

EUROPASS MOBILITY

1. THIS EUROPASS MOBILITY DOCUMENT IS AWARDED TO

Surname(s)		First name(s)		Photograph
(1)(*)	Ann	(2)(*)	Other	(4)
Address (house number, street name, postcode, city, country)				
(3)	1 The Street London AB12 3CD			
Date of birth		Nationality	Signature of the holder	
(5)	01 02 1983 dd mm yyyy	(6) British	(7) Ann Other	

NB: Headings marked with an asterisk are mandatory.

2. THIS EUROPASS MOBILITY DOCUMENT IS ISSUED BY

Name of the issuing organisation				
(8)(*)	B University			
Europass Mobility number			Issuing date	
(9)(*)	UKNEC0000000	(10)(*)	30 06 2005 dd mm yyyy	

NB: Headings marked with an asterisk are mandatory.

Explanatory note

Europass Mobility is a standard European document, which records details of the contents and the results - in terms of skills and competences or of academic achievements - of a period that a person of whatever age, educational level and occupational status has spent in another European country (UE/EFTA/EEA and candidate countries) for learning purposes.


The Europass Mobility was established by the decision No 2241/2004/EC of the European Parliament and of the Council of 15 December 2004 on a single Community framework for the transparency of qualifications and competences (Europass).

For more information on Europass, including on the Europass curriculum vitae and the Europass language Passport: <http://europass.cedefop.eu.int>


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3. THE PARTNER ORGANISATIONS OF THE EUROPASS MOBILITY EXPERIENCE (NO) ARE

Sending partner (organisation initiating the mobility experience in the country of origin)

Name, type (if relevant faculty/department) and address		Stamp and/or signature	
(11)(*)	B. University The Lane B	(12)(*)	
Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)		Title/position	
(13)	Joe Bloggs	(14)	International Officer
Telephone		E-mail	
(15)	01234 567890	(16)	Joe.bloggs@aaaaa.ed.uk

Host partner (organisation receiving the holder of the Europass Mobility document in the host country)

Name, type (if relevant faculty/department) and address		Stamp and/or signature	
(17)(*)	B.S The Strasse Munich	(18)(*)	
Surname(s) and first name(s) of reference person/mentor (if relevant of ECTS departmental coordinator)		Title/position	
(19)(*)	Herr Schmidt	(20)	General manager
Telephone		E-mail	
(21)	+00 987654321	(22)	jkdfh@skfh.com

NB: This table is not valid without the stamps of the two partner organisations and/or the signatures of the two reference persons/mentors. Headings marked with an asterisk are mandatory.

4. DESCRIPTION OF THE EUROPASS MOBILITY EXPERIENCE (NO)

Objective of the Europass Mobility experience

(23)(*) To gain experience of working in the financial sector

Initiative during which the Europass Mobility experience is completed, if applicable

(24) Year in industry as part of University education

Qualification (certificate, diploma or degree) to which the education or training leads, if any

(25) BSc in Mathematics

Community or mobility programme involved, if any

(26) Erasmus

Duration of the Europass Mobility experience

(27)(*) From

01	01	2011
dd	mm	yyyy

 (28)(*) To

04	04	2011
dd	mm	yyyy

NB: Headings marked with an asterisk are mandatory.

**5.A DESCRIPTION OF SKILLS AND COMPETENCES ACQUIRED DURING THE EUROPASS MOBILITY EXPERIENCE
(NO)**

Activities/tasks carried out

(29a)(*)

General administration in various departments.
Shadowing underwriters and other staff within the insurance section.
Telephone work, and responding to client questions via telephone and email.
Learning about company and legislative procedures in the insurance industry.

Job-related skills and competences acquired

(30a)

General administration skills,
Telephone and email communication.
Knowledge of company and legislative procedures.

Language skills and competences acquired (if not included under 'Job-related skills and competences')

(31a)

Basic level of German required. Experience of dealing with enquiries in German and responding accordingly.

Computer skills and competences acquired (if not included under 'Job-related skills and competences')

(32a)

Extended knowledge of the use of Microsoft Office software.
Use of sector specific software packages.

Organisational skills and competences acquired (if not included under 'Job-related skills and competences')

(33a)

Required to prioritise workloads as indicated by superiors and to ensure work completed in accordance with deadlines provided.

Social skills and competences acquired (if not included under 'Job-related skills and competences')

(34a)

Maintenance of a friendly but professional attitude at all times

Other skills and competences acquired

(35a)

N/A

Date

Signature of the reference
person/mentor

Signature of the holder

(36a)(*)

29 06 2005
dd mm yyyy

(37a)(*)



(38a)(*)

Ann Othel ,

NB: This table is not valid without the signatures of the reference person/mentor and of the holder of the Europass Mobility.
Headings marked with an asterisk are mandatory.