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IO2

Toolkit

Mob4App Toolkit for Apprentices and VET students

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Introduction

Apprentices benefit from international mobility since it allows them to learn new professional and technical skills, develop independence, and improve their foreign language skills.

Cultural exchange encourages creativity strengthens a **company's** skill base, and attract foreign talent, which benefits the enterprises involved.

Despite the positive effects of VET mobility on apprentices' professional, personal, and social skills, as well as broad benefits for businesses, figures from the Erasmus+ National Agencies evaluations show that only a small number of apprentices have participated in mobility experiences in other EU countries in recent years.

Furthermore, many companies and schools that serve as sending organizations (VET), as well as EU hosting organizations, do not know how to support young apprentices prior to, during, and after their mobility experience.

As a result, the **Mob4App's Toolkit for companies and apprentices** fills a gap in the sector by providing a practical tool for Companies (SMEs) and Apprentices that will provide key information, guidance and practical tools useful to support them in applying and managing long-term mobility.


This **Toolkit** is the second product of MOB4APP project, co-financed by the European Commission under the Erasmus+ programme, KA202 – Strategic Partnerships - Development of Innovation for VET sector.

Prior to the development of this Intellectual Output, surveys have been run by all the partners' countries (Italy, Netherlands, Germany, Spain, Poland and Belgium). We collected more than 60 responses from SMEs and more than 40 from VET Professionals from June 2021 till September 2021.

Thanks to those surveys, we were able to gain enough knowledge regarding the guidance and support needed in order to implement long-term apprenticeship mobility from their perspective.

In the following section, you'll find an overview about the structure and the notions available in this toolkit.

After the testing phase, a final version of this document will be finalized and published.



PART III: FOCUS ON APPRENTICES AND VET STUDENTS

Table of contents

The focus of this document is on **apprentices and VET students**.

This is **part III** of the Mob4app Digital Toolkit.














- **Part I** is dedicated to the legal framework in your country and in Europe regarding long-term mobilities for apprenticeship and contractual rules.
- **Part II** has the same contents and sections as this document but with a focus on the SMEs.

Below, you can find the table of contents of this document. Each section is clickable. You can either follow the path in the order or just read the chapter you are interested in.

To facilitate the readability of the document, each chapter is divided in the same way:

- Introduction
- Aim
- Description
- Websites
- Relevant Article
- Tips

At the end, you can find the glossary that contains all the important key words used in this toolkit.

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Roles and Responsibilities

Understanding how the roles and responsibilities are distributed amongst the parties involved in long-term mobility abroad in the VET sector – focus on apprentices

Introduction

This chapter provides information about on the role of an apprentice regarding long-term mobility in the VET sector.
It will also provide a general overview of the other parties involved, including the role of intermediary agencies.

Aim

This chapter’s main goals are:

- To understand the role of an apprentice, where to ask for assistance and from whom
- To learn more about and to understand the actions of all the parties involved
- To understand what an intermediary agency does and how it interacts with the other parties

Description

When talking about long-term mobility opportunities abroad for apprentices, we first need to identify all the parties involved (or potentially involved):

- Apprentice
An individual student who is willing to participate in a mobility opportunity abroad for training and work experience.
This role is a central part of the exchange
- Sending Organisation
The organisation, public or private, to which a learner/staff members undertaking the long-term mobility opportunity belong. In the context under analysis, it includes vocational institutions or VET centres, public or private, which have a strong connection to the apprentice participating in the mobility opportunity.
- Hosting Organisation
In the VET context, this is often a private company located abroad where participants in the mobility opportunity experience an apprenticeship.
- Intermediary Agency
These organisations, which are often specialist training or mobility agencies, are the intermediary between the sending and the hosting organisations and are able to provide significant support in the preparation and supervision of the mobility opportunity abroad
- Funding Organisation (external to the project consortium)
This is the public entity or private organisation which funds the mobility programme, either through a grant or an individual scholarship. The European Commission is the most common provider of funding (see the chapter on financial inputs).

The responsibilities that come with a mobility opportunity abroad are shared among the various involved parties across the three phases that define the long-term mobility opportunity abroad: before the apprentice’s departure, during their stay, after their stay.

It is better to understand each party’s responsibilities in every phase, in order to better understand the process around apprenticeships and to avoid miscommunication, where possible.

The Sending Organisation selects the apprentices and identifies the learning outcomes together with the apprentice. A crucial role in the “before phase”.

Roles and Responsibilities

Understanding how the roles and responsibilities are distributed amongst the parties involved in long-term mobility abroad in the VET sector – focus on SMEs

Description

Hosting companies (SMEs) will be in contact with the apprentice but will be mostly involved in the “during phase”, introducing apprentices to the work situation, helping them, providing personal tutoring and, without intermediaries, easing them into the new environment.
SMEs will need to prepare a report on the achievements reached and assess each apprentice during their apprenticeship.

As mentioned before, there is the possibility of working alongside intermediary agencies; their role is to help sending and hosting organisations as well as apprentices (and students in general) with administrative tasks, managing the mobility opportunity and reporting progress.
An intermediary agency is also crucial in finding the right funding.

Websites



Europass Mobility

Europass Mobility is a document which describes the skills you develop on a particular mobility experience. The document can include information on your roles and responsibilities, job-related skills, language skills, digital skills, organisation and managerial skills, communication skills.

Salto Youth

SALTO-YOUTH stands for Support, Advanced Learning and Training Opportunities for Youth. It works within the Erasmus+ Youth and the European Solidarity Corps programmes. SALTO-YOUTH is a network of seven Resource Centres working on European priority areas within the youth field.

Source of information

Useful sources of information for apprentices who are considering participating in a long-term international mobility process

Introduction

This chapter presents the sources of information that apprentices, who are considering participating in a long-term international mobility opportunity process, will find useful.

To this end, this document offers the most representative sources of information in the different stages of the participation decision process: first contact, learning more about the process, learning about other experiences and other information that could be relevant.

Aim

This document is intended to help apprentices in their search for the most relevant information when considering the options of participating in an international mobility opportunity. For this, the most useful sources are provided for the first stages of the decision-making process: an introduction to international mobility of apprentices, learning more about the various aspects, and the approach to other experiences in a Vocational Education and Training field.

