 **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 |  |
| Address  Adresse |  |
| Telephone/fax  Telefon/Fax |  |
| E-mail |  |
| Date of birth  Geburtsdatum |  |
| Please tick  Bitte ankreuzen | ☐ Male ☐ Female  Männlich Weiblich |
| Contact details of the host organisation  Kontaktdaten der aufnehmenden Einrichtung | |
| Name of organisation Name der Einrichtung |  |
| Address  Adresse |  |
| Telephone/fax  Telefon/Fax |  |
| E-mail |  |
| Website |  |
| Contact person  Kontaktperson |  |
| Tutor/mentor  Tutor/Mentor | PLEASE FILL IN |
| Telephone/fax  Telefon/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** | | | | | |
| Person(s) responsible for assessing the learner’s performance  Person(en), die für die Bewertung der Lernleistung verantwortlich | Name: PLEASE FILL IN  Organisation:  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/processes  Methode: 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 equipment  He/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 |
|  | |  | | | |
| **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 abroad  Länge der Zeit im Ausland |  | |
| Daily working hours  Tägliche Arbeitszeiten | PLEASE FILL IN | |
| 1. **Qualification being taken by the learner  Qualifikation, die der/die Lernende absolviert** | | |
| 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. **Signatures Unterschriften** | | |
| **Host organisation/country**  **Aufnehmende Einrichtung/Land** | | **Learner**  **Lernende(r)** |
|  | |  |
| Name, role  Name Funktion | | Name |
| PLEASE FILL IN | |  |
| Place, date  Ort, Datum | | Place, date  Ort, Datum |
| ………….., ……………….. | | ………….., ……………….. |
| 1. **Further Comments** | | |

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)