

Work placement

Observations of the reference person (tutor) of the business

Trainee	Business
Name:	In the following business:
Surname:	As (job):
Age:	Address/telephone:
Address:	Period: from - to:
Reference person of the school/tutor:	Reference person of the business/tutor:

How did you experience the intern during the internship?

Please mark with a cross where appropriate

Demeanour/social competence	☐	friendly, obliging	☐	polite	☐	not very attentive	☐	unfriendly
Professional competence	☐	very independent, considered	☐	quite independent	☐	needs guidance	☐	lacking in independence
Execution of tasks	☐	very skilful	☐	skilful	☐	not very practical	☐	clumsy
Work speed	☐	quick	☐	rather quick	☐	measured, quite slow	☐	slow
Work quality	☐	very good	☐	good	☐	useful	☐	not very useful
Perception	☐	very good	☐	good	☐	moderate	☐	slow
Work ethic	☐	very meticulous	☐	meticulous	☐	rather sketchy	☐	superficial
Stamina	☐	very untiring	☐	untiring	☐	not very untiring	☐	no endurance
Orderliness/tidiness	☐	very neat and clean	☐	neat and clean	☐	not very neat	☐	untidy and not clean enough
Initiative/interest	☐	very interested, makes a contribution	☐	interested, asks questions	☐	moderately interested	☐	indifferent
Ability to work in a team/open-mindedness	☐	open and cooperative	☐	cooperative	☐	quite reserved	☐	reserved
Commitment/reliability	☐	absolutely reliable and willing to work	☐	reliable and willing to work	☐	partly reliable	☐	unreliable
Punctuality	☐	very punctual	☐	punctual	☐	sometimes unpunctual	☐	unpunctual

Linguistic competences Mother tongue	☐	very good	☐	good	☐	sufficient	☐	unsufficient
Italian	☐	very good	☐	good	☐	sufficient	☐	unsufficient
Speaking and understanding the foreign languages (English and French)	☐	very good	☐	good	☐	sufficient	☐	unsufficient

How do you assess suitability for the profession?

perfectly suitable	well suitable	partly suitable	unsuitable
--------------------	---------------	-----------------	------------

Further explanations/remarks:

.....

.....

What should the teenager have to learn in school in particular?

.....

.....

How do you evaluate the overall performance of the intern?

excellent	very good	good	satisfactory	sufficient	insufficient
-----------	-----------	------	--------------	------------	--------------

Thank you for your collaboration!

Trainee's signature

.....

.....
Place and date

.....
Signature and business stamp
(Reference person/tutor of the business)

Work placement - Calendar 2026



The hours actually worked must be entered in the text field in numerical format. (Full hours only)

I= Illness

Year	Month/Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2026	June																															
	July																															
	August																															
	September																															
Year	Month/Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Notification in accordance with General Data Protection Regulation 2016/679 (EU GDPR)

The entity responsible for data processing is the Autonomous Province of Bolzano. The data provided will be processed by the provincial administration, also in electronic form, in accordance with the General Data Protection Regulation 2016/679 (EU-GDPR). The data must be provided in order to carry out the administrative tasks. If the provision is refused, incoming applications and inquiries cannot be processed. In accordance with Articles 15-21 of the EU GDPR, the data subject, whose data is being processed, will have access to the data or extracts and information upon request. The data subject may request the updating, deletion, anonymization, or blocking of the data, provided that the legal requirements are met. The data collected will be stored for a period of time necessary to fulfill the purposes for which they are processed (Article 5, GDPR) or in accordance with applicable legal obligations. False statements, misrepresentations, or the use of counterfeit certificates will be prosecuted in accordance with article 76 of the Decree of the President of the Republic dated December 28, 2000, No. 445. All inquiries or concerns regarding the exercise of data subject rights under the GDPR can be addressed to the internal contact person for data protection (email: dsb@provinz.bz.it). By signing this document, I also consent to the processing of special categories of personal data in accordance with Article 9 of the GDPR. The complete data protection declaration can be found at the following link: <http://www.provinz.bz.it/bildung-sprach/berufsbildung/berufliche-weiterbildung/berufliche-weiterbildung-deutscher-sprach.asp>

Name des Betriebes:	Name der Praktikantin/des Praktikanten:	
Unterschrift:	Unterschrift der Praktikantin/des Praktikanten :	Anwesenheitsstunden insgesamt:
Stempel des Betriebes:		

