

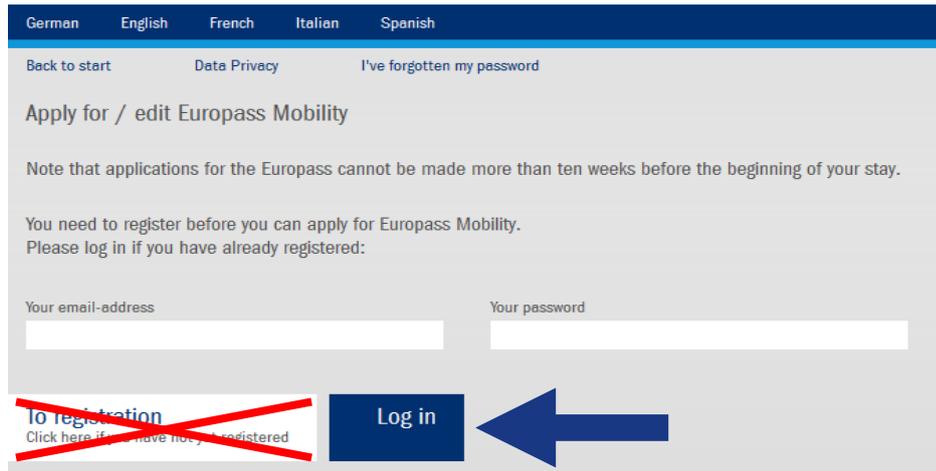
# Advices regarding the europass

## Mobility

### 1. Please log in:

under <https://de.europass-db.com/de/europass-mobilitaet-login.asp>,

- **with the password**
  - o that was sent to the mentor/technical supervisor,
  - o the subject is: europass-Host / europass-Gastgeber,
- **and with the email address of the mentor.**



### 2. Select language:



The europass Mobility is available in five languages.

Please consider that only the appellation of the input boxes, but not the contents, will be translated.

### 3. Complete information: see page 2 - 4

### 4. Print and sign the europass Mobility:



Please do not forget to **print** and to **sign** the document under

- trainee: (7) and (38a),
- mentor: (18) and (37a)!

After termination of the work placement please send the completed document by mail to the Leonardo office. The europass Mobility will subsequently be reviewed, signed and stamped by us and returned to the trainee. The document can be used for further applications.

**Please do not complete:**

Personal details   Host organisation   Project   Tasks/Qualifications   **Study**   PDF

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LIST OF COURSES COMPLETED AND GRADES / POINTS / CREDITS AWARDED IN DETAIL

(29b) Student's registration number \*

(30b) Course code   (31b) Course title   (32b) Length of course   (33b) Grade

(36b) Essay / report / workshop tasks or homework

Delete (with

This point only refers to studies abroad and is not relevant for our participants.

Please do not enter a student's registration number, since in this case an additional page will be created.

**To check and to complete:**

**Personal details**   Host organisation   Project   Tasks/Qualifications   Study   PDF

Personal details can only be edited by LEONARDO staff.

**EUROPASS MOBILITY**

**1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO**

Surname(s)   First name (s)   Photograph

(1) (\*) Mustermann   (2) (\*) Klaus   (4)

Address (house number, street name, postcode, city, country)

(3) Langewiesener Straße 5  
98693 Ilmenau (DE)

Date of birth   Nationality   Signature of the holder

(5) 25   02   1980   (6) DE   (7)

NB : Headings marked with an asterisk are mandatory.

**2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY**

Name of the issuing organisation

(8) (\*) LEONARDO-Büro Thüringen

Europass Mobility number   Issuing date

(9) (\*) -- siehe unten -- see below -- cf ci-dessous --   (10) (\*) 31   09   2008

Europass security number

CC8FSVKZWSC57SQA5123

NB : Headings marked with an asterisk are mandatory..

