A Guide for students and colleges

This GUIDE is written for students who wish to organise their own International Work Placement (IWP), but who do not have the (full) practical support of a college organisation behind them.

However, there are also useful chapters for colleges that help students prepare for an IWP. Chapters involving money matters and examples of contracts and arrangements between the college, students and the foreign companies are particularly useful.

From experience we can say that this GUIDE will make students and colleges organising IWPs for the first time aware of matters that might be overlooked in the preparation stage.

This booklet does not pretend to be an exhaustive GUIDE; it is merely a useful collection of questions, tasks, hints and suggestions that will help young people to look at important matters from practical angles in preparing their IWP.

Working abroad is an adventure in itself; if this GUIDE helps youngsters to avoid the worst pitfalls that could spoil a potentially wonderful experience, then it has succeeded in its aims.

Finally, if it helps students to help other students, then this is an extremely valuable bonus.

Have fun and good luck!

For any suggestions on how to improve this Guide, e-mail F van Schaik, Horizon College, NL, f.w.vanschaik@horizoncollege.nl
Stefano Tirati, CSCS, IT, stefano.tirati@gmail.com
How to use the Guide

How you use the guide is up to you! We always suggest starting with the first part and then, in the second part, starting with the first topic, continuing until you have done all topics. You can also start with any topic you like.
The CHECKLIST will help you make sure that you have covered all the topics necessary for a good preparation.
The GUIDE is divided into 4 parts:

PART I Going abroad
   a) Reasons
   b) Various alternatives

PART II Topics
Each topic has 4 sections:
Section I Introduction to topic
   What is the Aim of the topic?
Section II Questions
   The questions make you aware of what you do or do not know yet
Section III Tasks
   The tasks (T) help you find answers to the questions that are important for you
Section IV Planning
   After section III (tasks) of each topic, you fill in the planning with the results of the tasks.

In most topics you will also find HINTs and / or Suggestions

PART III Checklist
The checklist is really a summary of all the topics. It gives a quick overview of all the things you need to do in the PREPARATION stage of your IWP.
Once you have finished a topic, you tick this off on the checklist. This helps you to plan your activities in good time, so that there is nothing stopping you from going abroad when the time arrives!

PART IV Appendix
In the appendix you will find some example material, and some templates for writing purposes, such as writing a formal e-mail, or a CV, etc.
<table>
<thead>
<tr>
<th>CONTENTS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal details</td>
<td>4</td>
</tr>
<tr>
<td><strong>Part I</strong> Going abroad</td>
<td></td>
</tr>
<tr>
<td>a) Reasons for going abroad</td>
<td>6</td>
</tr>
<tr>
<td>b) Various alternatives</td>
<td>8</td>
</tr>
<tr>
<td><strong>Part II</strong> Topics</td>
<td></td>
</tr>
<tr>
<td>Topic 1 What is my motivation for working abroad?</td>
<td>13</td>
</tr>
<tr>
<td>Planning - Motivation</td>
<td>15</td>
</tr>
<tr>
<td>Topic 2 How much does working abroad cost?</td>
<td>16</td>
</tr>
<tr>
<td>Planning - Costs</td>
<td>19</td>
</tr>
<tr>
<td>Topic 3 How can I raise money?</td>
<td>21</td>
</tr>
<tr>
<td>Planning - Income</td>
<td>25</td>
</tr>
<tr>
<td>Topic 4 Meeting the college requirements</td>
<td>26</td>
</tr>
<tr>
<td>Planning - College requirements</td>
<td>28</td>
</tr>
<tr>
<td>Topic 5 Can my college help arrange a work placement abroad?</td>
<td>30</td>
</tr>
<tr>
<td>Planning - College help</td>
<td>32</td>
</tr>
<tr>
<td>Topic 6 How do I choose a country for an IWP?</td>
<td>33</td>
</tr>
<tr>
<td>Planning - Choice of IWP</td>
<td>37</td>
</tr>
<tr>
<td>Topic 7 What are the rules when contacting a work place abroad?</td>
<td>39</td>
</tr>
<tr>
<td>Planning - Rules of (E-) Communication</td>
<td>43</td>
</tr>
<tr>
<td>Topic 8 How do I convince the company to offer me a work place?</td>
<td>45</td>
</tr>
<tr>
<td>Planning - Convincing the company</td>
<td>48</td>
</tr>
<tr>
<td>Topic 9 Do I need to sign any contracts?</td>
<td>50</td>
</tr>
<tr>
<td>Planning - Contracts</td>
<td>53</td>
</tr>
<tr>
<td>Topic 10 How do I insure myself?</td>
<td>54</td>
</tr>
<tr>
<td>Planning - Insurance</td>
<td>58</td>
</tr>
<tr>
<td>Topic 11 Where will I live?</td>
<td>62</td>
</tr>
<tr>
<td>Planning - Accommodation</td>
<td>65</td>
</tr>
<tr>
<td>Topic 12 How will I travel to and in the target country?</td>
<td>67</td>
</tr>
<tr>
<td>Planning - Travel arrangements</td>
<td>70</td>
</tr>
<tr>
<td><strong>Part III</strong> Checklist</td>
<td>72</td>
</tr>
<tr>
<td><strong>Part IV</strong> Appendix</td>
<td>75</td>
</tr>
</tbody>
</table>
### Personal, college and study details

