

# Mob4App Kit

## Aim

The Mob4App KIT aims to strengthen the role of VET professionals as potential promoters of long-term mobility of apprentices (LTMA) in Europe.

Mob4App ambassadors can get in touch with apprentices and companies and support them in realising long-term internships abroad for apprentices.

The creation of this KIT stems from the need to enable the key factors that very often lead to not taking advantage of this opportunity.

This will overcome the gap due to the lack of awareness about the benefits of apprenticeships abroad and how to carry them out, creating a ground community with which LTMA will become an opportunity for more of the apprentices and companies who are interested.

## Mob4App project

Long-term mobilities  
for apprentices

[www.mob4app.eu](http://www.mob4app.eu)

### Who can become Ambassador?

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The ambassadors could be VET trainers, VET professional, VET centres, public authorities, employment offices, mentors, tutors, coaches, as well as influencers and opinion leaders, with a commitment to apprenticeships and European mobility.

### How to use the MOB4APP KIT?

02

The MOB4APP KIT can be used to promote and give practical information to companies and apprentices in order to support them in applying and managing long-term mobilities abroad.

# What is the Mob4App KIT

## Cards

- Legal Framework and Contractual rules
- Roles and responsibilities
- Sources of information
- Financial Inputs
- Organising and managing an apprenticeship abroad
- Assessment

01

02

The document is divided into two main parts:

The first focuses on raising the awareness of companies and apprentices about the importance of the long-term mobility of apprentices abroad.

The second part offers the ambassador information sheets (Cards) to be used with the target groups to help them in the planning, implementation and evaluation of apprenticeships abroad. The cards are also customisable and can be adapted to the needs of each potential Ambassador.

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Let's keep in  
touch!

# 1. Long-term mobility for apprentices

Cedefop provides us some useful  
definitions :

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## Apprenticeships

are recognised as a specific form of vocational education and training that consists of systematically alternating periods at the workplace and in an education and training institution. The apprentice is contractually linked to the employer and receives compensation (wage or allowance). The employer assumes responsibility for providing the apprentice with training leading to a specific occupation. Apprentices should have the status of 'apprentice', as defined in his or her home country. During the placement abroad s/he should ideally have a similar status.

**tip**

Long-term mobility should not be promoted at the expense of short-term. Short-term mobility could be used as a stepping stone for long-term mobility: set a good experience in short-term mobility, provide evidence and then go to the next level.

## What does long-term mobility of apprentices mean?

### Cross-border

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The learner spends time in another country, within the EU or beyond the EU, as part of an apprenticeship.

### Long-term mobility

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The period spent abroad should have a duration of minimum six months, and typically lasts up to 12 months.



## 2. Why long-term mobility of apprentices?

According to the European official documents, increasing apprentices' participation in cross-country learning mobility has recently become a key policy initiative in apprenticeships (CEDEFOP, 2019).

Mobility of apprentices in Europe is important as apprentices gain independence; learn new skills (particularly soft skills) and foreign language skills through international work experience. The companies involved also benefit, as cultural exchange fosters creativity, reinforces the companies' skills base and attracts international talent (EC, Mobility of Apprentices in Europe, Report, 2019).

### What is the benefit for the companies?

#### Sending organisations

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- Increasing staff's professional competences
- Creating a stimulating work space
- Investing in innovation
- Connecting with new networks

#### Hosting organisations

02

- Promoting company brand
- Increasing workforce diversity
- Extending the network at European level



#### tips for companies

- Focus mobility experiences on skills that are valued by sending companies, such as those that are new or not possible for apprentices to acquire at home.

- Leverage on those actors (schools, VET providers, employers) that have an established cooperation on mobility to define and present examples of good practice that could act as a pull factor.



## Why it is important for apprentices?

## Benefits for apprentices

- Developing specific technical skills that may be scarce in the sending country
- Increasing European identity and citizenship
- Improving good career prospects
- Improvement of the foreign language level
- Development of transversal skills
- Better understanding foreign markets

## tips for apprentices

-- Some participants have already benefited from a learning mobility experience. Be inspired and learn from them. If they did it, you can surely do it as well!



Let's keep in  
touch!

## 3. Legal Framework and Contractual rules

### What do you need to know?

When the company or apprentice wants to apply for a long-term mobility opportunity for apprentices, it is important to first make them aware of the European and national regulations in force.

To find out more about  
the legal Framework and  
contractual rules  
download the Mob4App  
Toolkit



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#### tip

Due to the specificity of each country with regard to apprenticeships, in order to increase the capacity of organisations to work according to the same quality standards, it could be very useful to take the principles developed by the Council of Europe on the subject as a reference.