Description

When young people consider participating in an international mobility opportunity for apprentices, they need to have some basic information in order to form an initial impression of this process. Below are the sources of information that provide a first contact to the future learner. The contents have been organised as follows:

Firstly, information sources are provided that help answer the initial questions about international mobility of apprentices:

- European Knowledge Center for Mobility
- Erasmus+
- Study in Europe

Once the initial questions have been answered, those sources that provide more information on specific issues are provided, such as where internships can be done, how to prepare a CV to apply for them, which tools to use to understand the level of knowledge required of a foreign language and the training available to improve it:

- European Knowledge Center for Mobility
- Eurodesk
- Europass
- Online Linguistic Support (OLS)
- ENIC-NARIC Networks

Finally, other sources that might be of interest to the future apprentice are included, mainly aimed at knowing what young Europeans are doing and their experiences of international mobility:

- EuroApprentices Network
- European Apprentices Network
- European Youth Portal
- The European Platform on Learning Mobility
- Erasmus Student Network

Source of information

Useful sources of information for apprentices who are considering participating in a long-term international mobility process

Websites



Study in Europe

European Knowledge Center for Mobility

EURES

EURODESK

An introduction to the mobility opportunity process

This is a website for citizens outside Europe, but it also contains useful information for European apprentices. Find out everything you need to know to plan and complete your studies abroad.

Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

The European Knowledge Center for Mobility is a “one-stop shop” for high-quality mobility projects, offering information that every party involved (beneficiaries, sending organisations and hosting organisations) will find useful in order to achieve a worthwhile, meaningful experience.

As a future apprentice, you will find information to answer questions such as Why should I go abroad? How can I get involved? What can I do abroad? In addition, there are details about the mobility process.

Available languages: English, Italian, German, Spanish and Dutch

If you want to learn more...

EURES is a cooperation network designed to facilitate the free movement of workers within the EU 28 countries plus Switzerland, Iceland, Liechtenstein and Norway. The partners provide information, placement and recruitment services to employers and jobseekers whereas the European and National Coordination Offices oversee the organisation of the activities at the European and national levels respectively.

Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

EURODESK is a support organisation to Erasmus+. Eurodesk makes information on learning mobility comprehensive and accessible to young people and those who work with them. With a network of national coordinators connected to over 1100 local information providers in 36 European countries, Eurodesk raises awareness of learning mobility opportunities and encourages young people to become active citizens. Eurodesk is the main source of youth information on European policies, mobility information and opportunities.

Available language: English.

Source of information

Useful sources of information for apprentices who are considering participating in a long-term international mobility process

Websites

EUROPASS National Centers

EUROPASS NATIONAL CENTRES in every country (in the European Union and the European Economic Area plus the former Yugoslav Republic of Macedonia, Serbia and Turkey), a National Europass Centre coordinates all activities related to Europass documents. It is the first point of contact for any person or organisation interested in using or learning more about Europass.
Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

NARIC Network

National Academic Recognition Information Centres (NARIC Network) is a network that provides information on recognising diplomas awarded and periods of study completed in other European countries as well as advice on foreign academic diplomas in the country where the NARIC is established. The NARIC network provides authoritative advice to anyone travelling abroad for work or further education, but also to institutions, students, advisers, parents, teachers and prospective employers.

ENIC NARIC Networks

This portal provides information on recognising academic and vocational qualifications and on international mobility opportunities in the professional and higher education fields.
An individual wishing to study/work abroad: information on recognising diplomas and periods of study abroad for academic and professional purposes.
Available language: English.

Another good preparation option is to learn from others...

EUROAPPRENTICE Networks

The EuroApprentices Network is a network that connects apprentices and young people following a work-based learning experience in a Vocational Education and Training field. It aims to promote the VET sector and to encourage other young people to join VET institutions and undertake apprentices and work-based-learning schemes.
Available languages: English, German, French

EAN

The EAN is a network of apprentices at the European level. It was established to ensure that the voices of young apprentices are heard in discussions related to VET, and in particular for apprenticeships. The EAN is formed by current and former apprentices, representatives of student organisations and representatives of youth labour unions.
Available language: English.

Source of information

Useful sources of information for apprentices who are considering participating in a long-term international mobility process

Websites

European Youth Portal

Additional useful information

The European Youth Portal offers European and country-level information about opportunities and initiatives that are of interest to young people who are living, learning and working in Europe.

Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish

The European Platform on Learning Mobility (EPLM)

The EPLM is an exchange and cooperation space for youth organisations, researchers, policy makers and practitioners, such as trainers and youth workers.

Available language: English

Erasmus Student Network (ESN)

ESN is a non-profit international student organisation. Its mission is to represent international students and thus provide opportunities for cultural understanding and self-development under the principle of Students Helping Students.

Available language: English.

Relevant Articles



- [The Mobility Process – Checklist and considerations](#)
- [The European qualifications framework for lifelong learning \(EQF\)](#)
- [PODCAST: COVID-19 and learning mobility](#)
- [Finding a job in Europe. A guide for jobseekers](#)
- [Euro working. A guide for young people who want to have a work experience abroad](#)
- [Top 7 benefits of living and working abroad](#)

How to apply

Tools and resources to understand the main programs and the procedure to use when applying for a long-term mobility apprenticeship at the European level.

Introduction

This section presents the main programs and the procedure to use when applying for a long-term mobility apprenticeship at the European level.

Aim

- The main aims of this section are:
- To understand the programmes that enable long-term mobility apprenticeships at the European level
 - To understand the procedures to follow in order to take part in an apprenticeship abroad
 - To understand which supporting organisations can help in the application process

Description

At the European level, apprenticeships abroad are mainly organised within specific funded programmes and initiatives, such as the Erasmus Plus Programme (Action: KA1 - Sector: VET), the EURES Targeted Mobility Scheme (TMS) and the Youth Guarantee.

1) According to the Erasmus Plus Programme, participants can spend a learning period abroad with a VET provider partner, in a company or another organisation active in the field of VET or in the labour market.

To take part in a VET learner mobility opportunity abroad with Erasmus+, applying directly for a grant as an individual is not possible. Applications must be made by the sending organisation, which, in turn, selects candidates for the period abroad. EU grants are designed to cover travel and subsistence costs whilst abroad. Here are the steps to follow:

- Ask your sending organisation to find out whether this opportunity is available to you.
- If your sending organisation is not familiar with the Programme, ask it to contact its National Agency.

2) Another EU initiative is the EURES Targeted Mobility Scheme (TMS). It helps young people (aged at least 18) and adults find a job, traineeship or apprenticeship in another EU Member State. Here are the steps to follow:

The EURES Adviser will support applicants in the recruitment process and will help them get ready to start their work experience abroad.