#### Personal details

| Name | ____________________________________________ |
| Address | ____________________________________________ |
| Postal code / Place | ____________________________________________ |
| Country | ____________________________________________ |
| Gender | O Male O Female |
| Date of birth | ____________________________________________ |
| E-mail | ____________________________________________ |
| Passport / Identity Card No. | ____________________________________________ |
| Expiry date passport / ID-Card | ____________________________________________ |
| Bank account No. | ____________________________________________ |
| IBAN code | ____________________________________________ |
| SWIFT code | ____________________________________________ |
| I live with my parents | O Yes O No |
| Home telephone No. | ____________________________________________ |
| Mobile number | ____________________________________________ |
Emergency
In case of an emergency, phone my family / friends / other:
Name ______________________________________
Address ______________________________________
E-mail ______________________________________

College and study details
College name ______________________________________
Address ______________________________________
Postal code / place ______________________________________
I study O full time O part time
Field of study O engineering and technology
O health care
O human sciences
O business studies
O trade and services
O Other _________________________
Specialisation O ________________________________
Expected date of graduation _________________________
PART I GOING ABROAD

a) Reasons for going abroad:

Further to globalisation (and, why not recognize it? to the reduced costs for air travel), transnational mobility has become a new trend in Europe, and not only in Europe.

There are a lot of reasons for going abroad, and we will try to see some of the most common; we will examine not only the reason, but also on the related objective and the subsequent impact on you.

Mobility abroad (for work or study) helps you in many ways:

<table>
<thead>
<tr>
<th>Reasons:</th>
<th>Objectives:</th>
<th>Impact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your languages skills are limited</td>
<td>Learning a foreign language</td>
<td>Language proficiency</td>
</tr>
<tr>
<td>In order to develop your career, it is important to gain all the experience you can.</td>
<td>Improving your career opportunities (not necessarily in terms of &quot;career opportunity abroad, but also in the sense of improving the possibilities of finding a better job back home)</td>
<td>Professional skills</td>
</tr>
<tr>
<td>You lack self-confidence</td>
<td>Becoming more self-confident</td>
<td>New and more complete perspective, self-confidence</td>
</tr>
<tr>
<td>You want to meet new people, experience different ways of life, with different mentalities, you want to make new friends basically acquire an &quot;intercultural competency&quot;</td>
<td>Acquiring intercultural skills</td>
<td>Intercultural competencies</td>
</tr>
<tr>
<td>...</td>
<td>...</td>
<td>...</td>
</tr>
</tbody>
</table>
The “floor” to people who have had this kind of experience:

**Why Go Global?**

**The Top 5 Reasons to Work Abroad**

**Adventure**
For Deanna Van Buren (Holland), who is working as an interior designer in London, travel and adventure topped her list of reasons for deciding to work abroad. “Living in England provides you with a great platform from which you can visit other countries in Europe, Asia and Africa,” she says.

**Global Perspective**
"You get to see the US through the eyes of another culture,” says David Ray, who worked as a farmhand in France.

**Career Growth**
"For me, this job is something I could never get in my own country (France) with the level of responsibility I have”, says Chantal.

