 **Personal Transcript **

**Persönlicher Leistungsnachweis “KTS und Europa – ein Mehrwert fürs Leben …!”**

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| 1. **Information about the participants Informationen über die Beteiligten**
 |
| Contact details of the learner Kontaktdaten der/des Lernenden |
| Name |  |
| AddressAdresse |  |
| Telephone/faxTelefon/Fax |  |
| E-mail |  |
| Date of birthGeburtsdatum  |  |
| Please tickBitte ankreuzen | ☐ Male ☐ Female Männlich Weiblich |
| Contact details of the host organisation Kontaktdaten der aufnehmenden Einrichtung |
| Name of organisationName der Einrichtung |  |
| AddressAdresse |  |
| Telephone/faxTelefon/Fax |  |
| E-mail |  |
| Website |  |
| Contact personKontaktperson |  |
| Tutor/mentorTutor/Mentor | PLEASE FILL IN |
| Telephone/faxTelefon/Fax |  |
| E-mail |  |

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| 1. **Assessment of the learning outcomes achieved during mobility[[1]](#footnote-1)Beschreibung der Lernergebnisse, die während des Lernaufenthalts erworben wurden**
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| Person(s) responsible for assessing the learner’s performancePerson(en), die für die Bewertung der Lernleistung verantwortlich | Name: PLEASE FILL INOrganisation: Role: PLEASE FILL IN |
| Assessment of learning outcomes Bewertung der Lernergebnisse | Date of assessment: dd/mm/yyyy - PLEASE FILL IN |
| Method: interview and observation through tutor/mentor in work situations/processesMethode: Interview und Beobachtung durch TutorIn/MentorIn in Arbeitssituationen/-prozessen |
| **Description of learning outcomes****Beschreibung der Lernergebniseinheiten** | **Assessment[[2]](#footnote-2)****Beurteilung** |
| Learning Unit 1: He/she is able to welcome, advise, check in guests as well as to deal with complaints. | 1 | 2 | 3 | 4 |
| Learning Unit 2: He/she is familiar with the procedures to clean and service the dining area and to prepare it according to occasion as well as to organise his/her work place, prepare suitable tools and equipmentHe/she is able to prepare buffets (in particular English breakfast buffet) and serve food and beverages at lunch/dinner. He/she is able to perform silver service (transferring food from a service dish to the guest's plate with a serving-fork and a serving-spoon – where applicable). | 1 | 2 | 3 | 4 |
| Learning Unit 3: He/she is able to perform housekeeping and chamber-maid service (where applicable). | 1 | 2 | 3 | 4 |
| Learning Unit 4: He/she is able to do kitchen and food preparation work, bar work and liquor licence training (where applicable). | 1 | 2 | 3 | 4 |
| Learning Unit 5: He/she is able to prepare bills and check-out and can deal with guests’ departures from the hotel. | 1 | 2 | 3 | 4 |
| Learning Unit 6: He/she is able to assist with business marketing, reservations systems, accounting and bookkeeping (where applicable). | 1 | 2 | 3 | 4 |
| Learning Unit 7: He/she is able to understand and implement safety and security regulations and instructions. | 1 | 2 | 3 | 4 |
| Learning Unit : He/she is able to communicate effectively with superiors and colleagues, is able to understand job related information, operating instructions and announcements. | 1 | 2 | 3 | 4 |
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| **Additional learning outcomes focusing on intercultural/language, personal and social skills****Zusätzliche Lernergebniseinheiten Interkulturelle, fremdsprachliche, persönliche und soziale Kompetenzen** | **Assessment****Beurteilung** |
| He/she is able to interact successfully in the foreign language in his/her professional as well as personal environment with people from different cultural backgrounds. | 1 | 2 | 3 | 4 |
| He/she is able to actively establish contacts, both personally and professionally, and develop them on an international basis. | 1 | 2 | 3 | 4 |
| He/she shows a positive work attitude and considerable self discipline. | 1 | 2 | 3 | 4 |
| He/she is able to work efficiently.  | 1 | 2 | 3 | 4 |
| He/she is flexible and is able to cope with unexpected situations. | 1 | 2 | 3 | 4 |
| He/she is able to establish his/her role as an active part of the target society in the host country and develop his/her identity as a European citizen. | 1 | 2 | 3 | 4 |

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| 1. **Details and duration of the learning period abroad**

**Details und Dauer des Lernaufenthalts im Ausland** |
| Start date of the training abroad Beginn des Lernaufenthalts im Ausland |  |
| End date of the training abroad Ende des Lernaufenthalts im Ausland |  |
| Length of time abroadLänge der Zeit im Ausland |  |
| Daily working hoursTägliche Arbeitszeiten | PLEASE FILL IN |
| 1. **Qualification being taken by the learner Qualifikation, die der/die Lernende absolviert**
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| Title of the qualification being taken by the learner (please also provide the title in the language of the partnership, if appropriate)Bezeichnung der Qualifikation, die der/die Lernende absolviert  | PLEASE FILL IN |
| 1. **SignaturesUnterschriften**
 |
| **Host organisation/country****Aufnehmende Einrichtung/Land** | **Learner****Lernende(r)** |
|  |  |
| Name, roleName Funktion | Name |
| PLEASE FILL IN |  |
| Place, dateOrt, Datum | Place, dateOrt, Datum |
| ………….., ……………….. | ………….., ……………….. |
| 1. **Further Comments**
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1. Further information on the learning activities can be found in the ECVET learning agreement.

 Für weitere Informationen zu den einzelnen Lernaktivitäten siehe ECVET Lernvereinbarung. [↑](#footnote-ref-1)
2. 1: Performance exceeds standards/ottimo/sehr gut 2: Performance meets set standards/buono/zufriedenstellend

 3: Performance inconsistent/discreto/unzureichend 4: Perf. does not meet standards/insufficiente/nicht zufriedenstellend [↑](#footnote-ref-2)