Apprenticeships are regulated by national laws and countries have their own specific definitions, processes and tools for managing and implementing apprenticeships

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The European Commission strongly recommends the long-term mobility of apprentices as a key experience in developing transversal skills and in improving employability. For this, there are several treaties establishing the European Union and the European regulations, directives and decisions that have a direct or indirect effect on your country.

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## 4. Roles and responsibilities

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The management and the implementation of an apprenticeship abroad involves different actors, each with their own roles and responsibilities. Depending on whether the company is a sending organisation (i.e. one that sends apprentices abroad) or a hosting organisation (i.e. one that hosts foreign apprentices in its own company), the roles and responsibilities change.

### Different roles

Apprentice

01

Sending organisations

02

Hosting organisation

03

Intermediary Agencies

04

Funding Organisation  
(external to the project  
consortiums)

05

Company tutor

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tip

As it is a shared process, knowing these roles and responsibilities is important to ensure the success of the apprenticeship and helps both companies and apprentices to understand how to process works, and where to ask for assistance and from whom.

To find out more about  
the role and  
responsibilities  
download the Mob4App  
Toolkit



[Download](#) or [www.mob4app.eu](http://www.mob4app.eu)

Do not underestimate the skills of the tutor. When the apprentice is abroad for a long period, away from his or her comfort zone and support system, the tutor may become his or her new point of reference in the new work context.

## 5. Sources of Information

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One of the biggest barriers to companies and apprentices' participation in mobility remains access to information.

This is why it is extremely important to have reliable sources of information to obtain background information and get a first idea of the process.

### tip

When SMEs or candidates 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.

### Access to information

Sources can be helpful for providing them with information on:

- company-related issues, such as how to identify a good candidate, how to assess skills and qualifications from other countries, what procedures to use for the recognition of foreign qualifications and professional/work experience
- apprentice-related issues, such as where apprenticeship can be done, how to prepare a CV to apply for it, which tools to use to understand the level of knowledge required of a foreign language and the training available to improve it

To find out more about the reliable sources of information download the Mob4App Toolkit

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## 6. Financial Inputs

### Public funding

In many cases, apprenticeships abroad may be eligible for public funding. The steps and procedures for applying for public funding vary according to the different programmes available at national and European level to support this type of apprenticeship

Keep in mind that the funds available for are:

- limited
- in many cases not addressed directly to individuals but organisations
- foreseen the involvement of different organisations from different countries

#### tips

- Get in touch with the official funding organisation to get all the information.
- Participate in cross-border (sectoral) SME networks that allow rotation schemes, so that a sending company can also become a receiving company.
- Start with a small project (e.g. short-term mobility) to familiarise yourself with the procedures and understand the benefits in practice.

To find out more about  
financial inputs  
download the Mob4App  
Toolkit



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## 7. Organising and managing an apprenticeship abroad

Organising and managing an apprenticeship abroad, especially if it is part of a funding programme, may require knowledge of particular procedures and steps that the company (acting as sending or host organisation) and the apprentice must follow before, during and after the mobility period.

A clear overview of which documents, insurance policies and fulfilments are needed is extremely important to make things as easy as possible and to ensure

- a smooth running of the
- apprenticeship/mobility period.

### Organisation and management

- Identify the candidates and the host companies one year ahead to save time and streamline the action.
- Join cross-border multi-stakeholder alliances/networks at the sectoral level to facilitate the organisation of LTMA reflecting sectoral needs and specificities.

#### tips

### Finding organisations and candidates

Finding potential apprentices and companies, especially in other EU countries, is not such an easy task, but know that there are European and in some cases national platforms where you can find foreign candidates or companies offering apprenticeship opportunities. Therefore, you will find that some platforms may also offer personalised services.

To find out more about how to manage an apprenticeship abroad download the Mob4App Toolkit



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## 8. Assessment

To know whether an apprenticeship abroad is working, how it is progressing and to suggest corrections if needed, it can be helpful to put in place specific tools and actions to assess the learning process so that apprentices are able to increase their knowledge.

### tips

- Defining before the mobility the learning outcomes to be achieved by the apprentice will help to build a relationship of trust and transparency between the company and the apprentice.
- In addition to the normal evaluation tools, include self-assessment tools that can be very effective.

## Results and Certification

Spending time in another country is an excellent way to learn about new cultures and develop new skills through a range of different experiences.

As apprentice it is important to know which are the European instruments that can be used to communicate these valuable new skills and experiences gained during a mobility experience in a widely recognised way.

To find out more  
about the  
assessment  
download the  
Mob4App Toolkit



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