**Self-Understanding**
"Once you do it, it makes you realize there's a lot you can do that you didn't think you could," says Kristen Bergevin (Sweden), who worked in London and Scotland for six months.

**Learning foreign languages**
Serving ice cream to German tourists, Jaimie (Spain) solved her problem of not knowing what to say next. After three months of short and long conversations, she gained a fluency she would otherwise never have had.
b) Various Alternatives:


E.g.:

AIESEC
Interested in gaining working experience in economics and management abroad? This global student network provides you with international exchange opportunities and helps with applying for work placement in the country of your choice. Join the network to enrich your study experience!
http://www.aiesec.org/AI

Agriplanet
Agricultural traineeships worldwide. Information about internship programmes, how to apply and where to go.
http://www.agriplanet.com

Capcampus
If gaining some valuable work experience before finishing your studies sounds good to you, check here for internships in France and for exchange and work placement programmes in Europe and overseas. Find tips on writing your CV and motivation letter before applying!
http://www.capcampus.com/emploi/stage/

Council of Europe
Everything you need to know about the traineeship programme at the Council of Europe. Application form to download.
http://www.coe.int/t/e/Human_Resources/Jobs/10_Traineeship_opportunities

European Law Students’ Association
Studying law and wanting work experience abroad? Find out here about the student trainee exchange programme run by the world’s largest independent law students’ association. ELSA has around 450 traineeship places each year, throughout and occasionally outside Europe.
http://www.elsa.org/lawstudents/traineeships.html

InternAbroad
A source for international internships. Search for paid and volunteer, academic and non-academic internships and work programmes around the world.
http://www.internabroad.com/search.cfm

etc.
Finding a job – more info on

http://europa.eu/youth/working/finding_a_job/index_eu_en.html

E.g.:

Anywork Anywhere
Jobs ads and resources for working and travelling in the UK and worldwide. Source of useful information on where to find out about visa and insurance needs, tax refunds etc.
http://www.anyworkanywhere.com/

Australian WorkPlace
Information on employment, workplace relations, government assistance, jobs, careers, training and wages in Australia.

EURES: The European Job Mobility Portal
Job search database run by the Inter-European Government Employment Service lists job vacancies all over Europe. Source of information on finding jobs abroad, trends in the European labour market, and living and working conditions in European countries (to be added soon).

EuroBrussels
This site can help you find a job in Brussels, the EU institutions, or other international organisations. Search for current vacancies in industry associations, EU institutions, law firms, international organisations, NGOs and political organisations, academic institutions, universities, business schools and think tanks. Useful tips on where to look to a job.
http://www.eurobrussels.com/index.php

Europages
A business directory. You can search this site for contact details to various companies. It could be a good starting point to get informed in the industry of your interest before applying for a job!
http://www.europages.com
etc.
• Working holidays – more info on
  http://europa.eu/youth/working/working_holidays/index_eu_en.html

Campsite holiday job

Are you at least 18 years old and do you speak English and German? Why not get a job on a campsite in one of many different functions: receptionist; entertainer; swimming pool attendant; bar, shop or restaurant staff; or Junior Manager (responsible for a number of tents and guests.) Online application.


Gapwork

Whether you are a student or a gap year traveller, you can find what you need on casual work abroad, in Europe, Australia, New Zealand, North, Central and South America. Working holiday visas, gap years, seasonal work, travel insurance, flights, city maps and health matters are all covered.

http://www.gapwork.com/europe.shtml

Holiday Resort Jobs

On-line directory of employment opportunities for anyone seeking seasonal employment for summer and winter at a holiday resort. The directory covers seasonal work in all kinds of employment sectors, including childcare/nannies, chalet staff, bar staff, drivers, catering staff and customer services assistants.

http://www.holidayresortjobs.co.uk/

etc.

