

PLEASE USE YOUR HEADED PAPER

LETTER OF INTENT



(Name of the company) declares that it is willing to cooperate in the ***Lifelong Learning Programme 2007-2013***, the action programme of the European Union in the field of education and training and, in particular, in the mobility sub-programmes and has contributed to its objectives:

- By supporting participants in training and further training activities in the acquisition and the use of knowledge, skills and qualifications to facilitate personal development, employability and participation in the European labor market;
- By encouraging the mobility of working trainees.

We, **(name of the company)**, declare that are willing to participate in the project **EUROACCIÓ VII** by foreseeing the following activities:

- Receive a participant for the realization of a work placement internship in the company following the objectives of the programme.
- Assign to beneficiaries tasks and responsibilities to match their knowledge, skills and competences according to a Training Agreement previously established, and ensure that appropriate equipment and support is available.
- Provide a professional tutoring to the participant during the placement, monitor the progress and evaluate the final results.

Name and stamp of the company:

Contact person:

Position:

Signature:

Date:

EUROACCIÓ. Application form for companies

Leonardo da Vinci project

This application form must be filled in and printed out in the computer (in English) and signed.

COMPANY/ORGANISATION DATA	
Name	
Tutor name / Position / Email address	
Company type and size code (Annex I)	
Sector Code (Annex II)	
Company or VAT Number	
Region-Country	
Address (with city and postal code)	
Telephone (with country and area code)	
Internet site	
E-mail	
CANDIDATE DATA	
Number of graduates	
Starting and Ending date <small>(Remember it can be 26 weeks)</small>	
Study field (annex III)	
Languages	
Others	
Tasks to develop	
Placement description	
Formative value for the applicant	
CONDITIONS	
Economic contribution per month in € <small>(not obligatory)</small>	

The undersigned certifies that the information given in the application form is correct and authorises any part of this information to be included in the framework of the Leonardo da Vinci Programme.

Name and signature

Data



Education and Culture

Leonardo da Vinci

MOBILITY PROJECTS PARTNERSHIP QUALITY COMMITMENT PLACEMENTS

THE SENDING ORGANISATION UNDERTAKES TO:

Define	<i>placement objectives in terms of the skills and competencies to be developed.</i>
Choose	<i>the appropriate target country, host organisation, project duration and placement content to achieve these objectives.</i>
Select	<i>beneficiaries on the basis of clearly defined and transparent criteria.</i>
Prepare	<i>beneficiaries in collaboration with partner organisations for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.</i>
Establish	<i>a contract whose contents are transparent for all parties involved.</i>
Manage	<i>transport, accommodation, visa/work permit arrangements and social security cover and insurance.</i>
Evaluate	<i>with each beneficiary the personal and professional development achieved through participation in the Leonardo programme.</i>

THE INTERMEDIARY ORGANISATION (WHERE APPROPRIATE) UNDERTAKES TO:

Select	<i>suitable host organisations and ensure that they are able to achieve the placement objectives.</i>
Provide	<i>contact details of all parties involved and ensure that final arrangements are in place prior to beneficiaries'</i>

departure from their home country.

THE SENDING AND HOST ORGANISATIONS JOINTLY UNDERTAKE TO:

Negotiate	<i>a tailor-made programme for each beneficiary (if possible during preparatory visits).</i>
Agree	<i>monitoring and mentoring arrangements.</i>
Implement	<i>agreed validation procedures to ensure recognition of skills and competencies acquired.</i>
Establish	<i>appropriate communications channels for all parties including beneficiaries.</i>
Evaluate	<i>the progress of the project on an on-going basis and take appropriate action if required.</i>

THE HOST ORGANISATION UNDERTAKES TO:

Foster	<i>understanding of the culture and mentality of the host country.</i>
Assign	<i>to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.</i>
Identify	<i>a tutor to monitor the beneficiary's training progress.</i>
Provide	<i>practical support if required.</i>
Check	<i>appropriate insurance cover for each beneficiary.</i>

THE BENEFICIARY UNDERTAKES TO:

Comply	<i>with all arrangements negotiated for his/her placement and to do his/her best to make the placement a success.</i>
Abide	<i>by the rules and regulations of the host organisation, its normal working hours, code of conduct and rules of confidentiality.</i>
Communicate	<i>with promoter/sending organisation about any problem or changes regarding the placement.</i>
Submit	<i>a report in the specified format, together with requested supporting documentation in respect of costs, at the end of the placement.</i>

WITH THE SIGNATURE ON THE COOPERATION AGREEMENT THE SIGNATORY DECLARES TO CONSIDER AND FULFIL THE PARTNERSHIP QUALITY COMMITMENT FOR MOBILITY PROJECTS WHICH IS AN INTEGRATED PART OF THE AGREEMENT.

