



## Training Certificate and Europass Supplement

**Description:** This tool is the document confirming that the trainee has participated in the placement at the concrete hosting organisation. Here the basic information about the placement is described. The certificate is proposed in two formats: one as a supplement to EUROPASS and one, which is used on its own.

## Training Certificate and Europass Supplement

The content of the two forms are almost the same. The first can be used where the EUROPASS procedure<sup>1</sup> is not applied, while the second would accompany the EUROPASS that the trainee receives after completion of the placement.

### Purpose

Practical placements have various functions, which range from career orientation and training to the concrete preparation for a job. In any case, the placement is a real work experience, which will be important for the trainee later on in applying for a job. Therefore, trainees should be provided with a reference letter, which they can use later in their job search.

The Training Certificate and the EUROPASS Supplement fulfil the function of providing the trainee with a reference letter for future job search. It is necessary to adopt a specific format, which is different from the evaluation made by the supervisor from the sending organisation. The latter serves the purpose of assessing the trainee's performance and should give the required information for accreditation of the placement period. The format and content is therefore not necessarily usable on the labour market. For this reason the Training Certificate and the EUROPASS Supplement suggest a format, which the supervisor can use to write the trainee a reference, keeping in mind that this reference will be given to a future potential employer. The Training Certificate and EUROPASS Supplement consequently do also not suggest an evaluation grading scale.

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<sup>1</sup> The EUROPASS Training Certificate is the first transnational, unified certification, which is the same for all European Union countries. It certifies the completion of a professional work placement in an enterprise as part of an alternance training. For this purpose certain criteria are applicable (such as the integration of the placement into a learning path and the assignment of an enterprise supervisor). EUROPASS therefore certifies the form in which a placement has been carried out rather than the content.



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# Training Certificate

Official stamp/Logo of the company

| Personal details of the trainee |
|---------------------------------|
| First name, Surname             |
| Date of birth                   |
| Place of birth                  |
| Address in home country         |

| Company Supervisor      |
|-------------------------|
| First Name, Surname     |
| Company                 |
| Position in the company |
| Address of the company  |
| Telephone               |
| Fax                     |
| E-mail                  |

| Basic information on the placement  |  |
|---|--|
| Period  | From (yy/xx/yyyy) to (yy/xx/yyyy)  |
| Unit in the company   |  |
| The training period was carried out in the framework of (please cross out as applicable): | Leonardo mobility project (code xxxxxxx)<br>National/regional/local funding programme: _____<br>Individual initiative of the trainee<br>Other: _____ |

| Detailed description of the tasks assigned to the trainee |
|---|
|   |

| Evaluation of the trainee's performance and development over the training period |
|--|
|  |

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Signature of the company supervisor



## Instructions for use – training certificate

When filling in the certificate the enterprise supervisor should give the following information:

### Detailed description of the tasks assigned to the trainee

A list of all tasks that the trainee has performed.

An indication under whose supervision this was done (the supervisor him/herself or somebody else).

### Evaluation of the trainee's performance and development over the training period

When describing the trainees evolution over the training period, the supervisor should take into consideration and mention the following:

1. Development of the technical professional skills, basic skills, personal skills
  - ❖ Technical skills are the competencies related to the actual professional duties. For example knowledge of necessary norms and standards, skills of reading technical drawings, knowledge of necessary handling operations etc.
  - ❖ Basic skills are professional skills that are necessary in order to orient oneself and function properly on the labour market. For example: knowledge of a foreign language, computer skills, knowledge of enterprise culture.
  - ❖ Personal skills are those skills necessary in any type of work environment and allows the individual to integrate into the interpersonal relationships of the work organisation. For example creativity, motivation, adaptability, capacity to work in a team etc.
2. Adaptation to the environment of a foreign country in general
3. Adaptation to the enterprise culture, taking into consideration the fact that also this is a foreign environment



# Supplement to Europass No. \_\_\_\_\_

Official stamp/Logo  
of the company

## Personal details of the trainee

First name, Surname  
Address in home country

## Company supervisor

First Name, Surname  
Company  
Position in the company  
Address of the company  
Telephone  
Fax  
E-mail

