

## IO2 B – Guidelines for VET trainers Operative Tools

### Final Report Template

<b>-GENERAL INFORMATION-</b>	
<b>Student's name:</b>	
<b>VET School Name:</b>	
<b>Company Name:</b>	
<b>Type of company:</b>	
<b>Type of WBL program:</b>	
<b>Name and Job description of student:</b>	
<b>Duration of WBL program:</b>	

**This document aims to provide information on how to write your WBL Final Report.**

- The length of the report depends on the type and details of learning and its documentation. Therefore the length can be between 5 and 15 pgs.
- Evidence attachments (such as learning diary, presentations of work products, etc.) may be added but not extensively. All the relevant information must be the report itself.
- The report must be written in full sentences with proper descriptions and enough details. It should include all relevant information and be structured in a logical way. Avoid acronyms and internal or project terminology.
- The report is analytical and descriptive by nature. This means that the author should write in a way that allows readers to understand how the learning has taken place and what are the acquired competences. Please provide enough details and evidence for the reader.

**Please provide some information about the company**

(type of company, sector, main activities of the company, workplace culture, number of employees, etc.)

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**Please provide some information about your WBL placement:**  
(what was the type of the WBL program, what were the main aims, how was the program implemented, what was your job position, what were your responsibilities, what were the main projects that you were involved in, what was the course of the program, what were the main achievements)

**Please provide information about your any challenges and difficulties that you have encountered:**



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**Please provide a general review on the WBL program:**



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**Please add any other information/comments that you consider important**

**Do not forget to attach evidence!**