

Holder of the document

1 Surname(s) Hansen	2 Given name(s) Marie	3 Address (street, number, postcode, town/city, state/country) Neue Straße 1 12345 Musterberg
5 Date of birth dd.mm.yyyy 11.08.1995	6 Nationality(/ies) DE	

Issuing Organisation

8 Name of the issuing organisation Staatliche Handelsschule Schlankreye	9 Europass Mobility Number DE-03-2012-123-36-13	10 Issuing date dd.mm.yyyy 31.01.2017
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Sending Partner

11 Name, Type and Address
Staatliche Handelsschule Schlankreye
Schlankreye 1
20144 Hamburg

12 Stamp and/or signature

13 Surname(s) and first name(s) of reference person/mentor
Binda, Gunnar

15 Telephone
040/123456

16 E-mail
polk@bibb.de

Host Partner

17 Name, type (faculty, specialisation as appropriate) and address

Unilever
London (UK)

18 Stamp and/or signature

19 Surname(s) and given name(s) of reference person / mentor (ECTS subject co-ordinator, as appropriate)

John Mentor

21 Telephone

12345-45678

22 E-mail

mentor@ecvet.uk

Description of the Europass Mobility experience

23 Purpose of the Mobility initiative

Carrying out an in-company internship

Target degree

Certificate of participation in an internship as part of the training programm as "Industrial Clerk"

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

Programm for lifelong Learning - Leonardo da Vinci

26 Community or mobility programm involved, if any

E) Programm für lebenslanges Lernen - Leonardo da Vinci

Real time of stay abroad

27 From dd.mm.yyyy

01.11.2012

28 To dd.mm.yyyy

27.11.2012

Skills and competences acquired

29a Activities or tasks performed

Carrying out tasks as an Industrial Clerk at the Customer Service Center at Unilever UK:

- Analyzing the organizational structure and corporate culture
- Preparing basic data for packaging relaunches
- Coordinating a packaging relaunch
- Carrying out competition analyses for given products
- Carrying out product testings
- Assisting in meetings for new communication strategies

30a Professional skills and competencies acquired

She is able to

- describe the organizational structure of the home and host company
- describe quality characteristics of products and packaging layouts
- describe the process of packaging relaunches
- prepare documents including pictures, product data, tips of ways of preparation and advance notices for packaging relaunches
- coordinate the design matching using specific software
- check packaging layouts and describe important criteria for checking packaging layouts
- describe product portfolio
- describe criteria for competition analyses and prepare Excel sheets for competition analyses
- carry out a research using the internet and describe research processes for competition analyses
- organize product testings by considering relevant product attributes
- explain the background of sales messages
- identify relevant target groups for given products
- describe strategic aims of marketing activities and assist in meetings concerning new communication strategies
- calculate key data for statistics
- obtain relevant information for a given task from responsible departments
- take initiative and adapt to the needs and wishes of other persons

31a Language skills acquired (if not already covered under "professional skills and competencies")

She is able to

- communicate fluently with managers and colleagues in English language taking into account intercultural characteristics

32a ICT skills acquired (if not already covered under "professional skills and competencies")

She is able to

- use Excel for statistical analyses
- prepare Excel sheets for competition analyses
- use design software BLUE for the coordination of packaging relaunches
- search the internet efficiently
- use scanner and scanner software

33a Organisational skills and competencies acquired (if not already covered under "professional skills and competencies")

She is able to

- organize her work effectively and efficiently
- carry out given tasks systematically, independently just on target with high and personal responsibility
- prepare required results in time
- deliberate the own work process aiming to improve the process concerning efficiency

34a Social skills and competencies acquired (if not already covered under "professional skills and competencies")

She is able to

- adapt to a team taking into account personal and intercultural characteristics
- communicate spontaneously and participate in discussions contributing with own ideas
- contribute to the team work
- use efficient learning techniques to acquire and apply new knowledge and skills

36a Date dd.mm.yyyy

37a Signature of the reference person/mentor

38a Signature of the holder