3) The Youth Guarantee initiative supports all young people in getting a good quality, concrete offer (apprenticeships or traineeship abroad) within four months after leaving formal education or becoming unemployed. Here are the steps to follow:

- Gather information about the initiative by visiting the Youth Guarantee website and/or by contacting your local contact point.
- Register for Youth Guarantee. Having completed your online registration, your nearest Public Employment Services (PES) office will contact you for an initial interview, leading to different measures such as a traineeship or an apprenticeship. Depending on regional practices, this step might be performed by a private entity duly enabled by the region to perform such services.

How to apply

Tools and resources to understand the main programs and the procedure to use when applying for a long-term mobility apprenticeship at the European level.

Description

4) In the local context, a variety of national and regional programmes can be found, depending on the scheme and the legal framework applied in that specific country. In this case, get in touch with your local or regional Public Employment Services (PES) office.

Outside this, you may take part in the apprenticeship abroad through voluntary applications as well. The most common procedure is to send a targeted CV with a cover letter to pre-selected employers. You may need an intermediate organisation (or placement agency) that can help you find a hosting organisation and to help with the logistics and administrative procedures.

Websites



Erasmus+

The EU programme to support education, training, youth and sport in Europe

EURES

The network of European Employment Services and the European Job Mobility portal

[EURES Advisors](#)

[EURES Mobility Scheme](#)

EURAXESS

It supports researcher mobility and career development, while enhancing scientific collaboration between Europe and the world.

Youth Guarantee

It is an EU initiative to ensure that all young people under 30 – whether registered with employment services or not – get a good-quality, concrete offer within four months after leaving formal education or becoming unemployed.

[Find your local contact point](#)

[Registration to Youth Guarantee](#)

Relevant Articles



[Finding a job in Europe - Guide for jobseekers](#)

Preparatory Activities

Preparatory activities connected to long-term mobility of apprentices

Introduction

This chapter is aimed at apprentices who are in the process of starting a long-term mobility opportunity abroad. It provides an overview of the preparatory activities connected to the opportunity.

Aim

- The main aims are:
- To provide a general overview of the “before” phase of a long-term mobility opportunity
 - To provide the tools to gather and provide the necessary information
 - To provide a series of steps to take in order to begin a successful apprenticeship abroad

Description

Preparing a series of preparatory activities is mainly done by the sending organisation or an intermediary agency (if there is one). After applying for a specific apprenticeship, there is the selection process for that specific role.

The selection process is mainly done by the sending organisation and, at a later stage, with the hosting organisation.

If all parties agree, a learning agreement is drawn up and signed by each party; this agreement is crucial to the successful outcome of the apprenticeship and the experience.

A country-specific information pack is usually provided by the hosting organisation. You will also be assigned a tutor who will help ease your stay into the workplace and the new country.

It might be useful to compare experiences with other expats using the shared site. It is also important to try to be as sincere as possible when talking about your difficulties, doubts and linguistic situation.

The situation regarding the departure could be done independently or with the sending organisation’s assistance.

Make sure you communicate, in a timely manner, the time and place of your arrival. Regarding accommodation, the sending and the hosting organisation may already have an agreement about this and may be able to provide you with some possibilities.

If not, the hosting organisation can usually help find a good solution.

Make sure you give yourself enough time: finding a place to stay in some countries/cities is more difficult than in others and it could have a huge impact on the start of your stay.

To summarise, the steps to be taken are:

- Find a suitable SME (or SMEs) (usually with the sending organisation’s help)
- Make contact with the sending organisation and/or the intermediary
- Make contact with the potential SME
- Draw up and sign the learning agreement and contracts
- Make contact with the assigned tutor
- Organise the practical arrangements/departure/accommodation

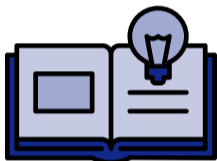
Preparatory Activities

Preparatory activities connected to long-term mobility of apprentices- focus on SMEs

Websites



SALTO YOUTH



The SALTO-YOUTH Resource Centres promote and support youth work by offering trainings, tools and state-of-art strategies

It is crucial that all parties communication well. Try to be assertive and ask for information when needed. At times, a problem might appear insurmountable but, with the right knowledge, it could be solved easily.

Assessment

The assessment and self-assessment of your mobility apprenticeship experience - focus on apprentices

Introduction

In this chapter, we want to offer tools and actions to help apprentices self-assess their experience abroad and, therefore, whether the apprenticeship abroad scheme is working, how it is progressing and to suggest corrections if needed.

Aim

- The main goals are:
- To understand the meaning and importance of assessing a long-term mobility opportunity abroad
 - To gain the right knowledge and tools to be able to do a self-assessment

Description

Your apprenticeship abroad will base its efficiency on the learning agreement you produce before your departure.

A pre-assessment of your linguistic skills is essential in order to be able to address the situation if needed, and also to provide the hosting organisation with the right knowledge regarding your situation.

It would be ideal to pre-assess your soft and hard skills as well; knowing where you are lacking and what could be improved might help you and your tutor define the next step of your mobility opportunity and it would also give you the chance to see improvements achieved specifically in the work setting.

In this perspective, it would be ideal to create an assessment grid that could work alongside the learning agreement drawn up previously.

Regular assessment sessions with your tutor can be agreed and can help you adjust to the challenges and increase the chances of a successful apprenticeship.

Indeed, tutors regularly assess apprentices to ensure the learning process is being followed so that apprentices are able to increase their knowledge, as defined by the learning agreement, and to gain a committed assessment, certification and recognition of the skills that will benefit them after the end of the apprenticeship.

It is important for the tutor to meet apprentices regularly and to define specific moments for bilateral assessments.

Websites



Skills Portfolio

R.APP

Europass Mobility

This document has been developed to assess the skills someone already has, to choose which skills to acquire and to check the progress of acquiring those new skills.

Project that develops useful modules for the implementation and assessment of LTMA. Annex 10,11,12,13, 14

This is a document that records the knowledge and skills acquired in another European country.

Tutoring and in-company training

The tutor as a cornerstone in the long-term mobility opportunity

Introduction

Tutoring is a broad concept and, as such, it could be understood in different ways. Sometimes it can even be mixed with mentoring or coaching, depending on the perspective or the linguistic nuances. Going back to its linguistic roots, the word “tutor” comes from Latin and means guardian and protector. In practice it could mean informal support and help, often but not only, in an educational context. The common thread is that the tutor is a key figure in the long-term mobility opportunity and involves a technical and a human aspect to be taken into consideration.

