



Education and Culture DG

Lifelong Learning Programme

Participant Report

Call: 2011

Leonardo da Vinci Mobility

Form version: 1.1 / Adobe Reader version: 9.405

THIS FORM IS ONLY FOR TESTING AND ONLY FOR INTERNAL EUROPEAN COMMISSION / NATIONAL AGENCIES USE. PLEASE DO NOT DISTRIBUTE!

ENVIRONMENT: TEST


A. GENERAL INFORMATION

Please send this report duly completed and signed by you to your beneficiary organisation within 30 days after the final end date of the action.

B. SUBMISSION

Programme	LIFELONG LEARNING PROGRAMME
Sub-programme	LEONARDO DA VINCI
Action type	MOBILITY
Action	LEONARDO DA VINCI PLM (People in the Labour Market)
Call	2011

B.1. PROJECT IDENTIFIERS

Grant agreement no.	2011-1-GB2-LEO01-00001
Project title (national language)	Project
Beneficiary organisation name	Beneficiary
Participant name	FirstName LastName
Submission id	
Form id	3262AA44
Form hash code	 3262AA444FBECD87

EXAMPLE

Form hash code 3262AA444FBECD87

This form has not been submitted.

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**C. MOBILITY EXPERIENCE****C.1. MOBILITY EXPERIENCE EDUCATION**

Economic sector	A - AGRICULTURE, FORESTRY AND FISHING
Field of education	Accounting and taxation (344)
Level of education	ISCED 0 - Pre-primary education

C.2. MOBILITY - 1**C.2.1. MY HOST ORGANISATION**

Full legal name (national language)	Host Organisation
Full legal name (latin characters)	Host Organisation
City	London
Country	UK - UNITED KINGDOM

C.2.2. MOBILITY DETAILS

Origin country	AT - AUSTRIA
Destination country	BE - BELGIUM
Departure date (dd-mm-yyyy)	01-01-2011
Return date (dd-mm-yyyy)	01-01-2012
Duration (in weeks)	48
Duration (in days)	0

C.2.3. LANGUAGES USED

Please list the languages used in this mobility.

BG - Bulgarian

C.2.4. PREPARATION

Have you done any preparatory activities?

Yes

Explain how you have prepared yourself for this Mobility with reference to linguistic courses attended, choice of host country and organisation, host country culture and work organisation, etc.

text

Please evaluate the following aspects concerning preparation of your Mobility.



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ASPECT	EVALUATION
Language preparation received enabled me to cope with everyday situations (LangPrepDay)	Totally accomplished (Tot)
Language preparation received helped me to work in my occupational area (LangPrepArea)	Totally accomplished (Tot)
I received the necessary information to get integrated into my new environment (PrepIntegrInfo)	Totally accomplished (Tot)
Overall satisfaction regarding preparation (PrepOverSat)	Totally accomplished (Tot)

Please describe the type of preparation provided to you: linguistic courses, host country cultural information, work organisation, etc.

text

C.2.5. CONTENT

Please evaluate the following aspects concerning the content of your Mobility.

ASPECT	EVALUATION
I was given proper help to find a suitable host organisation (ContFindHost)	Totally accomplished (Tot)
The organisation where I trained/worked met my training needs (ContTrainNeeds)	Totally accomplished (Tot)
I knew clearly what I was expected to do and learn during my mobility abroad (ContExpect)	Totally accomplished (Tot)
The Mobility duration was long enough for me to fulfil my training objectives (ContDurObj)	Totally accomplished (Tot)
Proposed activities were directly related to my training / training objectives in my home country (ContActRel)	Totally accomplished (Tot)
I was provided with proper equipment (ContEquip)	Totally accomplished (Tot)
I knew who was the person assigned to help me carry out my programme and check my results (ContMentor)	Totally accomplished (Tot)
My sending school/organisation was helpful during my Mobility (ContSendOrg)	Totally accomplished (Tot)
Overall satisfaction regarding my Mobility (ContOverSat)	Totally accomplished (Tot)

Please explain how your sending and hosting organisation prepared and organised your Mobility.

text

What was your involvement in the Mobility preparation?

text



[Empty orange box for text input]

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

text

C.2.6. RECOGNITION

C.2.6.1. EVALUATION

Please evaluate/provide feedback concerning the following Mobility recognition aspects.

ASPECT	EVALUATION
My Mobility was an integral part of the qualification that I am/was studying (RecQualif)	Yes
Overall satisfaction regarding recognition of my Mobility (RecOverSat)	Totally accomplished (Tot)

C.2.6.2. CERTIFICATION

Please enter the recognition/certification types received from each organisation involved in the Mobility.

ORGANISATION	RECOGNITION/CERTIFICATION TYPE
Host Organisation	Certifications (CERT)

Please provide any personal comments you may have concerning recognition.

text

C.2.7. OUTCOMES

Please evaluate the following aspects concerning the outcomes of your Mobility.

