**Confirmation letter**

**Academic year** 2023/ 2024

**TRAINEESHIP OFFER for**:

|  |  |
| --- | --- |
| **Name and Surname of the Trainee**: |  |
| **Traineeship Period**: |  |
| **Working hours per week (35-40 hours per week)**: |  |

**Traineeship title:** ………………………………………………………………………………………………………….

**Detailed programme of the training period:**

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**Knowledge skills and competences to be acquired by the trainee at the end of the traineeship:**

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**Monitoring plan:**

The Internship supervisor will monitor the student’s progress through weekly discussion with the student and team leaders.

**Evaluation plan:**

Certificate will be issued at the end of the traineeship. Students shall be awarded with the pre-determined number of credits and shall receive the Evaluation according to ECTS requirements.

**Main language of the traineeship:** English

**Level requested at the beginning of traineeship:** A1□ A2□ B1 □ B2□ C1□ C2□

**Part II. Information on the Host Enterprise / Company:**

|  |  |  |
| --- | --- | --- |
| **Legal name of the Enterprise / Company**: |  | |
| **Erasmus Code (if available):** |  | |
| **PIC number (if available):** |  | |
| **Organisation Type[[1]](#footnote-1):** |  | |
| **VAT or Association Registration No.:** |  | |
| **Public Body:** | Yes □ | No □ |
| **Non-Profit:** | Yes □ | No □ |

|  |
| --- |
| Short description of enterprise activities: |
|  |

|  |  |  |
| --- | --- | --- |
| **Company size:** | >250 employees □ | <250 employees □ |
| **Company Legal Address:** |  | |
| **Post Code:** |  | |
| **City:** |  | |
| **Region:** |  | |
| **Country:** |  | |
| **Website:** |  | |

**Traineeship location** (if different from the Company Legal Address):

|  |  |
| --- | --- |
| **Address:** |  |
| **Post Code:** |  |
| **City:** |  |
| **Region:** |  |
| **Country:** |  |

**Supervisor** (*this person is responsible for signing this Company Agreement, Supervising the Trainee during the Traineeship and signing the Traineeship Certificate)*:

|  |  |
| --- | --- |
| **Name, surname:** |  |
| **Supervisor‘s E-mail:** |  |
| **Phone No.:** |  |

**Traineeship mentor at the Company** (*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.):*

|  |  |
| --- | --- |
| **Name, surname:** |  |
| **Mentor‘s E-mail:** |  |
| **Phone No.:** |  |

**Contact Person** (*a person who can provide administrative information within the framework of Erasmus traineeships):*

|  |  |  |
| --- | --- | --- |
|  | ***Receiving institution*** | ***Sending institution*** |
| **Name, surname** |  | Guoda Kačinskaitė |
| **Contact person‘s e-mail:** |  | g.kacinskaite@svako.lt |
| **Phone No.:** |  | +370 41 43 37 93 |

We here by confirm that we are willing to host **Mr / Ms**...................................................................student of ***Šiaulių valstybinė kolegija / Higher Education Institution (Lithuania)***, as a trainee in our company, if he / she obtains an Erasmus+ status under the Erasmus+ Exchange programme.

We intend to entrust him / her with tasks and responsibilities according to his / her studies, qualifications and knowledge and as specified in the traineeship offer above.

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| --- | --- |
| **First day of Mobility:** |  |
| **Last day of Mobility:** |  |

|  |  |
| --- | --- |
|  | |
| **Name of the signee (Supervisor):** |  |
| **Position at the company / enterprise:** |  |
| **Signature:** |  |
| **Company Stamp:** |  |

1. Please choose one of the following items:

   Higher education institution (tertiary level)

   School/Institute/Educational centre

   National Public body

   Regional Public body

   Local Public body

   Small and medium sized enterprise

   Large enterprise

   Non-governmental organisation/association/social enterprise

   Foundation

   Social partner or other representative of working life (chambers of commerce, trade union, trade association)

   Research Institute/Centre

   National Youth Council

   European NGO

   EU-wide network

   Group of young people active in youth work

   European grouping of territorial cooperation

   Accreditation, certification or qualification body

   Counselling body

   International organisation under public law

   Organisation or association representing (parts of) the sport sector

   Sport federation

   Sport club

   Other [↑](#footnote-ref-1)