Aim

The aim is to provide apprentices with specific information about the role of the tutor within the long-term mobility opportunity: this person will accompany the trainee before, during and after the mobility experience. When abroad for a long time, away from their comfort zone and their support system, trainees can feel overwhelmed and insecure. In this case, the tutor plays a fundamental role. It is crucial, therefore, to understand this position as well as the tutor’s tasks and responsibilities.

Description

As part of the long-term mobility opportunity abroad, tutors include the sending organisation’s tutor and the receiving organisation’s tutor, also called the company tutor. An optional third figure can be the tutor from the intermediary organisation. The overall goal of any tutor is to provide the necessary support to the trainee, helping them overcome any challenges encountered during the mobility experience, monitoring their progress, giving constructive feedback and keeping in touch with other parties involved during the trainee’s stay abroad. Tutors should be able to have an open communication channel between them in order to fully support the trainee from different points of view.

The sending organisation’s tutor is often a project coordinator or a teacher who brings together all the involved parties, handles mobility standards and criteria, and acts as a general supervisor. This tutor is active even before the mobility experience starts and they provide trainees with clear information about the partner roles involved and their responsibilities. Moreover, they are in charge of the documents related to mobility.

The company tutor can either be an employee of the company or the head of the company itself. They will be the trainee’s contact person for the work placement and will play a strategic role in the trainee’s integration into and adaptation to a new vocational setting.

The tutor from the intermediary organisation acts as a mediator between the trainee, the tutor from the sending organisation and the tutor from the company. This is the person who welcomes the trainee and helps him/her take the first steps in the new country, facilitating training at the destination. The intermediary tutor should be in constant contact with the trainee in order to mediate and support them in organisational and bureaucratic issues

Tutoring when done at its best will not give the answer, but will guide the trainee to discover it, giving constructive feedback, exchanging thoughts.

Tutoring and in-company training

The tutor as a cornerstone in the long-term mobility opportunity

Description

The company tutor as an expert will show the trainee techniques and strategies but will also tell them about their own experiences, help them learn from their mistakes, motivate them to improve and move forward.

The sending organisation's tutor (or the intermediary organisation's tutor, if envisaged) can help with logistical, linguistic and bureaucratic issues. Through contact with the trainee and the company, they can be a great mediator and give the trainee practical problem solving advice.

One way to get better feedback is to have frequent meetings, where the tutor and the trainee take the time to have a general overview and talk about the challenges and any possible difficulties of the internship.

Websites



Google Translate

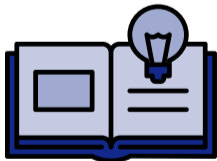
DeepL

The company tutor should have an open communication channel with the sending organisation's tutor and, if envisaged, with the intermediary organisation's tutor, in order to fully support the trainee from different points of view.

As mentioned, communication between the trainee and the tutor and/or the rest of the team is critical. Some problems may arise due to the language barrier (basic knowledge of English, lack of specific terminology, etc.)

These translation tools can be useful in aiding communication. They are both very easy to grasp and they are effective in terms of both results and usability. They can be downloaded as Apps but can be accessed from any browser connected to the internet.

Whatsapp



For remote communication, instant messaging is easier than a telephone call. The company tutor should define which means of communication are acceptable and which should be used in different situations, i.e. for urgent matters, use a telephone, for information during working hours, send a message.

Open communication and mutual respect are at the heart of every relationship. In the context of international mobility, there can often be cultural differences and misunderstandings due to language. This also affects expectations. It is worth discussing them with tutors in order to avoid disappointments and misunderstandings.

Benefits

Opportunities offered by a long-term apprentice opportunity abroad for the apprentice

Introduction

This chapter addresses the opportunities offered by a long-term apprentice opportunity abroad. Apprentices and long-term placements are an important part of employee development, where, during the trip, they acquire new knowledge, skills and competencies. Despite the numerous benefits of this type of practice, a small number of employees and employers decide to invest in such opportunities in the workplace.

As far as the benefits of long-term apprentices are concerned, there are 3 levels where positive experiences happen:

- a) Benefits to the departing employee;
 - b) Benefits to the company receiving workers;
 - c) Benefits to the company sending a worker on a long-term apprentice opportunity.
- This chapter discusses the benefits that arise for all groups of recipients.

Aim

The aim of this chapter is to show the positive aspects of a long-term apprentice opportunity abroad for the employee (trainee) and which can be also be applicable to a student. Knowing the range of benefits for the individual employee, the host company and the company investing in this type of travel allows for a holistic view of apprentices abroad and fosters promotion. This chapter explains the value of professional internships abroad at various levels.

From the trainee’s perspective, opportunities related to professional development, improving communication skills, learning about new cultures and gaining experience working in a multicultural environment become important.

Description

An employee who participates in a long-term apprentice opportunity abroad has a chance to improve his/her existing qualifications. He/She gets to see new work environments, expand his/her network of contacts, open him/herself up to new technologies and work techniques, gain experience that is an important element of professional development, improve his/her language skills. By improving his/her skills on international grounds, an employee enriches his/her CV, opens him/herself up to new opportunities, gets to know another culture. Today’s labour market continuously places new demands on potential employees and, along with increased globalisation, intercultural competencies are becoming important, the practical learning and application of which is realised during long-term apprentices abroad.

Long-term apprentice opportunities abroad become a real chance to exchange an international experience both in relationships between individual employees as well as between companies. Apprentice opportunities of this kind make it possible to exchange experiences and learn about new technologies used in various industries. Short-term apprentice opportunities do not offer as many chances, they are often treated as a trip to visit a particular region rather than as providing an opportunity for professional development. Long-term apprentice opportunities allow the employee to develop professionally in various areas, as well as to get to know a different culture and the place where he/she will be staying. Long-term apprentice opportunities are also in line with the idea of lifelong learning and constitute an opportunity for all employees, regardless of age.

A wide range of benefits that arise from a long-term apprentice opportunity leads us to conclude that such trips greatly facilitate the individual development of employees and contribute to progress at various levels, both in home and host companies.

Financial inputs

Long term international mobility: funding possibilities for apprentices

Introduction

If you are considering participating in a long-term apprenticeship mobility opportunity, it is important that you understand the available financial inputs.