## Basic information on the placement

Period From (yy/xx/zzzz) to (yy/xx/zzzz)  
Unit in the company  
The training period was carried out in the framework of (please cross out as applicable):  
Leonardo mobility project (code xxxxxxx)  
National/regional/local funding programme: \_\_\_\_\_  
Individual initiative of the trainee  
Other: \_\_\_\_\_

## Detailed description of the tasks assigned to the trainee

## Evaluation of the trainee's performance and development over the training period

\_\_\_\_\_  
Date and place

\_\_\_\_\_  
Signature of the company supervisor



## Instructions for use – Europass supplement

When filling in the supplement the enterprise supervisor should give the following information:

| Detailed description of the tasks assigned to the trainee |
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|--|
| A list of all tasks that the trainee has performed |
|--|

|  |
|--|
| Indication under whose supervision this was done (the supervisor himself or somebody else) |
|--|

| Evaluation of the trainee's performance and development over the training period |
|--|
|--|

|  |
|--|
| When describing the trainees evolvement over the training period, the supervisor should take into consideration and mention the following: |
|--|

- |   |
|---|
| <ol style="list-style-type: none"><li>1. Development of the technical professional skills, basic skills, personal skills<ul style="list-style-type: none"><li>❖ Technical skills are the competencies related to the actual professional duties. For example knowledge of necessary norms and standards, skills of reading technical drawings, knowledge of necessary handling operations etc.</li><li>❖ Basic skills are professional skills that are necessary in order to orient oneself and function properly on the labour market. For example: knowledge of a foreign language, computer skills, knowledge of enterprise culture.</li><li>❖ Personal skills are those skills necessary in any type of work environment and allows the individual to integrate into the interpersonal relationships of the work organisation. For example creativity, motivation, adaptability, capacity to work in a team etc.</li></ul></li><li>2. Adaptation to the environment of a foreign country in general</li><li>3. Adaptation to the enterprise culture, taking into consideration the fact that also this is a foreign environment</li></ol> |
|---|

## Example



# Training Certificate



### Personal details of the trainee

First name, Surname  
Date of birth  
Place of birth  
Address in home country

### Company supervisor

First Name, Surname  
Company  
Position in the company  
Address of the company  
Telephone  
Fax  
E-mail

### Basic information on the placement

Period From \_\_\_/\_\_\_/200\_\_ to \_\_\_/\_\_\_/200\_\_  
Unit in the company Division - \_\_\_\_\_; Unit – \_\_\_\_\_  
The training period was carried Leonardo mobility project:  
out in the framework of (please \_\_\_\_\_  
cross out as applicable):

### Detailed description of the tasks assigned to the trainee

Ms X was entrusted with the following tasks:

- ❖ Carrying out transfers from and to airport, railway station, bus terminal
- ❖ Assisting tourists at the hotel
- ❖ Accompanying tourists on sight-seeing and leisure events (boat tour, restaurant)
- ❖ Assisting with the administrative work (e.g. up-dating tourist data on our data-base)

At first, she carried out these tasks under my supervision or that of the assigned tourist assistant from our company. After 2 weeks of the training assignment, Ms X carried out these tasks increasingly on her own.



### Evaluation of the trainees' development over the training period

Ms X has demonstrated to possess the necessary professional qualification to carry out the tasks related to the profession of tourist assistant. She understands and applies her knowledge with respect to the working of a tour operator, the requirements of the hotels, the quality standards of good service to foreign tourists.

Her Italian language skills were adequate to deal with the involved organisations, i.e. our own company, the hotels, the transport companies etc. Her computer skills are excellent and she was easily in a position, after a short introduction, to input data in our client database.

In terms of personal skills, Ms X has shown that she has all the requirements of a service-oriented industry: she has a friendly and out-going personality, shows initiative, is capable of working in a team. In case of urgency situations, she is in a position to react promptly and take decisions if necessary. Ms X integrated very well into our team of 5 persons.

After a short period of adaptation in the beginning, Ms X increasingly could be entrusted with tasks to be carried out on her own. She readily communicated difficulties which could thus be resolved. Even though it was her first work experience and her first time alone in Italy, she integrated quickly into our company and made friends with some of our young staff.

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Date and place

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Signature of the company supervisor