To the Principal of
Istituto Tecnico Industriale “Arturo Malignani”
Viale Leonardo da Vinci 10
33100 Udine
ITALIA

LETTER OF INTENT

Re: COOPERATION AGREEMENT IN THE LIFELONG LEARNING PROGRAMME 2007-2013 Sub Programme LEONARDO DA VINCI - Action Type LEO-IVT - MOBILITY OF TRAINEES IN INITIAL VOCATIONAL TRAINING – Call for Proposals 2008-2010
Title “EUROLAB3: Mobilità transnazionale per la dimensione europea della formazione professionale”
Short title “EUROLAB3”

We, the Dr. Herbert Weinberger Schule, Staatliche Berufsschule Erding, Freisinger Straße 89, 85435 Erding, Germany, state that we will participate as the host organisation in the Leonardo da Vinci Programme which is to take place in September 2009 on the first flow (for two weeks) and March 2010 on the second flow (for two weeks) for two groups of twelve trainees on each flow, who will be sent by the promoting organisation Istituto Tecnico Industriale “Arturo Malignani”, Viale Leonardo da Vinci 10, 33100 Udine, ITALY. The trainees are students who will be attending the 4th and 5th years of their course of studies in the promoting institution in the school years 2008-2009 and 2009-2010.

In the observance of the quality commitment of the partnership, our role in this proposal is to:
1. research the companies, local authorities or other participating enterprises that can give time and a place to each of the students taking part;
2. locate and ensure accommodation of a suitable standard albeit with the funding provided by the main programme;
3. check appropriate insurance cover for each beneficiary;
4. provide vocational preparation in collaboration with the sending organisation;
5. assign to beneficiaries tasks and responsibilities to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available;
6. identify a tutor who will monitor and evaluate the trainees’ professional progress in cooperation with the mentor identified by the promoting organisation;
7. oversee the progress of the project and take appropriate action if required;
8. coordinate the social content of the programme in our country;
9. provide practical support if required;
10. evaluate the skills and competencies acquired by the trainees during their placements;
11. use the “Europass-Mobility” documentation to certify the training activity and programme of the whole period;
12. draw a detailed report on the experience certifying the realization of each beneficiary’s placement;
13. spread and transfer the achieved results.

Our financial undertaking is to:
1. provide efficient organisation of areas of the programme, providing telephone, mail and e-mail facilities plus photocopying as required by ITI “A. Malignani”.

Yours sincerely,
The Principal

( Josef Biller, OStD )