|  |
| --- |
| **REPORT** **of completing the Apprenticeship** |
| **Name** | **Student no.** | **Course and year of study** |
| …………………………………………………………………………………………………… | ……………… | …………………………………… |
| **Apprenticeship Institution’s Name and Address** | **The duration dates of Apprenticeship** |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | From…………… To……………… |
| **Supervisor:** | …………………………………………………(Name)………………………… …………………………. (Position) (Telephone number) |
| Type of Apprenticeship: curricular, extracurricular \* |
| **APPRENTICESHIP’S PROGRESS** |
| **Description of undertaken tasks** | **No. of hours** |
|  |  |
| **Appraising the suitability of Apprenticeship in acquired knowledge, skills and competence** |
|  |
| **STAMP AND SIGNATURE OF SUPERVISOR** | **STUDENT’S LEGIBLE SIGNATURE** |
| …………………………………………………………………………………………… | ……………………………………………… |
|  |  |  |  |  |

 In a written part of report called **„Description of undertaken tasks”** the process of Apprenticeship, organisation and management of Institution. Apprentice should present and describe positions and faculties of Institution where he had completed his Apprenticeship; characterise production lines, technologies. **Student’s undertaken tasks should be the ones of „Aims and programme of Apprenticeships” for particular course of study** (located at website related to Apprenticeships for different courses). Moreover, the student should state the number of hours he/she spent on getting to know the issues.

 The report should be finished by summary of own observations, conclusions and proposals of change that could enable this unit for improvement.

In a part of ***„Assessment of the suitability of the practice in the acquired knowledge, skills and competences”*** the student should point out how the Apprenticeship enhanced and enriched his/hers knowledge, skills and competences. He/she can use the examples below:

1. As a profit of apprenticeship I am able to do …,
2. I am able to read and make basic documents of: i.e. investment project, property management,
3. I am able to use Office devices such as…,
4. I am able to use practically devices to evaluation of investment efficiency, measurement of investment risk,
5. I know and I understand the enterprise cost structure connected with…,
6. I know and I understand the range of jobs i.e. accounting-financing on chosen positions (show which ones),
7. I am able to run i.e. my own business,
8. I am able to make a request for i.e. co-financing from EU funds,
9. I am able to make negotiations with national and international contractors,
10. I am able to make a marketing strategy, business plan etc.
11. I am able to make a marketing costs structure analysys,
12. I am able to make settlement of employees work,
13. I am able to assess the economic and financial situation of business units,
14. I am able to read and make documents related to cashflow correctly.

This report must be signed by Student/Apprentice and Supervisor chosen by institution taking the Student and stamped with institution’s stamp on last page.

 The Student/Apprentice must submit the report in 1 copy and Certificate of completing Apprenticeship within 2 weeks from the Apprenticeship’s finish date to Apprenticeship’s Plenipotentiary. If Apprenticeship took place during holiday holiday season (July, August, September) the last date for submission is 15th of October 2017. Failure to meet the deadline will be considered as lack of completed Apprenticeship. A master copy of Certificate of Completing Apprenticeship is located on the website related to Apprenticeships.

The Apprenticeship’s Report should be written according to the example by Times New Roman 12pkt font, interspace 1,5 lines, two – sided printing with page numbers.

\*delete unnecessary