**TALLINN UNIVERSITY OF TECHNOLOGY VIRUMAA COLLEGE**

**LETTER OF CONFIRMATION**

**Placement on …………………**

**The trainee on placement:**

**The host organisation:**

**Tutor in charge of placement, position and contact data:**

**Placement code**:

**Placement duration** from ………… to…………, total …. hours per week, …. weeks.

**Placement matter, the main tasks:**

|  |
| --- |
|  |

**Placement evaluation (trainee's activities evaluation by the tutor, if it is possible to evaluate)**

Trainee's theoretical knowledge:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | excellent |  | very good |  | good |  | sufficient |  | insufficient |

Trainee's practical know-how at the beginning of the placement

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | excellent |  | very good |  | good |  | sufficient |  | insufficient |

Trainee's advance during the placement

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | *excellent* | *very good* | *good* | *sufficient* | *insufficient* |
| 1. *Student can apply acquired knowledge and skills in practice* |  |  |  |  |  |
| 1. *Student is able to choose a proper solution to solve the problem(s)* |  |  |  |  |  |
| 1. *Student has acquired teamwork experience* |  |  |  |  |  |

**Proposals and remarks regarding placement management:**

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| --- |
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date tutor's signature and business stamp