**Letterhead of the institution**

*or*

**Name of the institution:** *M o d e l*

**Seat:**

**File number:**

**Elaborate on the extended activity implementation**

through provision of services...(name)

|  |
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| 1. ***Information on the institution*** |
| *In this section enter the information on the following:*  *- establishment;*  *- court registry entry;*  *- verifications;*  *- performance of other activities;*  *- statuses (e.g. Status model of the institution, resource centre, publicly recognised adult education activities organiser (PRAEAO),*  *- method of performing educational work (work in one/two shifts):*  *- other important information about the institution's work.* |
| 1. ***Information on the extended activity:*** |
| *Please indicate the following:*  *- name and code of the activity as per the Regulation on Classification of Activities;*  *- method of the activity performance: Provision of services..., manufacturing...., sales, implementation of a training programme....*  *Describe in details the expanded activity under the following subheadings:*  *- reasons and a goal of performing the extended activity:*  *- the activity's key actions:*  *- expected effects:*   * *Description/specification of services/manufacturing...:* |
| 1. ***Link between the core and extended activity:*** |
| *- describe the link and the method in which the expended activity will be implemented, without interfering with educational work.* |
| 1. ***Material and personnel conditions:*** |
| *Provide information on the following:*  *- the space, equipment and teaching aid to be used by the institution to perform the extended activities;*  *- individuals to be engaged (the employees and/or individuals outside the institution), information on the type and degree of education, work post, contractual engagement.* |
| 1. ***Method of engaging students, adults and employees*** |
| *- a written statement of the institution’s principal (specify the method of engaging employees, students, respecting the restrictions prescribed in the field of work and Article 98, of the Law on Secondary Education)* |
| 1. ***CONCLUSION:*** |
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Date:\_\_\_\_\_\_\_\_\_\_\_ Institution's principal:

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