**COMPANY AGREEMENT FORM**

**[Please print out on company’s headed paper before signing]**

We hereby confirm that we are willing to host **Mr/Ms**……...........................................................……………........

student of the Accademia di Belle Arti di Reggio Calabria, as a trainee in our company, if he/she obtains an Erasmus+ contribution under the Accademia di Belle Arti di Reggio Calabria’s *Erasmus+ Mobility for traineeship* scheme.

We intend to entrust him/her with tasks and responsibilities according to his/her studies, qualifications and knowledge.

**Placement starting date**: (any date within ……..…./….…...../…………. - ……….../….…..../…………..)

**Placement duration:** 2/4 months - (End date of traineeship 30/09/2019)

Working hours per week (18 - 36 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

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In case the traineeship takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools) please indicate the additional transnational benefits ..............................................................................................................................................………………………….............................................................................................................................................................................…

Main language of the traineeship: ...................................................

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

The Accademia di Belle Arti di Reggio Calabria will check that the candidate is in possess of a **A2 level** knowledge of the main language of the traineeship

**Information on the host enterprise:**

Legal name of company (use only Latin characters): .……………………................................................:…………….

Erasmus Code (if available)…………………………………………………………………………………………………………………………….

PIC Number (if available) :………………………………………………………………………………………………..............................

Organisation Type\*: ………………………………………………………………………………………………………………………………….….

VAT or Association Registration nr: ................................………………….......................................................................................................................

Public Body: [……] YES […….] NO

Non-Profit: [……] YES […….] NO

Short description of enterprise activities: ……………………………………………………………………...............………………..

………………………………………………………………………………………………………………………………………………………………………

NACE Activity sector code:………………………..

*The list of* ***NACE sector codes*** *is available at:*

*http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST\_NOM\_DTL&StrNom=NACE\_REV2&StrLanguageCode=EN*

Company size:

Number of employees below 250 [……] YES […….] NO

Company Legal ddress:………………………............................................................................................................

Post Code………………………………………………………………………………………………………………………………………………………

City…………………………………………………………………………………………………………………………………………………………………

Region…………………………………………………………………………………………………………………………………………………………….

Country:..............................................................................................................................................................

Web site…………………………………………………………………………………………………………………………………………………………

Name of supervisor *(this person is responsible for signing this Company Agreement, supervising the trainee during the traineeship and signing the Traineeship Certificate): ……*…………………………………..…………………………………………………………………………………………………………………………….

Supervisor’s e-mail: ........................................…………… Supervisor’s phone number: …………………………………..

Name of 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.):* ……………………………………………………………………………………………………………….

Mentor’s e-mail: ....................................................... Mentor’s phone number:.............................................…

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

Contact person’s e-mail: ........................................................... Contact person’s phone number:................................... ...

Date: ...........................……………….. Name of signee (supervisor): ……………………..........………..............................................

Position of signee: ................................................................................................................................................................

Signature: ....................................................................................….

**Company stamp** (compulsory whenever this form is not written on headed paper):

\*Please choose one of the following items:

 Higher education institution (tertiary level)

 School/Institute/Educational centre – General education (pre-primary level)

 School/Institute/Educational centre – General education (primary level)

 School/Institute/Educational centre – General education (secondary level)

 School/Institute/Educational centre – Vocational Training (secondary level)

 School/Institute/Educational centre – Vocational Training (tertiary level)

 School/Institute/Educational centre – Adult education

 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 league

 Sport club

 Other