

COMPANY DATA

Programme:

Registered Address and Type of organisation

Full legal name				Organization Id.Number	
Address					
City				Postcode	
Country			Region		
Type of organisation					
Economic Sector & Subsector					
Legal Status	Private	Public	Scope		
Commercial orientation	For profit	Not for profit	Size		
Website			Num. Of Trainees		
General description of the organisation					

Contact person

First name			Surname			Male	Female
Position			Department				
Telephone			Mobile				
E-mail				Fax			

Candidate profile:

Name of the candidate							
Duration		weeks	Starting date	From		To	
Description of Tasks							
Area of study of the placement				Language of the placement			

Remuneration by the Host Organisation:

	Euros or local currency		Accommodation	Transport	Meals
Others:					

Date of signature:

(sign and stamp)

PARTNERSHIP QUALITY COMMITMENT:

THE SENDING ORGANISATION UNDERTAKES TO:

- Define** placement objectives in terms of the skills and competencies to be developed.
- Choose** the appropriate target country, host organisation, project duration and placement content to achieve these objectives.
- Select** participants on the basis of clearly defined and transparent criteria.
- Prepare** participants in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.
- Establish** a contract including a training agreement whose contents are transparent for all parties involved.
- Manage** transport, accommodation, visa/work permit arrangements and social security cover and insurance.
- Evaluate** with each participant the personal and professional development achieved through participation in the Leonardo programme.

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

- Select** suitable host organisations and ensure that they are able to achieve the placement objectives.
- Provide** contact details of all parties involved and ensure that final arrangements are in place prior to participants' departure from their home country.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

- Negotiate** a tailor-made training programme for each participant (if possible during preparatory visits).
- Agree** monitoring and mentoring arrangements.
- Implement** agreed validation procedures to ensure recognition of skills and competencies acquired.
- Establish** appropriate communication channels for all parties including participants.
- Evaluate** the progress of the project on an on-going basis and take appropriate action if required.

THE HOST ORGANISATION UNDERTAKES TO:

- Foster** understanding of the culture and mentality of the host country.
- Assign** to participants tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
- Identify** a tutor to monitor the participant's training progress.
- Provide** practical support if required.
- Check** appropriate insurance cover for each participant.

THE PARTICIPANT UNDERTAKES TO:

- Comply** with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.
- Abide** by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.
- Communicate** with promoter/sending organisation about any problem or changes regarding the placement.
- Submit** a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement .