**1 Personalia**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  |  |  |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** | |
|  |  |  |  |  |  | |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-6) name; position; e-mail; phone** | **Mentor[[7]](#endnote-7) name; position;**  **e-mail; phone** |
|  |  |  |  | < 250 employees  > 250 employees |  |  |

|  |
| --- |
| **Planned training period** |
| **Planned period of the mobility: from [month/year] ………. to [month/year] ……….** |

|  |  |
| --- | --- |
| **2 Evaluation after 2 weeks internship** | |
|  | ***2.1 Skills & compentencies*** |
|  | |
| **These were the knowledge, skills and competencies indicated as required by the company (see Document A) before participating at the traineeship:**  Geospatial Sensors  Cartography / Graphic representation  Computer and/or app programming  Photogrammetry  Topology  Communication network  Store technology (incl. data formats)  Spatial reference systems  Mobile apps  Scale and resolution  Georeferencing  3D visualisations  Augmented Reality / Virtual reality  Other: …  Is this correct or are there some in the list that should have been indicated as well  Yes, this is correct  No, these were experienced in the first two weeks as being required as well: ….. | |
|  | |

|  |
| --- |
| ***2.2 Video diary & message n° 1*** |
| **Please make a brief video message (one for each trainee) with following information/evaluation:**   1. How was the reception at the company 2. Is the location of the company easily accessible 3. Were you properly instructed at the start, it was clear what your assignment / training will entail 4. Are you well supervised, is it easy to get support when needed? 5. What is the atmosphere like, cooperation with fellow employees 6. Have you already learned something / needed to learned something in these first two weeks   **Name the video ‘Geosolutions1 – your name’ and upload the video into <add location for upload video here>**  **Prepare this also a short text, not more than one page, and write it down on the next page** |

|  |
| --- |
| ***message n° 1*** |
| **(write in this frame your text, not more than 1 page)** |

**Don’t forget to save the file and save it for the moment on your computer**

|  |  |
| --- | --- |
| **3 Evaluation after 4 weeks internship** | |
|  | ***3.1 Skills & compentencies to be acquired at the end of the internship*** |
|  | |
| **These are the knowledge, skills and competencies the company indicated (see Document A) as to be acquired by the end of the traineeship:**  Geospatial Sensors  Cartography / Graphic representation  Computer and/or app programming  Photogrammetry  Topology  Communication network  Store technology (incl. data formats)  Spatial reference systems  Mobile apps  Scale and resolution  Georeferencing  3D visualisations  Augmented Reality / Virtual reality  Other: Map using GIS system, Use of GIS tools for Territorial and Urban Planning, GIS Database Design and population; elaboration of GIS DSS (Decision Support System aimed at prioritization of interventions  have you had to deal with these in the first month of your internship?  Yes  No, from the indicated list these have not been touched yet: …..  No, other have been touched: ….. | |
|  | |

|  |
| --- |
| ***3.2 Video diary & message n° 2*** |
| **Please make a brief video message (one for each trainee) with following information/evaluation:**   1. How would you evaluate the internship so far? 2. Have you the feeling you already learned/gained the extra competencies as listed above? 3. Are you well supervised, is it easy to get support when needed?   **Name the video ‘Geosolutions2 – your name’ and upload the video into <add location for upload video here>**  **Prepare this also a short text, not more than one page, and write it down on the next page** |

|  |
| --- |
| ***message n° 2*** |
| **(write in this frame your text, not more than 1 page)** |

**Don’t forget to save the file and save it for the moment on your computer**

|  |  |
| --- | --- |
| **4 Evaluation after 6 weeks internship** | |
|  | ***4.1 Risk analysis*** |
|  | |
| **The company indicated following risk analysis for your traineeship (see Document A) – adjust if you think things are not correct**   |  | | --- | | Type of workstation activities  Office work at location of the company  Office work on location (e.g. at clients)  Field work (e.g. surveying, work with drones …)  Other (specify)) …………….. | | Night work: Yes  No | | Shift work: Yes  No | | Working on/with a screen:  no  les than 4 hours/day  4-8 hours/day | | Working at heights (> 2 m):  yes  no | | Nature of trainingship activities:   1. High rhythm:  yes  no 2. Repetitive activities  yes  no 3. High mental stress  yes  no 4. Aggression & emotion  yes  no | | Operating machinery  yes  no  If yes: what kind | | Contact with chemical agents (dust, gases, vapours …):  yes  no  If yes: what kind | | Contact with special groups:  yes  no  If yes: what type | | Contact with physical agents (e.g. noise, sharp objects …):  yes  no  if yes:what kind | | |

|  |
| --- |
| ***4.2 Video diary & message n° 3*** |
| **Please make a brief video message (one for each trainee) with following information/evaluation:**   1. Do you feel that you are doing valuable tasks inside the company or are you just involved with minor things? 2. Do you feel as being part of the team, meaning: are you also taking part at meetings, contacts with clients …? 3. How is the lodging and the city you are staying?   **Name the video ‘Geosolutions3 – your name’ and upload the video into <add location for upload video here>**  **Prepare this also a short text, not more than one page, and write it down on the next page** |

|  |
| --- |
| ***message n° 3*** |
| **(write in this frame your text, not more than 1 page)** |

**Don’t forget to save the file and save it for the moment on your computer**

|  |  |
| --- | --- |
| **5 Evaluation after 8 weeks internship** | |
|  | ***5.1 Skills & compentencies to be acquired at the end of the internship*** |
|  | |
| **These are the knowledge, skills and competencies the company indicated as to be acquired by the end of the traineeship (see Document A):**  Geospatial Sensors  Cartography / Graphic representation  Computer and/or app programming  Photogrammetry  Topology  Communication network  Store technology (incl. data formats)  Spatial reference systems  Mobile apps  Scale and resolution  Georeferencing  3D visualisations  Augmented Reality / Virtual reality  Other: Map using GIS system, Use of GIS tools for Territorial and Urban Planning, GIS Database Design and population; elaboration of GIS DSS (Decision Support System aimed at prioritization of interventions  have you finally had to deal with these?  Yes  No, from the indicated list these have not been touched yet: …..  No, other have been touched: ….. | |
|  | |

|  |
| --- |
| ***5.2 Video diary & message n° 4*** |
| **Please make a brief video message (one for each trainee) with following information/evaluation:**   1. How would you (almost final) evaluate the internship? Did it reach your expectations, Why (not)? 2. How would you evaluate the supervision, the support 3. Have you the feeling that you gained extra insight, skills and knowledge als listed above? 4. Have you the feeling you learned other skills (beside the geo-ict related ones)? If so can you describe which? 5. What would you adjust in a next round: what could be done to improve the traineeship?   **Name the video ‘Geosolutions4 – your name’ and upload the video into <add location for upload video here>**  **Prepare this also a short text, not more than one page, and write it down on the next page** |

|  |
| --- |
| ***message n° 4*** |
| **(write in this frame your text, not more than 1 page)** |

**Don’t forget to save the file, rename it with your name   
and upload it to the same folder: <add location for upload video here>**

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **Contact person at the sending institution**: a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
7. **Mentor**: 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.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-7)