There are a number of grants available to support this experience. The European Commission makes direct financial contributions in the form of grants in support of projects or organisations which further the interests of the EU and/or contribute to implementing an EU programme or policy. Interested parties can apply by responding to calls for proposals. A comprehensive list of them is given in this document.

Aim

The objective is for the reader to understand the current, main financial inputs for apprentices who participate in a long-term mobility opportunity.

Description

In general terms, this section outlines the funds available for apprentices who participate in an international mobility opportunity and the current instruments to search for this kind of financial input.

For this, firstly, two financing search tools are presented:

- Funding resources: To browse education and training funding calls and get further information about it.
- Eurodesk Opportunity Finder: Which provides information about funding to support youth projects, youth work and youth information from the EU such as Erasmus+, or Europe for Citizens calls for proposals and from private foundations.

Secondly, the list of specific funding instruments that could promote the development of international mobility projects is provided:

- Erasmus+: supports work placements or study periods abroad for students currently enrolled in vocational education and training (VET) and for recent graduates.
- EURES Targeted Mobility Scheme: supports jobseekers in tackling the challenges of working abroad, providing support in the form of targeted allowances.

Websites

Where to look for financial inputs: funding search tools



Funding resources

The EU offers a wide range of funding opportunities for education and training. You can browse education funding calls and get further information about it here. Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

Financial inputs

Long term international mobility: funding possibilities for apprentices

Websites

Eurodesk Opportunity Finder

This provides information on the following offers:

- Learning: programmes, funds and scholarships to learn and study abroad
- Volunteering: programmes, funds and projects for volunteering abroad
- Internships: paid internships and traineeships at international and EU institutions such as the World Bank, the EU, the Court of Justice, the UN, etc.
- Participating: Open calls for participation in consultations, competitions, awards, prizes and games
- Grants: funding to support youth projects, youth work and youth information from the EU such as Erasmus+, Horizon 2020 or Europe for Citizens calls for proposals and from private foundations

Available language: English.

Specific funding sources

Erasmus+

Erasmus+ supports work placements or study periods abroad for students currently enrolled in vocational education and training (VET) and for recent graduates. Students can receive a “student grant” to contribute to the increased costs that the mobility period abroad generates. Such a grant may consist of one or both of the following:

- an EU grant, calculated per month and paid as a unit cost (see the “funding rules” section in Part B of this Guide); and/or
- a national, regional and/or local grant provided by a public or private donor, or loan scheme.

Students with a zero-grant from EU funds are permitted (both for study and traineeship mobility), i.e. students who fulfil all Erasmus student eligibility criteria and benefit from all advantages of being an Erasmus student without receiving an EU mobility grant.

Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

EURES Mobility Scheme

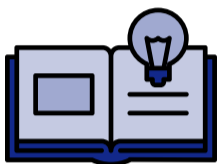
Thanks to EURES TMS, jobseekers can be supported in tackling the challenges of working abroad. EURES TMS can provide support in the form of targeted allowances. Language courses, recognition of qualifications, travel and subsistence expenses can be financed.

Available languages: English, Bulgarian, Croatian, Czech, Danish, Dutch, Estonian, Finnish, French, German, Greek, Hungarian, Irish, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish.

Financial inputs

Long term international mobility: funding possibilities for apprentices

Relevant Articles



[Financing apprenticeships in the EU](#)
[Database on financing apprenticeships in the EU](#)
[Financing programmes for SMEs](#)

- Duration: the period abroad may last between 2 weeks and 12 months.
- Conditions: to participate in a VET learner mobility abroad programme with Erasmus+, your organisation must apply to acquire an Erasmus accreditation in the field of VET or to participate in a short-term mobility project.
To receive Erasmus+ support as a recent graduate, your study or traineeship period must occur within 1 year of graduation.
- Learning Agreement: before you start your study or traineeship period, you, your institution or organisation and the receiving organisation will need to prepare a Learning Agreement. This document sets out your learning goals, rights and responsibilities and how the learning period will be formally recognised.
- Financial Support: EU grants are designed to cover travel and subsistence costs whilst abroad. With EU funding, grants are managed by the sending organisation in question and they are responsible for making payments to individuals.
- How to apply: you cannot apply directly for a grant as an individual; applications must be made by the sending organisation, which, in turn, selects candidates for the period abroad.

Where to find SMEs and available organisations

Useful platforms for apprentices to understand where to find SMEs available for a long-term mobility process.

Introduction

This section contains useful information about some apprenticeship platforms. These platforms are useful for apprentices who want to find apprenticeship opportunities that match their interests and skills. We will also discover how the use of certain social media networks can play a decisive role in the search for certain job positions, including long-term mobility.

Aim

Europe constantly needs more workers with practical skills and qualifications. By participating in an apprenticeship, you can develop the skills that employers are looking for, increasing your chances of finding a gratifying job. At both the European and national levels, efforts are being made to promote apprenticeships in various ways. This chapter, therefore, provides a general overview of where organisations and SMEs can be found that offer apprenticeship opportunities.

Description

There are several channels and/or platforms in both the European and national contexts where information can be found about organisations and companies, including SMEs, which offer apprenticeship opportunities.

- Reinforced Youth Guarantee

Since 2013, the European Alliance for Apprenticeships (EAfA) platform has brought together governments and businesses, social partners, VET providers and youth representatives. Its aim is to strengthen the quality, supply and image of apprenticeships in Europe and to improve the mobility of apprentices. The Alliance promotes the mobility of apprentices and, with its apprenticeship support service, aims to improve the quality of apprenticeships across the EU. EAfA members can benefit from apprenticeship support services, which provide online resources and networking opportunities that allow like-minded people to connect, learn and act. Through the Youth Guarantee, you may be eligible for an apprenticeship. The Reinforced Youth Guarantee is a commitment by every Member State to ensure that all young people under the age of 30 can have the opportunity of a good apprenticeship.

- EURES

With this job mobility portal, the solution is to provide services to apprentices who are interested in acquiring new professional resources, making use of the principle of free movement of people within the EU. Specifically, the portal provides three types of service:

- Information
- Consultancy
- Matching supply and demand for collaboration/recruitment purposes.

EURES activities are based on the work of a network of consultants who are able to sound out the market and provide information on open positions, the needs of employers and professionals looking for jobs. This service is also essential for apprenticeships.

