CHECK LIST *PRIOR TO* PLACEMENT ABROAD FOR THE TRAINING PROGRAMME FOR
Data technician/IT-supporter

04/2003

Name of company		**Tel.**	
Street			
Postcode		**Town**	**Country**	
Owner(s)			
Contact person		**E-mail / direct tel.**	

EMPLOYEES	Number
- within the same vocational area	
- with similar qualifications	
- total in the company	

WORK AREAS (within which the company will be able to place trainees) - Tick off the appropriate	
Production/manufacturing	
Development/construction	
Fault finding/correction	
Service/maintenance	
Sales/customer contact	

Other work areas

WORK DISCIPLINES (which the company deals with) - Tick off the appropriate	
Sales and service, retail	
Sales and service, wholesale	
Repair and maintenance	
Production	
Product development	

Other work disciplines

COMPANY'S MAIN PRODUCTS (which are sold, serviced, manufactured and/or developed)

DATE & SIGNATURE

_____ _____
date   name

_____
signature

Approved by the Apprenticeship Committee of the Metal Industry

_____ _____
date   name

_____
signature

To be sent to: The Apprenticeship Committee of the Metal Industry • Vesterbrogade 6D, 4. • DK-1780 Copenhagen V

	WORK TASKS **Tick off tasks performed by the company.** **Typical work tasks of an IT-supporter.**	YES	NO
	Installation of systems, equipment and communication networks		
	Optic fibre technique		
	Building of a PC to customer specifications		
	Peripheral data equipment - printer, plotter, scanner, various drives, terminal, monitor		
	Data equipment - small systems, PC's and portable data equipment		
	Power-supply and power-backup (UPS)		
	Data equipment - large systems, mainframe, work stations and large networks		
	Data networks and network components, net server, repeater, router, bridge etc.		
	Network operative systems and operative systems, e.g. UNIX, WIN NT or Novell		
	Installation and modification of software.		
	Maintenance and upgrading of existing software.		
	Data communication on data networks – public data and telecommunication networks, modem technique and protocols. LAN and WAN		
	Data security - virus, backup and company policy		

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	WORK TASKS **Tick off tasks performed by the company.** **Typical work tasks of a data technician.**	YES	NO
	Preparation of technical documentation/user documentation for software and hardware		
	Software design and development - on the basis of design suggestions/requirement specifications		
	Installation, maintenance and upgrading of application- and database software		
	Programming in high level language, e.g. C++, Java, Visual C, Delphi		
	Programming in machine code and Assembler on for instance microprocessors etc.		
	Development and application of test programs.		
	Systems configuration, including software adaptations		
	Adaptation and modification of existing hardware		
	Data technique, hardware - hardwired and programmable logic, microprocessor technique and PLC/PPC-technique		
	Control, regulation and surveillance techniques - analogue and digital interface, sensor and transducer technique		
	Analogue and digital signal processing - data collection, surveillance and alarm techniques		
	Development and production of hardware – e.g. interface		

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Comments: