

EXTRACT FROM LEARNING AGREEMENT

Please, complete the boxes highlighted in yellow

The Trainee

Last name		First name	
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The Receiving Organisation/Enterprise

Name Sector ⁱ		Department	
Address, website		Country	
Size of enterprise ⁱⁱ			
Contact person ⁱⁱⁱ name / position		Contact person e-mail / phone	
Mentor ^{iv} name / position		Mentor e-mail / phone	

COMPANY DETAILS AND CODES

LEARNING AGREEMENT FOR TRAINEESHIPS

COMPANY DETAILS			
*COMPANY NAME			
*ADDRESS			
*TOWN	*POSTAL CODE	*REGION	
*COUNTRY			
*PHONE	*E-MAIL		
*WEB			
*ORGANISATION TYPE (1)	CODE		
*SIZE (2)	CODE		
*ECONOMIC SECTOR (3)	CODE		
*LEGAL STATUS (4)			
*SCOPE (5)			
*CONTACT PERSON (Name and Surname)			
*CONTACT PERSON'S POSITION (6)			
*CONTACT PERSON'S EMAIL			
*CONTACT PERSON'S PHONE			
*MENTOR (Name and Surname)			
*MENTOR'S POSITION (6)			
*MENTOR'S EMAIL			
*MENTOR'S PHONE			
*LEGAL REPRESENTATIVE (7)			

* COMPULSORY DETAILS

- (1) For example: ENT-SME, PUB-NAT, ASC-VET,..... (See Annex)
- (2) For example: S1; S2; S3; S4; S5; S6; S7 (See Annex)
- (3) For example: A1, E36, P85.1, U99,.... (See Annex)
- (4) PUBLIC or PRIVATE
- (5) LOCAL / REGIONAL / NATIONAL / EUROPEAN / INTERNATIONAL
- (6) POSITION IN THE COMPANY
- (7) PERSON WHO WILL SIGN THE QUALITY AGREEMENT

REFERENCE TABLES
LEONARDO DA VINCI MOBILITY

Please type in both the code and the description in order to avoid later misunderstanding.

TABLE D. ORGANISATION TYPES

ASC-PAR	Parents' Association
ASC-TCH	Teachers' Association
ASC-TRNee	Trainees' Association
ASC-VET	VET providers Associations
CONS-GUID	Centre for vocational guidance and counselling
CONS-INF	Body providing guidance and information on Lifelong Learning
EDU-COMP	Company training department
EDU-SCHNur	Pre-primary school
EDU-SCHVoc	Vocational or technical secondary school
EDU-SpNeed	Establishment for learners/pupils with special needs
EDU-VET	Vocational training centre or organisation
ENT-CHCom	Chamber of Commerce
ENT-CHCrft	Chamber of crafts
ENT-CHInd	Chambers of Industry
ENT-LARGE	Enterprise large (> 500 employees)
ENT-PROFS	Professional Associations
ENT-SME	SME
ENT-TRD	Trade organisations
ENT-UNION	Social partners (trade unions, etc)
NFP-ASC	Non-profit Association
NFP-NGO	Non-governmental organisation ("NGO")
NFP-VOL	Voluntary body
PUB-HSP	Hospital
PUB-LOC	Public authority (local)
PUB-NAT	Public authority (national)
PUB-REG	Public authority (regional)
RES-PRV	Private Research Centres
RES-PUB	Public Research Centres (not HE)

TABLE G. SIZE (STAFF OR TRAINEES)

Code	Description
S1	1 to 20
S2	21 to 50
S3	51 to 250
S4	251 to 500
S5	501 to 2.000
S6	2.001 to 5.000
S7	more than 5.000

TABLE E. ECONOMIC SECTOR (NACE)