Au pair – more info on

Au Pair Box


Au Pair Box

There is nothing simpler! Just fill in the form you need under "Family registration" or "Au pair registration", and send it over the Internet. A chatroom and a forum where you can exchange your experiences are also available.

http://www.au-pair-box.com

Au Pair Search

Register as an au pair, host family or au pair agency anywhere in the world and seek a suitable match online. Advice on work permits and letters of offer, discussion forum and airfares.

http://www.aupairsearch.com

Aupair World

The most popular au pair job database on the Internet! Free registration for au pairs and families. Having registered, you can directly contact your preferred au pair or family anywhere in the world

http://www.aupairworld.net

AupairConnect

Search the worldwide directory of au pairs and host families for free. Au pairs and host families can register for the database and upload pictures.

http://www.aupairconnect.com/

Find Au Pair

Site matching au pairs and families from around the world. Discussion forum, visa information and links to au pair agencies.

http://www.findaupair.com
- Volunteering – exchanges – more info on
  

  **Alliance of European Voluntary Service Organisations**
  This group represents national bodies that run international voluntary projects. The site includes a detailed presentation of the network and a useful list of its members.
  
  [http://www.alliance-network.eu](http://www.alliance-network.eu)

  **Association of Voluntary Service Organisations**
  Information on all member bodies dealing with voluntary service programmes in Europe.
  
  [http://www.avso.org](http://www.avso.org)

  **Creative Corners: new agency for creative volunteering**
  Through this site, volunteers with creative skills (from any country) can apply for projects in South and Central America.
  
  [http://www.creative-corners.com](http://www.creative-corners.com)

  **Cross-Cultural Organisation**
  Independent, non-profit organisation coordinating volunteer programmes in Brazil, China, Costa Rica, Ghana, Guatemala, India, Morocco, Peru, Russia, South Africa, Tanzania and Thailand.
  

  etc.
PART II  TOPICS

TOPIC 1  What is my motivation for working abroad?

Introduction

Aim: This topic helps you organise your reasons for working abroad.

Suggestion

Before you start on the questions, sit back for a while, relax and think about your real motivation for working abroad. The results of this thinking session may be that you are ready to do the following tasks in this GUIDE, but it may also be that you change your mind about working abroad. It is better to change your mind while you still can, than making half-hearted arrangements with your college or the company.

Questions

Please tick as many reasons as you like.

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>I know students who have worked abroad and who were enthusiastic.</td>
</tr>
<tr>
<td>Q2</td>
<td>I wish to earn a lot of money.</td>
</tr>
<tr>
<td>Q3</td>
<td>My parents have their own company and would like me to gain as much (international) experience as possible.</td>
</tr>
<tr>
<td>Q4</td>
<td>I want to improve my foreign language skills.</td>
</tr>
<tr>
<td>Q5</td>
<td>Being away from home gives me the opportunity to do what I want, when I want, how I want!</td>
</tr>
<tr>
<td>Q6</td>
<td>I want to work together with people from another culture.</td>
</tr>
<tr>
<td>Q7</td>
<td>I want to learn how other people think and act.</td>
</tr>
<tr>
<td>Q8</td>
<td>I want to learn about how a foreign company is organised.</td>
</tr>
<tr>
<td>Q9</td>
<td>I want to travel to other countries.</td>
</tr>
<tr>
<td>Q10</td>
<td>I want to experience how foreign companies solve their problems.</td>
</tr>
<tr>
<td>Q11</td>
<td>I want to find new applications for my studies.</td>
</tr>
<tr>
<td>Q12</td>
<td>I wish to become more independent from my parent(s).</td>
</tr>
<tr>
<td>Q13</td>
<td>I need to find out if I can manage to look after myself, while working and living in a strange environment.</td>
</tr>
<tr>
<td>Q14</td>
<td>My college says working abroad is good for anyone.</td>
</tr>
<tr>
<td>Q15</td>
<td>I want to have an IWP experience on my CV (=Curriculum Vitae).</td>
</tr>
<tr>
<td>Q16</td>
<td>Working abroad improves my chances of getting a better job.</td>
</tr>
</tbody>
</table>
TASKS
Add the results of the following tasks to the PLANNING

T1
At your school you do not know anybody who has worked abroad. That doesn’t mean there aren’t any students who went abroad before you. How can you find out about the motivation of other students for working abroad? Well, you can enquire at your college or use the Internet.

➢ Find out if your college has an IWP program.

HINT
➢ Surf the Internet to find students who have worked abroad, preferably in the country of your choice. For this you can use the search engines again or you can use chat channels, such as ICQ and MSN.

T2
In most EU countries there are many colleges that do have an IWP organization. These are secondary vocational or higher vocational colleges. This means that there are many students with an international work experience who you can contact via those colleges.

