**FINAL REPORT ON WORK PLACEMENT ABROAD**

to be filled out by the person who has completed a work placement abroad

for both the organisation in that country and for the sending organisation

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| **First name/ Surname** |  |
| **Date of birth** |  |
| **Address** |  |
| **Telephone number** |  |
| **E-Mail address** |  |

|  |  |
| --- | --- |
| **Date** |  |

|  |  |
| --- | --- |
| **Sending organisation** |  |
| **Contact person** |  |

|  |  |
| --- | --- |
| **Organisation in country of work placement** |  |
| **Contact person** |  |

|  |  |
| --- | --- |
| **Programme/Project** |  |
| **Place and Country** |  |
| **Start and end dates of work placement** |  |
| **Duration of work placement** |  |

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| **REFERENCES FOR REPORTING**- Avoid making generalisations about the country and the people there- Mark your own opinions and those of others exactly as such- Specify sources wherever possible> Refer also to the worksheet on reporting at [www.kuska.online/merkblaetter](http://www.kuska.online/merkblaetter)   |

COUNTRY OF WORK PLACEMENT

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| --- |
| **Description of the place and country of the work placement (general observations, economy, politics, culture, society)** |
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| **Were there any important political, economic, cultural and societal incidents during the period of the work placement?** |
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| **Were there any other particularly noteworthy encounters, conversations or situations?** |
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PROJECT

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| **Brief Programme/ Project description** |
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WORK DESCRIPTION AND FEEDBACK

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| --- | --- |
| **Activities** | **Description** |
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| --- |
| **Description of an average working day** |
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|  |  |
| --- | --- |
| **Positive experiences** | **Challenges** |
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| **What did I learn? Which learning experiences and insights might be relevant and useful for me in the future?** |
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| Feedback to the sending organisation |
| **Positive feedback** | **Suggestions for improvement** |
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| Feedback to the organisation in the country of the work placement |
| **Positive feedback** | **Suggestions for improvement** |
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| **Tips for people who will be working in this project in the future** |
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FUTURE INVOLVEMENT

|  |  |  |
| --- | --- | --- |
| Sending Organisation | Yes | No |
| **I would like to become a member of the organisation.** |  |  |
| **I would like to receive further information about the organisation’s activities (e.g. newsletter, annual report).**  |  |  |
| **I would be ready to lend a hand if the organisation would ever need help with collecting donations or other activities.** |  |  |
| **I would be prepared to tell other people who are planning a work placement abroad about my own experiences.** |  |  |
| **I would like to contribute in another way:** |  |

|  |  |  |
| --- | --- | --- |
| Organisation in the country of the work placement | Yes | No |
| **I would like to receive further information about the organisation’s activities (e.g. newsletter, annual report).** |  |  |
| **I would like to contribute in another way:** |  |

DESCRIPTION OF PHOTOS

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| **Describe 10 photos taken during the work placement and send them separately and in high resolution.** |
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