Please check the data of the yellow fields in the PDF file. If there are any discrepancies, send an email to:

[europass@tu-ilmenau.de](mailto:europass@tu-ilmenau.de)

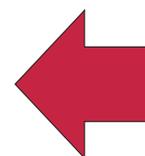


**1. signature trainee**

**3. THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE (No) ARE:**

<b>SENDING PARTNER</b> (organisation initiating the mobility experience in the country of origin)	
(11) (*) Name, type (if relevant faculty/department) and address	(12) (*) Stamp and/or signature
LEONARDO-Büro Thüringen Max-Planck-Ring 14 98693 Ilmenau (DE)	
(13) Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)	(14) Title/position
Doe, John/Jane	Europass-Sachbearbeiter/in
(15) Telephone	(16) E-Mail
+49 (0) 3677 691780	europass@tu-ilmenau.de
<b>HOST PARTNER</b> (organisation receiving the holder of the Europass Mobility document in the host country)	
(17) (*) Name, type (if relevant faculty/department) and address	(18) (*) Stamp and/or signature
Palermo Multimedia Ltd 213 Via Giovanni 123546 Palermo (IT)	
(19) (*) Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)	(20) Title/position
Giuliano, Antony	Head of technical development
(21) Telephone	(22) E-Mail
+39 (0) 91 12 34 56	aguiliano@bravo.it
<small>NB : This table is not valid without the stamps of the two partner organisations and/or the signatures of the two reference persons/mentors. Headings marked with an asterisk are mandatory.</small>	

signature  
LEONARDO-  
Büro



1. signature  
mentor

**4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (No)**

Objective of the Europass Mobility experience	
(23)	To acquire work experience in an international environment
Initiative during which the Europass Mobility experience is completed, if applicable	
(24)	Studies in electrical engineering
Qualification (certificate, diploma or degree) to which the education or training leads, if any	
(25)	(Work experience certificate)
Community or mobility programme involved, if any	
(26)	C) Programm für lebenslanges Lernen - Erasmus
Duration of the Europass Mobility experience	
(27) (*) From	(28) (*) To
28 04 2008	31 10 2008
dd mm yyyy	dd mm yyyy
<small>NB : Headings marked with an asterisk are mandatory.</small>	

**5.a DESCRIPTION OF SKILLS AND COMPETENCIES  
ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE (No)**

Activities or tasks performed

(29a) - Install and test switch gear and distribution boards  
 - Locate and rectify faults in wiring systems  
 - Locate and rectify faults in electrical equipment  
 - Install, test, commission and maintain lighting fittings and controls

Professional skills and competencies acquired

(30a) Managing a domestic electric installation (three weeks):  
 - plan the resources needed  
 - order the material required  
 - interpret schematic diagrams and flow charts  
 - install and test wiring systems for lighting and power distribution

Language skills and competencies acquired

(31a) - Communicating with Italian contractors; clear improvement of level of Italian language:  
 - At the end of placement, excellent level of communication; processing of orders from Italian-speaking customers.

ICT skills acquired (if not already covered under "professional skills and competencies")

(32a) Using MSOffice™ tools for processing documents:  
 - record and manage electronic documents;

Organisational skills and competencies acquired

(33a) Good capacity in organising the tasks carried out during the placement:  
 - identify priorities;  
 - manage efficiently relations with other members of the team.

Social skills and competencies acquired

(34a) Excellent communication skills in daily contact with customers;  
 - good knowledge of corporate practices for dealing with customers' requests;  
 - fits in well with members of the team.

Other skills and competencies acquired

(35a) In the framework of extra-curricular activities: basic first aid training (15 hours) organised by the Red Cross. Certificate of competence obtained at the end of the training

Date

(36a)\*

Signature of the reference person/mentor

(37a)\*

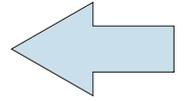
Signature of the holder

(38a)\*

**2. signature mentor**

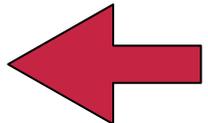
**2. signature trainee**

*NB: This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility. Headings marked with an asterisk (\*) are mandatory.*



**Please complete the missing data! It is not necessary to fill out everything)**

ICT = information and communication technology



**Do you have further questions?**

Please visit our website [www.leonardopraktika.de](http://www.leonardopraktika.de) or send an email to [europass@tu-ilmenau.de](mailto:europass@tu-ilmenau.de).