There is a section in EURES dedicated to jobseekers, including apprentices, where you can access the platform and enter the EURES labour market. It lets you find employers, including SMEs, register and get hired through your EURES CV.

- EURES – Target Mobility Scheme (TMS)

Another important platform is EURES - Targeted Mobility Scheme (TMS). This an initiative that promotes professional mobility in another EU country and in other countries too, such as Norway and Iceland.

Where to find SMEs and available organisations

Useful platforms for apprentices to understand where to find SMEs available for a long-term mobility process.

Description

Besides these platforms, there are other sites that help with the job search. Here is a list of the main ones:

- **Monster**

Monster is a popular search engine for job postings but can also be used to look for an apprenticeship. Its database can be browsed free of charge but, in order to be able to reply to a job posting, you need to register, which will allow you to create your own virtual CV and make it available to employers.

- **Totaljobs**

How do you find an apprenticeship? And, more importantly, how can you make sure it's the right one for you? Totaljobs is a good platform that explains how apprenticeships are a great way to enter a profession by putting various job opportunities on your page.

- **LinkedIn**

LinkedIn, a social media network dedicated to the professional world, can be used from a computer but also from smartphones and tablets, and could be useful for job hunting. In fact, although not exactly in the category of websites dedicated to job offers, LinkedIn can be valuable when starting a new working relationship, including apprenticeships, since it has a section dedicated to job postings. It also allows you to highlight your profile so that it stands out to companies looking for new professionals.

Websites



**European Alliance
for Apprenticeships**

The European Alliance for Apprenticeships is a platform for sharing experiences and learning from those involved in an apprenticeship programme. You can also find partners, develop new ideas and initiatives, and access the latest news and tools on apprenticeships.

**EURES Target
Mobility Scheme**

This platform helps employers, especially SMEs, recruit people, including apprentices, with a specific profile. The network is innovative because it helps find staff in all European countries and beyond, and it also helps build a multicultural team.

**Reinforced Youth
Guarantee**

The Reinforced Youth Guarantee is a commitment by every Member State to ensure that all young people under the age of 30 can have the opportunity of a good apprenticeship.

Monster

Totaljobs

LinkedIn

Where to find SMEs and available organisations

Useful platforms for apprentices to understand where to find SMEs available for a long-term mobility process.

Relevant Articles



- [Regulation EU 2016/589](#)
- [Report EU 06/08/2021](#)
- [Commission proposal 01/07/2020 on Youth Guarantee](#)

Practical Info

Practical information for apprentices about the organisation of long-term mobility for apprentices

Introduction

This chapter will focus on the practical information that an apprentice should receive before, during and after the mobility period. Trainees will receive an overview of the various documents they will need to fill out or submit to host companies, information about the most common insurance policies they are provided with, as well as other general practical aspects that are crucial for a smooth progression of their apprenticeship/mobility period. Note that most mobility projects in the VET sector are funded by the European programme Erasmus +.

Aim

The aim is to provide apprentices participating in a VET long-term mobility opportunity with specific information about the main steps to follow when working abroad at a host company. The idea is to give them a clear overview of which documents, which accommodation information and which practicalities are needed. The goal is to make things as clear as possible so that lack of information can no longer be a barrier to long-term mobility in the VET sector.

Description

Internships abroad are a great resource for both host companies and apprentices. Sometimes, an apprentice might think that it is too much of a challenge for them to go abroad and work in a foreign company, away from their home and their personal safety. Any second thoughts can be dealt with if we provide trainees with useful and clear information about what they can be expected to face during the mobility period.

Before the apprentice’s arrival in the company:

Apprentices can take part in an international experience autonomously or through their school/VET institution. If the school/VET institution organises the mobility opportunity, there is often an intermediary agency/work experience provider that manages all the practical aspects of the programme at the destination. This intermediary agency is the point of reference for the student whilst abroad. It usually handles finding accommodation, looking for the right companies based on the student’s skills and experience, and managing all the necessary documents. If an apprentice decides to participate in a programme autonomously, they can either contact an intermediary agency directly or do some research on the Erasmus Plus Official Page for information about projects/applications for individuals. Another great source of information are the local National Agencies based in the apprentice’s country of residence.

In choosing the right company for the trainee’s profile, it is important to match the trainee’s professional background and their hard and soft skills. To ensure that communication will not be an issue, the trainee’s language skills are also very important. Since most apprenticeships are carried out in the context of a specific learning curriculum, it should be clear to all participating parties which learning outcomes the apprentice should have after completing the international experience. The trainee should also take advantage of their time abroad to improve their language skills and make the most out of the working experience in a foreign company.

Practical Info

Practical information for apprentices about the organisation of long-term mobility for apprentices

Description

The apprentice may have several tutors during the mobility period, one from the sending organisation, one at the intermediary agency and one in the workplace. Tutors are responsible for monitoring the internship and its various aspects.

Documents

Before starting the training abroad, it is recommended that the trainee and the other parties participating in the mobility opportunity agree the following contracts:

This list is an overview of the most common documents in the EU context. Be aware that this is a list of documents in a “best practice scenario”, which means that a host company will not necessarily have to deal with all of them. Those documents are often prepared by the sending or the intermediary institution.

Learning Agreement

This provides for a transparent and efficient preparation of the work-placement so that everything is made clear and understandable to all the parties involved in order to ensure the trainee receives recognition for the activities successfully completed abroad. It mainly contains the Learning Objectives and Outcomes and defines the specific assessment and recognition procedures.

Quality Commitment

This refers to the principles under the European Quality Charter for Mobility and defines each project participant’s responsibilities, e.g. the sending institution, the hosting institution and the trainee.

Europass

A standardised CV format, which allows the trainee to present his/her skills and the qualifications gained after the training period.

In addition to the usual EU documents, each apprentice should have a working contract with the host company and his/her sending institution and/or the intermediary organisation. This working contract should specify the period of the apprenticeship, the insurance measures to take, the compensation offered, the tasks to be performed, etc. If the apprenticeship is part of a project, the project name and project number should be specified too. This is important should the host company be subject to a review by its national tax office or another official institution.

During the training period in the company, it is important that the apprentice’s activities are recorded and periodically signed and stamped by the company’s tutor. That is why an attendance and activity register should be implemented on a daily or weekly basis.

At the end of the training period, the trainee should receive a certificate from the host company as proof of having successfully completed the training period.

