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## Issuing organisation

6 NAME OF THE ORGANISATION *	7 DOCUMENT NUMBER *	8 ISSUING DATE *
Vocational College of Greenfield	EM UK-123546i	09   09   2016   dd mm yyyy

## Sending partner

9 NAME AND ADDRESS *	10 STAMP AND/OR SIGNATURE
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Giuliano Marco	39 (91) 12 34 56
19 TITLE/POSITION	20 E-MAIL
Head of technical development	mgiuliano@bravo.it

\* Headings marked with an asterisk are mandatory.

## Description of the Mobility experience

### 21 OBJECTIVE OF THE MOBILITY EXPERIENCE \*

To acquire a work experience in an international environment

### 22 EDUCATION OR TRAINING INITIATIVE IN THE COURSE OF WHICH THE MOBILITY EXPERIENCE WAS COMPLETED

Upper secondary vocational qualification - Electrician (mandatory placement)

### 23 COMMUNITY OR MOBILITY PROGRAMME INVOLVED

Exchange programme with the Chamber of commerce of Palermo

### DURATION OF THE MOBILITY EXPERIENCE

24 FROM \* 01 09 1015 25 TO \* 30 03 2016  
 dd mm yyyy dd mm yyyy

## Skills acquired during the Mobility experience

### 26A ACTIVITIES/TASKS CARRIED OUT \*

- Install and test switch gear and distribution boards
- Locate and rectify faults in wiring systems and in electrical equipment
- Install, test, commission and maintain light fittings and controls

### 27A JOB-RELATED SKILLS

At the end of placement, the trainee was able to:

- interpret schematic diagrams and flow charts
- install and test wiring systems for lighting and power distribution
- Complete job-related documentation

### 28A LANGUAGE SKILLS

- At the end of placement, excellent level of communication; processing of orders from Italian-speaking customers

### 29A COMPUTER SKILLS

- Using Office suite tools to record and manage electronic documents

### 30A ORGANISATIONAL / MANAGERIAL SKILLS

- Capable of organising the tasks carried out during the placement

### 31A COMMUNICATION SKILLS

- Excellent communication skills exhibited in daily contact with customers
- Good knowledge of corporate practices for dealing with customers' requests
- Fits in well with members of the team

### 32A OTHER SKILLS

Basic first aid training (15 hours) organised by the Red Cross - Certificate obtained at the end of the training

### 33A DATE \*

09 04 2016  
 dd mm yyyy

### 34A SIGNATURE OF THE REFERENCE PERSON/MENTOR \*



### 35A SIGNATURE OF THE HOLDER



\* Headings marked with an asterisk are mandatory.