	Description
	AGRICULTURE, FORESTRY AND FISHING
A 1	Crop and animal production, hunting and related service activities
A 2	Forestry and logging
A 3	Fishing and aquaculture
B	MINING AND QUARRYING
B 5	Mining of coal and lignite
B 6	Extraction of crude petroleum and natural gas
B 7	Mining of metal ores
B 8	Other mining and quarrying
B 9	Mining support service activities
C	MANUFACTURING
C 10	Manufacture of food products
C 11	Manufacture of beverages
C 12	Manufacture of tobacco products
C 13	Manufacture of textiles
C 14	Manufacture of wearing apparel
C 15	Manufacture of leather and related products
C 16	Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
C 17	Manufacture of paper and paper products
C 18	Printing and reproduction of recorded media
C 19	Manufacture of coke and refined petroleum products
C 20	Manufacture of chemicals and chemical products
C 21	Manufacture of basic pharmaceutical products and pharmaceutical preparations
C 22	Manufacture of rubber and plastic products
C 23	Manufacture of other non-metallic mineral products
C 24	Manufacture of basic metals
C 25	Manufacture of fabricated metal products, except machinery and equipment
C 26	Manufacture of computer, electronic and optical products
C 27	Manufacture of electrical equipment
C 28	Manufacture of machinery and equipment n.e.c.
C 29	Manufacture of motor vehicles, trailers and semi-trailers
C 30	Manufacture of other transport equipment
C 31	Manufacture of furniture
C 32	Other manufacturing
C 33	Repair and installation of machinery and equipment
D	ELECTRICITY, GAS, STEAM AND AIR CONDITIONING SUPPLY
D 35	Electricity, gas, steam and air conditioning supply
E	WATER SUPPLY; SEWERAGE, WASTE MANAGEMENT AND REMEDIATION ACTIVITIES
E 36	Water collection, treatment and supply
E 37	Sewerage
E 38	Waste collection, treatment and disposal activities; materials recovery
E 39	Remediation activities and other waste management services
F	CONSTRUCTION
F 41	Construction of buildings
F 42	Civil engineering
F 43	Specialized construction activities

G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
G 45	Wholesale and retail trade and repair of motor vehicles and motorcycles
G 46	Wholesale trade, except of motor vehicles and motorcycles
G 47	Retail trade, except of motor vehicles and motorcycles
H	TRANSPORTATION AND STORAGE
H 49	Land transport and transport via pipelines
H 50	Water transport
H 51	Air transport
H 52	Warehousing and support activities for transportation
H 53	Postal and courier activities
I	ACCOMMODATION AND FOOD SERVICE ACTIVITIES
I 55	Accommodation
I 56	Food and beverage service activities
J	INFORMATION AND COMMUNICATION
J 58	Publishing activities
J 59	Motion picture, video and television programme production, sound recording and music publishing activities
J 60	Programming and broadcasting activities
J 61	Telecommunications
J 62	Information technology service activities
J 63	Information service activities
K	FINANCIAL AND INSURANCE ACTIVITIES
K 64	Financial intermediation, except insurance and pension funding
K 65	Insurance, reinsurance and pension funding, except compulsory social security
K 66	Other financial activities
L	REAL ESTATE ACTIVITIES
L 68	Real estate activities
M	PROFESSIONAL, SCIENTIFIC AND TECHNICAL ACTIVITIES
M 69	Legal and accounting activities
M 70	Activities of head offices; management consultancy activities
M 71	Architectural and engineering activities; technical testing and analysis
M 72	Scientific research and development
M 73	Advertising and market research
M 74	Other professional, scientific and technical activities
M 75	Veterinary activities
N	ADMINISTRATIVE AND SUPPORT SERVICE ACTIVITIES
N 77	Rental and leasing activities
N 78	Employment activities
N 79	Travel agency, tour operator and other reservation service and related activities
N 80	Security and investigation activities
N 81	Services to buildings and landscape activities
N 82	Office administrative, office support and other business support activities
O	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
O 84	Public administration and defence; compulsory social security
P	EDUCATION
P 85	Education
P 85.1	Pre-primary education
P 85.10	Pre-primary education
P 85.2	Primary education
P 85.20	Primary education
P 85.3	Secondary education
P 85.31	General secondary education

P 85.32	Technical and vocational secondary education
P 85.4	Higher education
P 85.41	Post-secondary non-tertiary education
P 85.42	Tertiary education
P 85.5	Other education
P 85.51	Sports and recreation education
P 85.52	Cultural education
P 85.53	Driving school activities
P 85.59	Other education n.e.c.
P 85.6	Educational support activities
P 85.60	Educational support activities
Q	HUMAN HEALTH AND SOCIAL WORK ACTIVITIES
Q 86	Human health activities
Q 87	Residential care activities
Q 88	Social work activities without accommodation
R	ARTS, ENTERTAINMENT AND RECREATION
R 90	Creative, arts and entertainment activities
R 91	Libraries, archives, museums and other cultural activities
R 92	Gambling and betting activities
R 93	Sports activities and amusement and recreation activities
S	OTHER SERVICE ACTIVITIES
S 94	Activities of membership organizations
S 95	Repair of computers and personal and household goods
S 96	Other personal service activities
T	ACTIVITIES OF HOUSEHOLDS AS EMPLOYERS; UNDIFFERENTIATED GOODS- AND SERVICES-PRODUCING ACTIVITIES OF HOUSEHOLDS FOR OWN USE
T 97	Activities of households as employers of domestic personnel
T 98	Undifferentiated goods- and services-producing activities of private households for own use
U	ACTIVITIES OF EXTRATERRITORIAL ORGANIZATIONS AND BODIES
U 99	Activities of extraterritorial organizations and bodies