Insurance

It is very important for trainees to know that, during their time abroad, they should be covered by an accident and liability insurance policy, which applies to the workplace as well.

European apprentices can use their European health card for any type of medical emergency. Additional health coverage may or may not be present.

Practical Info

Practical information for apprentices about the organisation of long-term mobility for apprentices

Description

The type of insurance policy that will be provided can vary depending on the length of the mobility period. If this period is long (more than 3 months), there may be additional policies needed compared to shorter mobility periods.

In the event of an emergency, trainees should be familiar with the local emergency telephone numbers, e.g. ambulance, fire and police.

Travel and accommodation

Travel to the mobility destination is, in most cases, organised by the VET institution or the school, whereas accommodation is often provided by the intermediary organisation. Travel costs are mostly paid by the mobility funding programme as an allowance, depending on the travel distances. It is important, therefore, to book flights, buses or trains some time in advance in order to ensure that prices remain reasonable and understandable. At the mobility destination, local public transportation services, like buses or metros, can be used. It is often cheaper to buy a weekly or monthly ticket rather than a one-day ticket each day. Some cities even have special discounts for apprentices. For more information, consult the local public transportation service’s website.

As regards accommodation, apprentices usually stay in a hostel (for shorter stays) or in a flat or shared flat or with a host family.

If a trainee stays in a hostel, meals will either be provided (in the form of half board or full board) by the hostel itself, or the trainee may often receive compensation from the mobility programme’s sending institution in the form of a stipend to be used for shopping and cooking meals in the hostel’s shared kitchen.

If the trainee stays with a host family, they will see to the meals. If the trainee stays in an apartment, which is often the most common type of accommodation for a long-term internship, they will have to do the shopping and the cooking with the money they receive as a stipend.

The type of accommodation will vary depending on the duration of the trainee’s stay and the calculation of costs.

In the case of self-organised stays, trainees will have to look for a place to stay by themselves. In this case, they can either ask their host company for help, or they can browse useful platforms such as local community housing groups on social media like Facebook, temporary housing listings on websites or local newspapers.

Websites



Erasmus+ Results Platform

A database with descriptions, results and contact information for all Erasmus+ Projects undertaken.
Available in English.

Language Barriers

Tools to overcome the language barrier in VET mobility opportunities abroad

Introduction

Despite the numerous benefits of long-term travel for an internship, a small group of employees and employers decide to invest in this type of venture. The relatively low involvement by employees in trips abroad is due to a number of barriers and difficulties that we can consider both in individual and group terms. One of the most significant barriers discouraging employees from leaving is the language barrier, as a result of poor knowledge of the destination language. Especially the English language, which is, nowadays, required in many workplaces.

This chapter explores the barriers - particularly the language barrier - that discourage people from participating in long-term apprentice opportunities and the solutions that can help break down the language barrier in the workplace from an employee (intern) perspective.

Aim

The aim of this chapter is to discuss the conditions that influence the emergence of a language barrier and thus the abandonment of a long-term apprentice opportunity abroad. The chapter addresses the issue of overcoming the language barrier at the employee (trainee) level in order to motivate employees to take action to improve their language skills.

Description

The language barrier is a factor that discourages an employee from actively engaging in professional travel abroad. This issue is particularly felt by older workers, who graduated from formal education at a time when there was less emphasis placed on cultural competence or knowledge of a foreign language. Young people entering the job market today have fewer issues with language because they are aware of the necessity of knowing at least one foreign language. This situation also results from greater opportunities to travel and explore the world, which is attractive and appealing to young people.

In terms of the issues discussed, it should be noted that the language barrier is already an obstacle when deciding whether to consider an internship abroad. Employers and employees are already discouraged at the stage when the required documents need to be prepared, acquiring a foreign partner, preparing the stay.

Websites



OLS

Online Linguistic Support (OLS)
Provides linguistic support to all registered Erasmus+ users
Available in every European language

Results and certifications

Tools and resources to understand the main certificates awarded after successfully completing a mobility experience at the European level

Introduction

This section contains the main knowledge, skills and competences acquired by apprentices during a long-term apprenticeship abroad and the certificates awarded after successfully completing a mobility experience at the European level.

Aim

- The main aims of this section are:
- To understand the main knowledge, skills and competences acquired by apprentices during a long-term apprenticeship abroad at the European level
 - To understand the certificates awarded after successfully completing a mobility experience at the European level

Description

Spending time in another country is an excellent way to learn about new cultures and develop new skills through a range of different experiences. Europass Mobility helps capture and communicate these valuable new skills and experiences gained during a mobility experience in a widely recognised way.

Europass Mobility is a document which describes the skills you develop, including information on your roles and responsibilities, job-related skills, language skills, digital skills, organisation and managerial skills, and communication skills.

If you participate in an organised mobility experience in another country and would like to receive the Europass Mobility, follow these steps:

- Ask the sending organisation (e.g. the school or institution that organised your placement) to register with the National Europass Centre in your country.
- The sending organisation and the hosting organisation (the organisation or institution that you visit when abroad) will complete the relevant documents.
- You will receive your Europass Mobility after you complete your experience abroad.

Websites



Europass Mobility

Europass Mobility is a document which describes the skills you develop on a particular mobility experience. The document can include information on your roles and responsibilities, job-related skills, language skills, digital skills, organisation and managerial skills, communication skills. These skills can be very valuable when applying for jobs and courses in the future.

[Europass Mobility Template](#)

[Europass Mobility Instructions](#)

[Europass Profile](#)

Results and certifications

Tools and resources to understand the main certificates awarded after successfully completing a mobility experience at the European level

Websites

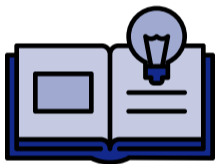


Self-assessment

The self-assessment grid illustrates the levels of proficiency described in the Common European Framework of Reference for Languages (CEFR). It presents 34 scales of listening, reading, spoken interaction, spoken production and writing activities.

Eric- Naric Network

This portal provides information on recognising academic and vocational qualifications and on international mobility opportunities in the professional and higher education fields.
Employers: information on a candidate’s foreign qualifications and on what procedures to use to recognise professional/vocational experience.
Available language: English.



With a Europass Mobility, you can simply update your Europass profile with the skills and information from it and store it in your Europass library.

The background of the page features a light-colored, crumpled paper texture on the left side. On the right side, there are abstract watercolor washes in shades of teal, blue, and green, creating a layered, artistic effect.

