|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Start date:** |  | **End date:** |  | **Duration (months):** |  |
| **Name of Trainee:** |  |
| **Student No:**  |  | **Student Email:** |  |
| **Trainee Title of Work:** |  |
| **Field of study:** |  |
| **Sending Institution:**  | **Swansea University, Singleton Park, Swansea, SA2 8PP** |
| **Sending Institution email:** | **studyabroad@swansea.ac.uk** |
| **Host Organisation Name:** |  | **Economic sector:** |  |
| **Host Organisation Address:** |
|  |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:** |
|  |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):**  |
|  |
| **Evaluation of the trainee: 1 = lowest, 5 = highest** |
| **Analytical Skills**  | **1** | **2** | **3** | **4** | **5** |
| **Ability to work in intensive and dynamic**  | **1** | **2** | **3** | **4** | **5** |
| **Overcoming difficult situations** | **1** | **2** | **3** | **4** | **5** |
| **Teamwork** | **1** | **2** | **3** | **4** | **5** |
| **Positive attitude towards work** | **1** | **2** | **3** | **4** | **5** |
| **Taking responsibility** | **1** | **2** | **3** | **4** | **5** |
| **Ability to work quickly and efficiently** | **1** | **2** | **3** | **4** | **5** |
| **Understanding/Management of situations** | **1** | **2** | **3** | **4** | **5** |
| **Use of initiative** | **1** | **2** | **3** | **4** | **5** |
| **Communication skills** | **1** | **2** | **3** | **4** | **5** |
| **Self confidence** | **1** | **2** | **3** | **4** | **5** |
| **Average score of achieved results:** | **1** | **2** | **3** | **4** | **5** |
| **Overall conclusion:** |
| The trainee has achieved the planned training results: 🞎 | The trainee has not achieved the planned training results: 🞎 |
| **Name of responsible person at Host Organisation:**  |  |
| **Signature:** |  | **Date:** |  |

Please complete and return this form to **studyabroad@swansea.ac.uk**

**Typed signatures cannot be accepted**