Annex I

ORGANISATION TYPE CODES

PME	SMALL AND MEDIUM SIZED ENTERPRISE (LESS THAN 250 WORKERS)
GE	LARGE ENTERPRISE (MORE THAN 250 WORKERES)
GRE	GROUP OR ASSOCIATION OF COMPANIES
OE	EMPLOYER ORGANISATION
OS	TRADE UNION ORGANISATION
OP	JOINT BODY
OF	TRAINING ORGANISATION
U	UNIVERSITY
AUE F	UNIVERSITY ENTERPRISE TRAINING PARTNERSHIP
CR	REGIONAL CONSORTIUM
OST	SECTORAL ORGANISATION
CC	CHAMBER OF COMMERCE, INDUSTRY, AGRICULTURE
OPR	PROFESSIONAL ORGANISATIONS/FEDERATIONS/GROUPINGS
OQ	ORGANISATIONS CONCERNED WITH CERTIFICATION AND RECOGNITION OF QUALIFICATIONS
PP	PUBLIC AUTHORITIES
EUR	EUROPEAN ORGANISATIONS
REC	RESEARCH CENTRES OR INSTITUTES
O	OTHER ORGANISATIONS

SIZE CODES

S1	0 PEOPLE
S2	FROM 1 TO 9 PEOPLE
S3	FROM 10 TO 49 PEOPLE
S4	FROM 50 TO 249 PEOPLE

S5	FROM 250 TO 499 PEOPLE
S6	500 PEOPLE OR MORE

Annex II:

ACTIVITY (NACE) CODE

SECTION A	AGRICULTURE, HUNTING AND FORESTRY
01	AGRICULTURE, HUNTING AND RELATED SERVICE ACTIVITIES
02	FORESTRY, LOGGING AND RELATED SERVICE ACTIVITIES
SECTION B	FISHING
05	FISHING, OPERATION OF FISH HATCHERIES AND FISH FARMS; SERVICE ACTIVITIES INCIDENTAL TO FISHING
SECTION C	MINING AND QUARRYING
10	MINING OF COAL AND LIGNITE; EXTRACTION OF PEAT
11	EXTRACTION OF CRUDE PETROLEUM AND NATURAL GAS; SERVICE ACTIVITIES INCIDENTAL TO OIL AND GAS EXTRACTION EXCLUDING SURVEYING
12	MINING OF URANIUM AND THORIUM ORES SUBSECTION CB MINING AND QUARRYING EXCEPT ENERGY PRODUCING MATERIALS
13	MINING OF METAL ORES
14	OTHER MINING AND QUARRYING
SECTION D	MANUFACTURING
15	MANUFACTURE OF FOOD PRODUCTS AND BEVERAGES
16	MANUFACTURE OF TOBACCO PRODUCTS
17	MANUFACTURE OF TEXTILES
18	MANUFACTURE OF WEARING APPAREL; DRESSING AND DYEING OF FUR
19	TANNING AND DRESSING OF LEATHER; MANUFACTURE OF LUGGAGE, HANDBAGS, SADDLERY, HARNESS AND FOOTWEAR
20	MANUFACTURE OF WOOD AND OF PRODUCTS OF WOOD AND CORK, EXCEPT FURNITURE; MANUFACTURE OF ARTICLES OF STRAW AND PLAINTING MATERIALS
21	MANUFACTURE OF PULP, PAPER AND PAPER PRODUCTS
22	PUBLISHING, PRINTING AND REPRODUCTION OF RECORDED MEDIA
23	MANUFACTURE OF COKE, REFINED PETROLEUM PRODUCTS AND NUCLEAR FUEL
24	MANUFACTURE OF CHEMICALS AND CHEMICAL PRODUCTS
25	MANUFACTURE OF RUBBER AND PLASTIC PRODUCTS
26	MANUFACTURE OF OTHER NON-METALLIC MINERAL PRODUCTS
27	MANUFACTURE OF BASIC METALS
28	MANUFACTURE OF FABRICATED METAL PRODUCTS, EXCEPT MACHINERY AND EQUIPMENT
29	MANUFACTURE OF MACHINERY AND EQUIPMENT N.E.C.

