**INTERNSHIP ACCEPTANCE LETTER**

PLAN DE MOVILIDAD | PROGRAMA INTEGRAL DE CUALIFICACIÓN Y EMPLEO

|  |  |
| --- | --- |
| COMPANY DETAILS | |
| COMPANY NAME |  |
| VAT NUMBER |  |
| ADDRESS |  |
| TOWN-CITY |  |
| COUNTRY |  |
| COMPANY’S SECTOR |  |
| CONTACT DETAILS | | |
| FULL NAME |  | |
| POSITION |  | |
| DEPARTMENT |  | |
| TELEPHONE |  | |
| EMAIL |  | |
|  |  | |
| YOUNG PARTICIPANT DETAILS | | | |
| FULL NAME |  | | |
| DNI |  | | |
| TELEPHONE |  | | |
| EMAIL |  | | |

**INTERNSHIP DESCRIPTION:**

Internship name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hours per week: \_\_\_\_

Language and level: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Functions/tasks of the young participant throughout the internship period:**

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**Knowledge, skills and competences acquired upon completion of the internship:**

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**Follow-up and evaluation plan:**

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| After the 3 month internship, the intern should be able to:  After the 6 month internship, the intern should be able to: |

**DURATION OF THE INTERNSHIP:**

The mobility period will start on (day/month/year) XXX and will end on XXXX (day/month/year). The short visit will last for a total of XX months.

**PLACE AND DATE:** In \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022

**SIGNATURE AND SEAL:**

|  |
| --- |
| Company name:  Person in charge: |

*You are hereby informed that any personal data you may provide will be processed by the Spanish Chamber of Commerce (holding VAT num Q2802216H and domiciled in Madrid, calle Ribera del Loira 12, 28042 Madrid) and by the Chamber of Commerce, Industry, and Services of Navarra(with VAT num Q3173001C and domiciled in calle General Chinchilla 4 – Pamplona (Spain), in order to manage the Company’s participation in the Comprehensive Qualification & Employment Plan, and to inform you of any activities carried out as a consequence. This processing is necessary in order to handle your request and, if necessary, to carry out any actions or activities under the Plan. Your data may be notified to the European Social Fund in order to audit and check the assignment of funds, in order to fulfil any legal obligations. All data provided will be saved for the timeframes foreseen in the Plan. You may exercise your rights of access, rectification, erasure, portability, limitation or objection by writing to the Chamber of Commerce, Industry, Services of Navarra, enclosing a copy of your identity card or equivalent official document of identification. If deemed appropriate, you may bring a claim before the Spanish Data Protection Agency.*