GLOSSARY

Glossary

A

Applicant

Any participating organisation which submits a grant application.

Apprentice

A person who works for another in order to learn a trade, someone who follows an apprenticeship learning scheme .

Apprenticeship

The period of time spent working as an apprentice. This is akin to job training that involves following and studying a master of the trade on the job instead of in school. A combination of on-the-job training and related instruction in which apprentices learn the practical and theoretical aspects of a highly skilled vocation.

Assessment of learning outcomes

The process whereby the knowledge, skills and competences of an individual are appraised against predefined criteria (learning expectations, measurement of learning outcomes). Assessment is typically followed by certification and validation.

B

Beneficiary

When a project is approved for an Erasmus+ grant, the applicant organisation becomes a beneficiary by signing a contract with the National or Executive Agency that selected the project. If the application was made on behalf of other participating organisations, the partners may become co-beneficiaries of the grant.

C

Company's tutor

Someone with specific job-related skills and a vocation/commitment to training, someone who is in charge of the development of the intern, in terms of both technical and professional aspects.

Consortium

Two or more participating organisations which team up to prepare, implement and follow up a project or an activity within a project. A consortium may be national (i.e. involving organisations established in the same country) or international (involving participating organisations from different countries).

Criterion/Criteria

A standard or principle to judge, evaluate or select something. Company tutor

E

Employer

An employer is the person or organisation that you work for.

ECVET

European Credit System for Vocational Education and Training (ECVET) is a technical framework for the transfer, recognition and (where appropriate) accumulation of an individual's learning outcomes with a view to achieving a qualification.

Glossary

E

EQF

European Qualifications Framework (EQF): this is a translation tool that helps explain qualifications awarded in different countries and by different education and training systems, and helps compare them. Its eight levels are described in terms of knowledge, skills and competences.

Erasmus Pro

This is an initiative under the Erasmus+ Programme. This initiative included under Key Action 1 (learning mobility) aims to facilitate and promote 50,000 work placements of 3 to 12 months for VET learners and recent graduates between 2018 and 2020.

Eures

Set up in 1993, EURES is a cooperation network between the European Commission and the EEA's Public Employment Services (PES). Switzerland also cooperates in EURES. EURES helps workers and employers who wish to benefit from the right of free movement of workers within the EEA.

Europass

A standardised CV format, which allows the trainee to present his/her skills and the qualifications gained after the training period.

Europass Library

It is a free online space, linked to your Europass profile, where you can store files related to your career and studies.

Europass Mobility

It is a document which describes the skills you develop on a particular mobility experience.

Europass Profile

It is a tool that can be used by organisations – employers, volunteer organisations, recruiters, guidance practitioners, youth organisations, education and training institutions and more – as part of the support and services they offer to people.

G

Grants

Subsidies to support the individual's or the company's investment in education and training.

I

Intermediary Organization

This is an organisation active in the labour market or in the fields of education, training and youth work. Its role may be to share and facilitate the administrative procedures of the sending higher education institutions and to better match student profiles with the needs of enterprises in case of traineeships and to jointly prepare participants.

Intermediary's tutor

A person at the foreign destination who acts as a mediator between all the involved parties and helps the trainee locally

Glossary

L

Learning Agreement

This is the document which defines the learning outcomes to be acquired during the mobility opportunity by the apprentice, agreeing the assessment procedures and how learning achievements will be documented, specifying the roles of the partners involved and under which conditions credits can be transferred (validation and recognition).

Learning Outcome

The set of knowledge, skills and competences an individual acquires and/or is able to demonstrate after successfully completing a learning process, either formal, non-formal or informal. These are statements of what a learner knows, understands and is able to do upon completing a learning process, which are defined in terms of knowledge, skills and competence.

M

Memorandum of Understanding

This specifies the terms of the partnership, the roles of the parties involved and the Learning Objectives. It details the conditions under which the identified learning outcomes from the trainee's course syllabus can be achieved, assessed, validated and potentially transferred.

Mentor

The experienced person, acting as a role model, guide or coach, who provides guidance and support to an apprentice.

N

National Agency

A body in charge of managing the implementation of the Programme at the national level in a Member State or in a third country associated with the Programme. One or more National Agencies may exist in any one country.

O

Organisation

An organisation is an entity — such as a company, an institution, or an association — comprising one or more people and having a particular purpose.

P

Platform

A piece of technology or software that connects users with other members of a community to create mutually beneficial opportunities.

Q

Quality Commitment

This refers to the principles under the European Quality Charter for Mobility and defines each project participant's responsibilities, e.g. the sending institution, the hosting institution and the trainee.

R

Receiving organisation (or hosting)

It's the organization in charge of receiving students/staff from abroad and offering them a study/traineeship programme or a programme of training activities, or benefiting from a teaching activity.

Glossary

R

Receiving organisation's tutor

Someone with specific job-related skills and a vocation/commitment to training, someone who is in charge of the development of the intern, in terms of both technical and professional aspects.

Recommendation

This is one of two forms of a non-binding EU act. The other form being opinions. Although recommendations do not have any legal consequences, they may offer guidance on the interpretation or content of EU law.

Regulations

A binding legislative act that must be applied, in its entirety, across the EU.

S

Sending organization

The VET organisation, school or another kind of institution at which the participant is studying or where he/she has recently finished studying. When the sending organisation is also the applicant, it assumes all project coordination and implementation tasks. In the case of a consortium, arrangements regarding selection, grant payments, preparation, monitoring and recognition related to the mobility period might vary as they can be shared among members.

Sending organisation's tutor

Sending organisation's tutor: a project coordinator or a teacher who brings together all the involved parties, handles mobility standards and criteria, and acts as general supervisor.

Skills

These are the abilities to apply knowledge and to use know-how to complete tasks and solve problems. In the context of the European Qualifications Framework, skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments).

SMEs

Small and medium-sized enterprises (SMEs) are non-subsidary, independent firms which employ fewer than a given number of employees. This number varies by country. The most frequent upper limit designating an SME is 250 employees, as in the European Union. They are defined in the EU Recommendation 2003/361.

T

Targeted mobility scheme

The initiative to test innovative methods to implement intra-EU job mobility opportunities and tackle the needs of specific target groups, economic sectors, vocations and countries

Tutor

The person in charge when considering the personality, learning needs and preferences of the apprentice being tutored, to create a context or a process in which the apprentice ends up building his/her own knowledge and learning path.

