Letter of Intent

**Host organization / institution**

Name:

Address:

Website:

Field of activity:

**Promoting institution:**

Name:

Address:

Website:

Through this letter we express our readiness to organize and host a study visit that will take place within the project with number ……… ……. and title …………...

The visit will last X days, during the period ………. and it will be attended by x VET staff from the promoting school and y internship tutors from the partner company in the project.

During the visit activities will be carried out:

* within the ………….. school[[1]](#footnote-1) which provides education and training services for ………………… qualifications, qualification levels …………………..

and

* at the following partner companies of the school, which provide internships for the students of the school visited[[2]](#footnote-2): ……………………….

The purpose of these activities will be to identify examples of good practice regarding the internships of students from the school visited at the partner companies.

Visit Agenda[[3]](#footnote-3):

Day 1 (date)

………all activities carried out in the 8-hour period.

Day 2 (date)

……..……… all activities carried out in the 8-hour period.

………

Last Day[[4]](#footnote-4) (date)

………

Name and surname (of the legal representative of the host organization / institution)

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Signature of legal representative

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Position in organisation

…………..

Date …………..

Stamp of the host institution / organization

1. If the institution is a school similar to the promoting school, the name of the VET school from the host country must be specified, and if the host institution / organization is another type of organization, the name of the school visited, school similar to the promoting school, must be specified. [↑](#footnote-ref-1)
2. Specify the names of at least 2 companies that provide internships for the student of the mentioned school. [↑](#footnote-ref-2)
3. The visit agenda must be detailed by day, presenting the activities carried out and the places where these activities take place for each day. It should be noted that information such as "visit to the company ..." does not represent an activity. The activity mentioned must be correlated with the organization and/or carrying out of the students' internships and with the place where that activity takes place. [↑](#footnote-ref-3)
4. A very important activity on the last day is to evaluate the learning outcomes obtained by the participants in the visit. This is because it is mandatory to issue the Europass Mobility Document for each participant. In this document, the learning outcomes obtained by the participants in the visit must be filled out (by the host institution / organization) and the respective information is credible only if it has been found in an evaluation process. [↑](#footnote-ref-4)