ASPECT	EVALUATION
I discovered new techniques, new methods (OutNewTechMeth)	Totally accomplished (Tot)
I have new professional skills (OutSkills)	Totally accomplished (Tot)
I can express myself better in another language (OutLangExpress)	Totally accomplished (Tot)
I feel more confident (OutPersonConf)	Totally accomplished (Tot)
I now have a better understanding of other people (OutPeopleKnowI)	Totally accomplished (Tot)
I'm more interested in my training than before (OutTrainInterest)	Totally accomplished (Tot)



I now consider working in another country (OutWorkAbroad)	Totally accomplished (Tot)
My mobility abroad will help with my future studies* (only for persons still in training) (OutFutureStudy)	Totally accomplished (Tot)
My Mobility abroad will help me find a job (OutjobFind)	Totally accomplished (Tot)
Overall satisfaction regarding the outcomes of my Mobility (OutOverSat)	Totally accomplished (Tot)

Please describe the benefits you have gained from your Mobility abroad and the impact you expect on your professional/personal life.

text

C.2.8. PRACTICAL ARRANGEMENTS

Please evaluate/provide feedback on the following aspects concerning the practical arrangements of your Mobility.

AREA	RATING
I completed and understood a contract with my host/sending/intermediary organisations regarding my Mobility (PractContract)	Yes
The host enterprise paid me a gratuity (PractHostGratuityPay)	Yes
I am satisfied with the grant provided by the Leonardo programme for accommodation and subsistence (PractSubsGrant)	Totally accomplished (Tot)
I am satisfied with the arrangements for transportation (PractTransport)	Totally accomplished (Tot)
I am satisfied with the arrangements for insurance (PractInsurance)	Totally accomplished (Tot)
I am satisfied with the information and support I received concerning my social protection (PractSocialProtect)	Totally accomplished (Tot)
I am satisfied with the information and support I received concerning my personal safety? (PractSafety)	Totally accomplished (Tot)
I am satisfied with the assistance I received concerning the practicalities of training/working abroad (PractPract)	Totally accomplished (Tot)
I was offered opportunities to be integrated into local life (PractLocalLife)	Totally accomplished (Tot)
Overall satisfaction regarding support from sending organisation for practical arrangements (PractSendSupp)	Totally accomplished (Tot)
Overall satisfaction regarding support from host organisations for practical arrangements (PractHostSupp)	Totally accomplished (Tot)
Overall satisfaction regarding financial support provided by the Leonardo da Vinci programme (PractLeoFinSupp)	Totally accomplished (Tot)

Please describe what practical arrangements were taken for your stay abroad: travel, insurance, accommodation, local transportation, etc.

text



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With regards to the above, explain how the finances were organised and, if applicable, explain the problems and solutions found to overcome them.

text

Please describe what you did in your free time.

text

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D. LESSONS LEARNED

D.1. PROBLEM HANDLING

Please describe any problem you encountered, including also the solutions applied.

text

D.2. COMMENTS AND SUGGESTIONS

Please provide any further comments you might wish to make in order to help other participants.

text

Please provide any further comments you might wish to make concerning programme improvements.

text

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E. DATA PROTECTION NOTICE

PROTECTION OF PERSONAL DATA

The grant application will be processed by computer. All personal data (such as names, addresses, CVs, etc.) will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Information provided by the applicants necessary in order to assess their grant application will be processed solely for that purpose by the department responsible for the programme concerned. On the applicant's request, personal data may be sent to the applicant to be corrected or completed. Any question relating to these data, should be addressed to the appropriate Agency to which the form must be submitted. Beneficiaries may lodge a complaint against the processing of their personal data with the European Data Protection Supervisor at anytime.

<http://www.edps.europa.eu/>

F. PARTICIPANT DECLARATION AND SIGNATURE

I, the undersigned, hereby declare that the attached information is accurate and in accordance with the facts.

Place: _____

Date: _____

Name: _____

Signature: _____

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Form hash code 3262AA444FBEC87

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G. SUBMISSION

Before submitting the form electronically, please validate it. Please note that only the final version of your form should be submitted electronically.

G.1. DATA VALIDATION

Validation of compulsory fields and rules

G.2. SUBMISSION SUMMARY

This table provides additional information (log) of all form submission attempts, particularly useful for the National Agencies in case of multiple form submissions.

Number	Time	Event	Form hash code	Status
1	2011-08-30 17:33:15 *	Form has not been submitted yet	3262AA444FBECD87	Unknown

* means local PC time, which is not trusted and cannot be used for claiming that the form has been submitted in time

G.3. STANDARD SUBMISSION PROCEDURE

Online submission (requires internet connection)

G.4. ALTERNATIVE SUBMISSION PROCEDURE

Creates a file to be sent by email to the Beneficiary Organisation

(To be used ONLY if online submission is not available)

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