



Education and Culture DG

Lifelong Learning Programme

Lifelong Learning Programme – Leonardo da Vinci

REPORT – PROFESSIONALS IN VOCATIONAL EDUCATION AND TRAINING

MYSELF (PRE-FILLED BY SYSTEM)

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

MY SENDING ORGANISATION (PRE-FILLED BY SYSTEM)

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

MY INTERMEDIARY ORGANISATION (PRE-FILLED BY SYSTEM)

(Intermediary organisation : any organisation that helped you organise your exchange)

Name
Type
Size
Region
NACE activity classification
e-mail

MY HOST ORGANISATION (PRE-FILLED BY SYSTEM)

Name
Type
Size
Country
NACE activity classification
e-mail

MY EXCHANGE (PRE-FILLED BY SYSTEM)

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

GENERAL PRESENTATION OF EXCHANGE PERIOD

Give a brief description of the objectives, programme, activities, host organisation/s, networking, conditions for accommodation, free-time activities, etc ...
Explain your personal reasons for choosing to participate in this project.

PREPARATION

Explain how you prepared yourself for this Exchange with reference to linguistic courses attended (if any), why you chose your host country and your host organisation, how you prepared for yourself for the new culture and for the work organisation, etc ...
Also mention if you got any support from your sending or host organisations.

• OVERALL SATISFACTION REGARDING PREPARATION	Mark 1 to 5 + comments
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CONTENT

• I was given proper help to find a suitable host organisation	Mark 1 to 5 + comments
• Objectives and work programme of my exchange were clearly defined	id
• Duration was adequate to fulfil the above	id
• Follow-up and support by my sending organisation was satisfactory	id
• OVERALL SATISFACTION REGARDING MY EXCHANGE	Mark 1 to 5 + comments

Explain how your sending and host organisation organised your exchange and if

you were involved or consulted. Also describe the conditions of the exchange's implementation.

RECOGNITION

If applicable, describe the way your Exchange was recognised, and/or how it contributed towards your professional development.

<ul style="list-style-type: none"> • OVERALL SATISFACTION REGARDING RECOGNITION OF MY EXCHANGE 	Mark 1 to 5 + comments
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OUTCOMES

I got to know another system of VET and/or Life long learning and/or guidance	Mark 1 to 5 + comments
I discovered new contents, new techniques, new methods, new technologies in my field of training	id
I gathered useful teaching material and relevant documents	id
I developed my general linguistic competences	id
I developed linguistic competences in my professional field	id
I developed useful contacts for future partnerships	id
I intend to further develop networking activities	id
I now have a better understanding of training and practise in VET	id
I now have a better understanding of requirements of industry and labour market	id

Describe the benefits you have gained from your Exchange abroad and the impact you expect :

- *on your professional life (content, methods, development, planning or delivery of training)*
- *on your organisation*
- *on your students or the persons you work with*
- *on your 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 provisions for transportation	id
• I am satisfied with the provisions for insurance	id
• I am satisfied with the information and support I received concerning my social protection / personal safety	id
• I am satisfied with the assistance received concerning the practicalities of living/working overseas	id
• I completed and understood a contract with my host/sending/intermediary organisations regarding my exchange	Yes/no
• OVERALL SATISFACTION REGARDING SUPPORT FROM SENDING ORGANISATION FOR PRACTICAL ARRANGEMENTS	id
• OVERALL SATISFACTION REGARDING SUPPORT FROM HOST ORGANISATION FOR PRACTICAL ARRANGEMENTS	id
• OVERALL SATISFACTION REGARDING FINANCIAL SUPPORT PROVIDED BY THE LEONARDO DA VINCI PROGRAMME	id

Describe problems encountered and solutions found.

RECOMMENDATIONS FOR OTHER PARTICIPANTS**RECOMMENDATIONS FOR IMPROVING THE PROGRAMME**

I herewith join the requested supporting documents for my expenses during my Leonardo da Vinci exchange for the purpose of determining the final balance of my grant.

Date

Signature