➢ Contact colleges in your country and abroad that you think could help you find students who have worked abroad.

HINT
➢ Contact colleges by mail or phone. Make sure you are put through to the right contact person. Also make sure you have prepared the right questions to ask the contact person.

HINT
➢ Surf the Internet for reports by students about their international experiences.

Checklist
Tick off this part of the preparation on your Checklist.
Planning  Topic 1 Motivation

Main motivation
I describe the main aims of my IWP as follows:

Example:

Aim 1: I want to improve my spoken language skills

Methods
To reach my above aims, I intend to:

Example:

Aim 1: - ask people questions when I need information;
      - talk to my fellow employees as much as possible;
      - go out and socialise with (local) people;
      - NOT to talk in my own language with fellow students when we go out with local people.
TOPIC 2  How much does working abroad cost?

Introduction

Aim:  This topic helps you work out the average cost of the work placement abroad.

Suggestion

If you know students that have already worked abroad, ask them how much money they earned and spent. Also, try to separate real costs (e.g. travelling, accommodation, food) from other costs (e.g. going out, visiting places, hire of bikes, scooters, cars).

Questions

Q1  I would like to work in this EU country __________________________ (Town, city).

Q2  I would like to work for

O 3 wks               O 4 wks
O 5 wks               O 8 wks
O 10 wks              O _____

Q3  I would like to travel by

O bus                   O car
O train                 O plane
O other _______________

Q4  I would like to live

O with a landlady who provides all meals
O with a landlady, but I will make my own meals
O in shared rooms with other students

Q5  I expect my travelling cost to be

O to the country    O ___________ euros
O in the country    O ___________ euros
O from accommodation to work O ___________ euros

Q6  I expect to pay for accommodation O ___________ euros
<table>
<thead>
<tr>
<th>Q7</th>
<th>I expect to pay for going out, etc</th>
<th>O ___________ euros p/wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q8</td>
<td>Other expected costs</td>
<td>O ___________ euros p/wk</td>
</tr>
<tr>
<td></td>
<td>HINT think of VISA, insurance,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>passport, work permit</td>
<td>O ___________ euros</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O ___________ euros</td>
</tr>
<tr>
<td><strong>HINT</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Q9</td>
<td>I expect to earn between</td>
<td>O 10 – 25 euros per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O 25 – 50 euros per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O 50 – 75 euros per week</td>
</tr>
<tr>
<td></td>
<td></td>
<td>O other ____________</td>
</tr>
<tr>
<td>Q10</td>
<td>I will receive a study grant of</td>
<td>O ___________ euro p/wk</td>
</tr>
<tr>
<td>Q11</td>
<td>Other funding sources</td>
<td>O ___________ euro p/wk</td>
</tr>
<tr>
<td></td>
<td>HINT think of parental support,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>your own savings, etc</td>
<td></td>
</tr>
<tr>
<td>Q12</td>
<td>I estimate the cost of the whole</td>
<td>________________________</td>
</tr>
<tr>
<td></td>
<td>programme to be about</td>
<td></td>
</tr>
<tr>
<td></td>
<td>_________________________ euros</td>
<td></td>
</tr>
<tr>
<td></td>
<td>for ______________________ weeks</td>
<td></td>
</tr>
</tbody>
</table>
Tasks

T1
When you start working through the GUIDE you will come across several topics that deal with costs and/or income.

- Use the table in the PLANNING section for the amounts you expect to pay and receive
- After having completed the other chapters that deal with money, fill in the real amounts

“In Denmark I learnt a lot of practical things on the building site. They really make you feel involved in all stages of building”
(Monique, 19)