30	MANUFACTURE OF OFFICE MACHINERY AND COMPUTERS
31	MANUFACTURE OF ELECTRICAL MACHINERY AND APPARATUS N.E.C.
32	MANUFACTURE OF RADIO, TELEVISION AND COMMUNICATION EQUIPMENT AND APPARATUS
33	MANUFACTURE OF MEDICAL, PRECISION AND OPTICAL INSTRUMENTS, WATCHES AND CLOCKS
34	MANUFACTURE OF MOTOR VEHICLES, TRAILERS AND SEMI-TRAILERS
35	MANUFACTURE OF OTHER TRANSPORT EQUIPMENT
36	MANUFACTURE OF FURNITURE; MANUFACTURING N.E.C.
37	RECYCLING
SECTION E	ELECTRICITY, GAS AND WATER SUPPLY
40	ELECTRICITY, GAS, STEAM AND HOT WATER SUPPLY
41	COLLECTION, PURIFICATION AND DISTRIBUTION OF WATER
SECTION F	CONSTRUCTION
45	CONSTRUCTION
SECTION G	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS
50	SALE, MAINTENANCE AND REPAIR OF MOTOR VEHICLES AND MOTORCYCLES; RETAIL SALE OF AUTOMOTIVE FUEL
51	WHOLESALE TRADE AND COMMISSION TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES
52	RETAIL TRADE, EXCEPT OF MOTOR VEHICLES AND MOTORCYCLES; REPAIR OF PERSONAL AND HOUSEHOLD GOODS
SECTION H	HOTELS AND RESTAURANTS
55	HOTELS AND RESTAURANTS
SECTION I	TRANSPORT, STORAGE AND COMMUNICATION
60	LAND TRANSPORT; TRANSPORT VIA PIPELINES
61	WATER TRANSPORT
62	AIR TRANSPORT
63	SUPPORTING AND AUXILIARY TRANSPORT ACTIVITIES; ACTIVITIES OF TRAVEL AGENCIES
64	POST AND TELECOMMUNICATIONS
SECTION J	FINANCIAL INTERMEDIATION
65	FINANCIAL INTERMEDIATION, EXCEPT INSURANCE AND PENSION FUNDING
66	INSURANCE AND PENSION FUNDING, EXCEPT COMPULSORY SOCIAL SECURITY
67	ACTIVITIES AUXILIARY TO FINANCIAL INTERMEDIATION
SECTION K	REAL ESTATE, RENTING AND BUSINESS ACTIVITIES
70	REAL ESTATE ACTIVITIES
71	RENTING OF MACHINERY AND EQUIPMENT WITHOUT OPERATOR AND OF PERSONAL AND HOUSEHOLD GOODS

72	COMPUTER AND RELATED ACTIVITIES
73	RESEARCH AND DEVELOPMENT
74	OTHER BUSINESS ACTIVITIES
SECTION L	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY
75	PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

Annex III

FIELD OF STUDY -UAB CODE

1	Advertising and Public Relations
2	Aeronautical Management
3	Archaeology
4	Archival and Records Management
5	Art and Design
6	Art History
7	Audiovisual Communication
8	Automations and Industrial Electronic Engineering
9	Biochemistry
10	Biology
11	Biomedical Sciences
12	Biotechnology
13	Business Management and Administration
14	Business Studies
15	Catalan Language and Literature
16	Catalan Language and Literature + Classical Studies
17	Catalan Language and Literature + Spanish Language and Literature
18	Catalan Studies
19	Chemistry
20	Classics
21	Classics Studies
22	Commerce Management and Distribution
23	Communication Science (Advertising and Public Relations)
24	Companies Management
25	Computer Sciences
26	Computes Sciences and Services
27	Criminology
28	Design
29	Documentation
30	Early Childhood Education
31	East Asian Studies
32	Economic and Management Sciences
33	Economics
34	Education Studies (Pedaetrics)
35	Educational Psychology
36	Electrical Engineering
37	Engineering in Industrial Organisation

38	English and Classic Studies
39	English Studies
40	English Studies + Catalan Language and Literature
41	English Studies + Spanish Language and Literature
42	Environmental Biology
43	Environmental Sciences
44	Food Science and Technology
45	French Studies
46	Genetics
47	Geography and Land Management
48	Geology
49	History
50	Hotel Management
51	Humanities
52	Humanities Sciences (Humanities)
53	Humanities Sciences (Translation and Interpreting)
54	Humanities Sciences (Translation and Interpreting) (English)
55	Humanities Sciences (Translation and Interpreting) (French)
56	Information Sciences
57	International and Intercultural Studies
58	Journalism
59	Labour Relations
60	Labour Sciences
61	Law
62	Literary Theory and Comparative Literature
63	Market Research Methods
64	Mathematics
65	Mechanical Engineering
66	Medicine
67	Medicine and Surgery
68	Microbiology
69	Multimedia
70	Music and Music History
71	Musicology
72	Nursing
73	Occupational Therapy
74	Pedaetrics
75	Philosophy
76	Philosophy and Arts (Geography and History)
77	Philosophy and Arts (Philology)
78	Philosophy and Arts (Philosophy and Education Sciences)
79	Physics
80	Physics and Mathematics
81	Physiotherapy
82	Podiatry
83	Political Science and Public Management
84	Political Science and Sociology
85	Prevention and Integral Safety and Security
86	Psychology
87	Public Management and Administration
88	Romance Philology

89	Sciences
90	Sciences (Biological)
91	Sciences (Biology)
92	Sciences (Chemistries)
93	Sciences (Computer)
94	Sciences (Geological)
95	Sciences (Mathematics)
96	Sciences (Physics)
97	Social and Cultural Anthropology
98	Social Education
99	Social Sciences (Geography)
100	Sociology
101	Spanish Language and Literature
102	Spanish Language and Literature + Classical Studies
102	Spanish Studies
104	Speech Therapy
105	Statistical
106	Technology (Computer Science)
107	Tourism
108	Translation and Interpreting
109	Translation and Interpreting + French Studies
110	Veterinary Medicine