TABLE F. GEOGRAPHICAL SCOPE

Code	Description
L	local
R	regional
N	national
E	european
I	international

TABLE H. LANGUAGES

BG	Bulgarian	LV	Latvian
CS	Czech	LT	Lithuanian
DA	Danish	MT	Maltese
DE	German	PL	Polish
NL	Dutch	PT	Portuguese
EN	English	RO	Romanian
ET	Estonian	SK	Slovak
FI	Finnish	SL	Slovenian
FR	French	ES	Spanish
GA	Irish	SV	Swedish
EL	Greek	IS	Icelandic
HU	Hungarian	NO	Norwegian
IT	Italian	TR	Turkish

TABLE I. COUNTRY

AT	Austria
BE	Belgium
BG	Bulgaria
CY	Cyprus
CZ	Czech Republic
DE	Germany
DK	Denmark
EE	Estonia
ES	Spain
FI	Finland
FR	France
GB	United Kingdom
GR	Greece
HU	Hungary
IE	Ireland
IT	Italy
LT	Lithuania
LU	Luxembourg
LV	Latvia
MT	Malta
NL	Netherlands
PL	Poland
PT	Portugal
RO	Romania
SE	Sweden
SI	Slovenia
SK	Slovakia
TR	Turkey
IS	Iceland
LI	Liechtenstein
NO	Norway

NB: If individuals reside in one of the overseas countries and territories or have one of these territories as destination, real incurred travel costs shall be reimbursed in total, independent of the duration of the mobility activity

TABLE C. FIELDS OF EDUCATION

Code	Description
1	EDUCATION
14	Teacher training and education science
141	Teaching and training
142	Education science
146	Training for teachers of vocational subjects
2	HUMANITIES AND ARTS
21	Arts
210	Arts (broad programmes)
211	Fine arts
212	Music and performing arts
213	Audio-visual techniques and media production
214	Design (Graphic Design, Industrial Design, Fashion, Textile)
215	Craft skills
22	Humanities
3	SOCIAL SCIENCES, BUSINESS AND LAW
31	Social and behavioural science
311	Psychology
312	Sociology and cultural studies
313	Political science and civics
314	Economics
316	International Relations, European Studies, Area Studies
317	Anthropology
318	Development Studies
32	Journalism and information
321	Journalism and reporting
322	Library, information, archive
34	Business and administration
340	Business and administration (broad programmes)
341	Wholesale and retail sales
342	Marketing and Sales Management
343	Finance, banking, insurance
344	Accounting and taxation
345	Management and administration
346	Secretarial and office work
347	Working life
38	Law
4	SCIENCE, MATHEMATICS AND COMPUTING
42	Life science
44	Physical science
46	Mathematics and statistics
48	Computing
482	Computer use
5	ENGINEERING, MANUFACTURING AND CONSTRUCTION
52	Engineering and engineering trades
520	Engineering and engineering trades (broad programmes)
521	Mechanics and metal work
522	Electricity and energy
523	Electronics and automation
524	Chemical and process
525	Motor vehicles, ships and aircraft
54	Manufacturing and processing
540	Manufacturing and processing (broad programmes)
541	Food processing
542	Textiles, clothes, footwear, leather

543	Materials (wood, paper, plastic, glass)
544	Mining and extraction
58	Architecture and building
581	Architecture and town planning
582	Building and civil engineering
6	AGRICULTURE AND VETERINARY
62	Agriculture, forestry and fishery
620	Agriculture, forestry and fishery (broad programmes)
621	Crop and livestock production
622	Horticulture
623	Forestry
624	Fisheries
64	Veterinary
7	HEALTH AND WELFARE
72	Health
721	Medicine
722	Medical services
723	Nursing and caring
724	Dental studies
725	Medical diagnostic and treatment technology
726	Therapy and rehabilitation
727	Pharmacy
76	Social services
761	Child care and youth services
762	Social work and counselling
8	SERVICES
81	Personal services
810	Personal services (broad programmes)
811	Hotel, restaurant and catering
812	Travel, tourism and leisure
813	Sports
814	Domestic services
815	Hair and beauty services
84	Transport services
840	Transport services
85	Environmental protection
86	Security services
860	Security services (broad programmes)
861	Protection of persons and property
862	Occupational health and safety
863	Military and defence

ⁱ The list of top-level **NACE sector codes** is available at:
http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_RV2&StrLanguageCode=EN.

ⁱⁱ The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.

ⁱⁱⁱ **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.

^{iv} **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.