Znak Politechniki WarszawskiejWarsaw University of Technology

Obraz zawierający szkic, clipart, Grafika liniowa, biały

Opis wygenerowany automatycznie**FACULTY OF AUTOMOTIVE AND CONSTRUCION   
MACHINERY ENGINEERING**

*Narbutta 84 str., 02-524 Warsaw*

*Phone. (22) 234 84 30 Fax (22) 234 83 31*

# SUPPLEMENT TO THE APPRENTICESHIP REPORT

## ----------------------------------------- FOR STUDENT -----------------------------------------

**Informations about student:**

**Type of study: full-time/part-time**

|  |  |  |
| --- | --- | --- |
| 1. Surname | 2. Name |  |
| 3. Student ID | 4. Year of study | 5. Field of study |

Please include the following points in your report:

1. Please describe the tasks performed in the workplace that required expanding your knowledge

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1. Please describe the method and implementation of labor market research (e.g. participation in the Job Fair, participation in an online meeting with companies organized by the Dean's Representative for Student Internships, website of the SiMR Faculty, etc.)

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1. Please describe the recruitment method, occupational health and safety training at the workplace, and the use of traditional and modern means and tools to carry out the assigned tasks

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1. Please describe the assigned employee responsibilities, how they were resolved, and examples of obtaining information from literature, databases and other sources as part of self-study to solve the assigned responsibilities

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1. Please describe the tasks performed individually and in a team

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1. Please describe the schedule of completed tasks (based on the schedule included in the apprenticeship report)

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1. Please describe the presentations, statements, reports, balance sheets, etc. prepared at the workplace for the implementation of assigned tasks

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1. Please describe the tasks that improved your own competences in terms of personal, social, thinking and acting in a creative and entrepreneurial way (so-called soft skills)

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1. Please describe tasks that required you to demonstrate self-organization and responsibility for completing the assigned task

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*(Place and date)* (*Student's signature)*