Checklist
Tick off this part of the preparation on your Checklist.
### Planning Topic 2 Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated cost</th>
<th>Real cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travelling</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- to target country</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- in target country</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td><strong>Accommodation</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- host family</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- guesthouse</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- rooms</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- other</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td><strong>Shopping</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- food shopping</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- other</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td><strong>Going out</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- pub, cafe, etc</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- cinema, disco</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- other</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td><strong>Insurances</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- health</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- travelling</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- trip cancellation</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>- other</td>
<td>____________</td>
<td>____________ Euro</td>
</tr>
<tr>
<td>Item</td>
<td>Estimated cost</td>
<td>Real cost</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Identity papers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Passport</td>
<td></td>
<td>Euro</td>
</tr>
<tr>
<td>- Identity Card</td>
<td></td>
<td>Euro</td>
</tr>
<tr>
<td>Required documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- VISA</td>
<td></td>
<td>Euro</td>
</tr>
<tr>
<td>- Work Permit</td>
<td></td>
<td>Euro</td>
</tr>
<tr>
<td>Other costs</td>
<td></td>
<td></td>
</tr>
<tr>
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<td>Euro</td>
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<tr>
<td>Total costs</td>
<td></td>
<td>Euro</td>
</tr>
</tbody>
</table>
Topic 3  

How can I raise money?

Introduction

Aim: This topic helps you to organise your finances.

Questions

**My personal situation**

Q1  I have money saved up.  O  Yes  O  No
Q2  I have a part time job.  O  Yes  O  No
Q3  My parents help me out.  O  Yes  O  No

**My living situation**

Q4  I live with my parents.  O  Yes  O  No
Q5  I live with my parents and I receive a study grant (i.e. "home grant").  O  Yes  O  No
Q6  This home grant can be changed into an "away" grant when I work abroad.  O  Yes  O  No  
O  I don’t know

**Grants**

Q7  I know the procedure to have the grant changed from a home grant into an away grant.  O  Yes  O  No
Q8  I do not live with my parents.  O  Yes  O  No
Q9  I do not live with my parents and I receive an away grant (see Q5).  O  Yes  O  No
Q10 I know the procedure for informing the authorities that I will work abroad and that I still want to receive the away grant.  O  Yes  O  No

“I never imagined that I would visit a museum while abroad, but I spent a whole day in the British museum and still hadn’t seen it all...”  (Richard, 20)
**College support in finding extra funding**

| Q11 | My college is helping me organise this work placement and has applied for funding for me. | O Yes O No |
| Q12 | I know how much funding I will receive. | O Yes O No |

**EU funding (Leonardo Mobility Fund)**

| Q13 | I know that I can receive money from the Leonardo Mobility Fund (EU money). | O Yes O No |
| Q14 | I know the procedure for receiving money from the Leonardo mobility fund. | O Yes O No |

**Payment by the company**

| Q15 | I know the amount I’ll be paid by the company. | O Yes O No |

**Other money sources**

| Q16 | I have other money sources besides savings, parental support, grants and subsidies. | O Yes O No |

**Conclusion**

| Q17 | It’s safe to say that I have secured enough money for the duration of the IWP to pay for: |
| - travel costs | O Yes O No O Don’t know yet |
| - accommodation | O Yes O No O Don’t know yet |
| - insurance | O Yes O No O Don’t know yet |
| - food | O Yes O No O Don’t know yet |
| - social events | O Yes O No O Don’t know yet |
Tasks

Add the results of the tasks to the PLANNING.

T1

In some EU countries students receive study grants. It’s also possible that education is “free” in some countries and that the cost of study is paid for by taxes. Alternatively there may be grants which are made available by the target countries. This is very often the case with Higher Vocational Colleges and Universities. It’s worthwhile finding out the situation in your own country.

- Enquire with your college (study councillor, student administration) whether they know of any grants and or funding that you can apply for if you wish to work abroad.

- Surf the Internet to find names of (EU) funding programs and the details of the agencies in your country that are responsible for handling applications.

HINT

- The most widely-used EU mobility program is the Leonardo da Vinci program. This program is particularly meant for students between 16-21 years old. Every EU country has a national agency that deals with applications for Leonardo mobility funding. National Agencies for Life Long Learning decide which schools and organizations are eligible for mobility projects. Keep in mind that – for the moment – individuals cannot apply directly for a grant (you need to apply through an organization / college, etc.)

“At first it wasn’t easy finding accommodation, until I was advised to check the notice board at the college. That soon solved my problem and I also found plenty of things to do...(Cecilia, 21)”
HINT

- Erasmus for Young Entrepreneurs Programme – more info on http://www.erasmus-entrepreneurs.eu The programme is aimed at helping new entrepreneurs to gain experience and acquire skills for managing their own SME. Another goal is enhancing networking between SMEs all over Europe.
- New entrepreneurs (or “would be” entrepreneurs) are supposed to spend up to 6 months in a different EU country, care of a host, experienced entrepreneur, and learn how to run a business.

