



Lifelong
Learning
Programme

Please send this form to:

EUROPEAN UNION PROGRAMMES AGENCY

Erasmus Sectoral Programme

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MALTA

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HOST ORGANISATION/INSTITUTION

Name of Organisation/Institution	MCAST
Address	Corradino Hill Paola
Country	Malta, Europe
Contact Person/s Position, Name, Telephone, Fax, Email	Ms Antoinette Cefai- International Coordinator international@mcast.edu.mt

DETAILS OF STUDENT WORK PLACEMENTS

Duration – Minimum (in weeks) ¹	12 weeks
Duration – Maximum (in weeks) ²	15 weeks
Department	Finance
Contact Person/s Position, Name, Telephone, Fax, Email	Mr. Alan Vella-Financial Controller alan.vella@mcast.edu.mt

AIMS & OBJECTIVES OF WORK PLACEMENT

Fixed Asset Inventory Stock Taking

MAIN TASKS TO BE COVERED BY THE TRAINEE

The trainee will be assigned to inspect the college premises, and take note of furniture, fixtures, equipment and other assets found in the assigned area, tally to the current fixed asset register, affix a label on each asset and then input collected data onto the new fixed asset register.

¹ The minimum duration is 12 weeks except in cases where a student has opted for a joint study/placement period of 12 weeks

² The maximum duration is 52 weeks



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EXPECTED RESULTS

The aim of the college is to review and update its fixed asset register. The trainees should in turn get the benefit of experiencing first hand what asset management is all about. This is an exercise which is done every so often within large organisations and therefore should prove of interest to aspiring accountants, or aspiring asset/premises managers, or aspiring administration managers.

COMMUNICATION LANGUAGE FOR THE WORK PLACEMENT

Good English – Spoken and Written

REQUIRED SKILLS FOR THE PLACEMENT

The candidates must be willing to spend time going round the college premises and satellite institute premises to perform the mentioned work. The candidate must then be capable of doing entries within the fixed asset register to reflect their findings. Candidates must also be mature and capable of performing their work with responsibility. We would require a maximum of four persons for this project.