# Apprenticeship certificate/confirmation

Nos. 1, 2 and 10 are the compulsory parts for the confirmation of the apprenticeship.
At the learner's request, the host company must also inform about the learner's abilities, performance and conduct. This form is referred to as an apprenticeship certificate.

| ✓ | Content structure | ✎ |
|---|---|---|
| 1 | Surname, first name), born on (date of birth), from (place of origin), completed the training to become a/an (name of occupation) at our company from (date) to (date). | |
| 2 | **The individual training plan was based on ...**<br>During the .... years of basic vocational education and training, (first name, surname) trained in the following areas:<br>**Work area 1 (or by apprenticeship year)**<br>**Work area 2 (or by apprenticeship year)**<br>**Work area 3 (or by apprenticeship year)** | |
| 3 | Specialist skills (professional skills) | |
| 4 | Method skills (work behaviour) | |
| 5 | Social and interpersonal skills (personal skills) | |
| 6 | Additional commitment, special skills | |
| 7 | Personal comment | |
| 8 | Closing sentence | |
| 9 | Wishes for the future | |
| 10 | Place, date<br>company<br>Signature 1, name, function<br>Signature 2, name, function | |

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