Checklist

Tick off this part of the preparation in your Checklist.
### Planning  Topic 3 Income

<table>
<thead>
<tr>
<th>INCOME Item</th>
<th>Estimated income</th>
<th>Real income</th>
</tr>
</thead>
<tbody>
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<td><strong>Personal income</strong></td>
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<tr>
<td>- savings</td>
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<tr>
<td>- salary current employer</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<tr>
<td>- parental contribution</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<tr>
<td>- other</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<td><strong>Study grants</strong></td>
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<tr>
<td>- home grant</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
</tr>
<tr>
<td>- away grant</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
</tr>
<tr>
<td>- other grants</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
</tr>
<tr>
<td><strong>Funding</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- EU (Leonardo) funding</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<tr>
<td>- other</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<tr>
<td><strong>Company</strong></td>
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<td></td>
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<tr>
<td>- salary</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
</tr>
<tr>
<td>- travelling allowance</td>
<td>___________ Euro</td>
<td>___________ Euro</td>
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<tr>
<td><strong>Other sources</strong></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>___________ Euro</td>
<td>___________ Euro</td>
</tr>
</tbody>
</table>
Topic 4  Meeting college requirements

Introduction
Aim  This topic helps you make sure you will do a sensible job at the company abroad.

Questions
Q1  The work placement is part of my study.  O  Yes  O  No
Q2  The work placement is supervised by my college.  O  Yes  O  No
Q3  I have done a practical work placement or apprenticeship in my own country as part of my study  O  Yes  O  No
Q4  I have received a written copy of what I am supposed to do at the company.  O  Yes  O  No
Q5  At my college there are criteria for doing a work placement in my own country.  O  Yes  O  No  O  I don’t know
Q6  At my college there are criteria for doing an IWP.  O  Yes  O  No  O  I don’t know
Q7  I know how the work placement will be Evaluated.  O  Yes  O  No  O  I don’t know

"In Sevilla I visited a manicure training to see differences with the course back home. It looked somewhat less organised, but the results were just as good, or even better! Wouldn’t have wanted to miss this for the world" (Sylvana, 21)
TASKS
Add the results of the Tasks to your PLANNING.

T1
Most colleges, and particularly vocational colleges, have descriptions of criteria their students have to meet while doing practical work outside the college. These are very often the same criteria for doing an IWP.

- Enquire with your study teacher or mentor or the student councillor if there are any such criteria in your study department. If so, ask for a copy.
- Ask for the name of the person who is responsible for the organization of the (international) work placement;
- Enquire which criteria you have to meet; ask this person or your language teacher to help you write a description of the type of work the college would expect you to do abroad.

Strong recommendation
Some lists of work placement criteria can be very long and detailed. If you confront a company with this list, then they may not want to hire you, simply because there’s not enough work to cover all criteria. It’s of utmost importance that, together with the person responsible for your work placement, you try to sort out a minimum package of criteria. This package you can mention in your Letter of Application to the company.

T2
Most colleges have certain periods in which you are expected to do a work placement. They probably also have certain TASKS for you to do during your placement.

Enquire
- whether it’s possible for you to do an IWP for the full period or for a number of weeks
- how you will be monitored and counselled during your work placement abroad and what’s expected of you
- how the work placement will be evaluated
- how many and what kind of reports you would need to write during your placement

Ask for a copy of all the arrangements you have made and make sure it’s signed by both parties.

Checklist
Tick off this part of the preparation in your Checklist.
## Planning Topic 4 College requirements

### Details of subject teacher(-s)

<table>
<thead>
<tr>
<th>Name</th>
<th>________________________________________________</th>
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</thead>
<tbody>
<tr>
<td>Subject</td>
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<td>e-mail</td>
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</table>

### Details of subject teacher(-s)

<table>
<thead>
<tr>
<th>Name</th>
<th>____________________________________________</th>
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<td>Subject</td>
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<td>Phone</td>
<td>____________________________________________</td>
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<tr>
<td>Mobile</td>
<td>____________________________________________</td>
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</tbody>
</table>

