mark 1 to 5 + comments	

Your personal comments :

OUTCOMES

I discovered new techniques, new methods	Mark 1 to 5 + comments
I have new professional skills	id
I can express myself better in another language	id
I feel more confident	id
I now have a better understanding of other people	id
I'm more interested in my training than before	id
I now consider working in another country	id
My placement abroad will help with my future studies* (only for persons still in training)	id
My placement abroad will help me find a job	id

Describe the benefits you have gained from your work placement abroad and the impact you expect on your professional/personal life

PRACTICAL ARRANGEMENTS

• I am satisfied with the grant provided by the Leonardo programme for accommodation and subsistence	Mark 1 to 5 + comments	
• I am satisfied with the arrangements for transportation	id	
• I am satisfied with the arrangements for insurance	id	
• I am satisfied with the information I received concerning my social protection	id	
• I am satisfied with the information and support I received concerning my personal safety“?		
• I am satisfied with the assistance I received concerning the practicalities of training/working abroad	id	
• I completed and understood a contract with my host/sending/intermediary organisations regarding my work placement	yes/no	
• I was offered opportunities to be integrated into local life	id	
• The host enterprise paid me a gratuity	Y	N
OVERALL SATISFACTION REGARDING SUPPORT FROM SENDING ORGANISATION FOR PRACTICAL ARRANGEMENTS	Mark 1 to 5 + comments	
OVERALL SATISFACTION REGARDING SUPPORT FROM HOST ORGANISATIONS FOR PRACTICAL ARRANGEMENTS	id	
OVERALL SATISFACTION REGARDING FINANCIAL SUPPORT PROVIDED BY THE LEONARDO DA VINCI PROGRAMME	id	

*Describe what practical arrangements were taken for your stay abroad: travel, insurance, accommodation, local transportation, ...
With regards to the above, explain how the finances were organised and, if applicable, explain the problems encountered and what solutions were found.*

Describe what you did in your free time.

RECOMMENDATIONS FOR OTHER PARTICIPANTS

RECOMMENDATIONS FOR IMPROVING THE PROGRAMME

I herewith join the requested supporting documents for my expenses during my placement for the purpose of determining the final balance of my grant.

Date

Signature