### College requirements

- **Number of reports**: _______________________

- **Content of reports**
  - R1: ______________________________________
  - R2: ______________________________________

- **Dates when reports must be handed in**
  - R1: ______________________________________
  - R2: ______________________________________
Name of contact teacher
__________________________________________

Communication via
O e-mail: ________________________________________
O phone: ________________________________________
O other ______________________________________

IWP criteria:

Description of criteria I have to meet if interested in an IWP:
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Description of the college requirements (things to do during your IWP):
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________

Description of the minimum package of criteria: things for the company to do during your IWP:
______________________________________________________
______________________________________________________
______________________________________________________
______________________________________________________
TOPIC 5  Can my college help me arrange a work placement abroad?

Introduction
Aim    This topic helps you find out if your college can assist you.

Suggestion
If your school has an IWP program and has asked you to use (parts of) this guide for your preparation, then you can skip this chapter.

Questions

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>My college has an international work placement program.</td>
<td>O</td>
</tr>
<tr>
<td>Q2</td>
<td>My study department is part of that placement program.</td>
<td>O</td>
</tr>
<tr>
<td>Q3</td>
<td>My school offers some help in preparing for an IWP program.</td>
<td>O</td>
</tr>
<tr>
<td>Q4</td>
<td>I know students that have worked abroad.</td>
<td>O</td>
</tr>
<tr>
<td>Q5</td>
<td>I can ask these students for help preparing for my IWP program.</td>
<td>O</td>
</tr>
<tr>
<td>Q6</td>
<td>I’m going to prepare for my IWP mostly on my own.</td>
<td>O</td>
</tr>
</tbody>
</table>

“In the UK the work pace is lower than in my country. I saw a lot of work that needed to be done, but my colleagues didn’t like me mentioning somebody else’s work” (Bart, 20)
TASKS
Add the results of the following TASKS to the PLANNING.

T1
- Find out the details of an IWP coordinator at your school.

HINT
- Name, location, telephone number, e-mail address,
- Date and time of appointment

T2
Find out the details of the students that have worked abroad.

HINT
- Name, address, telephone number, e-mail address
- IWP country
- IWP company, address, name of contact

T3
- Write down the details of other people that can help you in any way.

HINT
- Name, function, address, telephone, e-mail address

T4
- Make a list of the most important questions you want to ask the coordinator, the students and any other people you know that can help you.

Checklist
Tick off this part of the preparation on your Checklist.
Planning  Topic 5 College support

Details of IWP coordinator
Name
_________________________________________________
Address
(college location)
_________________________________________________
Telephone
_________________________________________________
e-mail address
_________________________________________________

Details of students who have worked abroad and whom I have contacted
Name contact 1________________________________________
e-mail    ____________________________________________
Name contact 2________________________________________
e-mail    ____________________________________________

Details of colleges with an IWP organisation
Name contact 1________________________________________
e-mail    ____________________________________________
Name contact 2________________________________________
e-mail    ____________________________________________
TOPIC 6 How do I choose a country for an international work placement?

Introduction
Aim This topic helps you look at the consequences of choosing a non-EU country.

Questions
You may have more than one answer for some questions.

Q1 I have already chosen a country.  O No  O Yes (name of country)
Q2 I chose this country, because  O I’ve always wanted to work there.
  O My college has a work placement there.
  O I know students who worked there.
  O I have family living there.
  O I want to improve my foreign language skills.
  O I know the company I want to work for.

Q3 I have already chosen a company.  O No  O Yes (name of company)

Q4 I chose this company because  O I can fulfil my study criteria there.
  O I know the company.
  O My college has a work placement there.
  O I know students who worked there.
Q5  My college offers help in organising the work placement.  O Yes  O No

Q6  I know students that worked for the same company and who can help me to organise the work placement.  O Yes  O No

“It’s the opportunity of a life time to go abroad, meet other people who do things differently than people at home, to see interesting sights you might have missed on an ordinary holiday. This man made the most detailed drawings of churches and cathedrals, just standing there with a notebook...amazing!” (Maite, 22)
**TASKS**
Add the results of the following TASKS in the PLANNING.

**T1**
You do not know on which continent and in which country you wish to work.
- First make a list of your favourite countries.
- Then, surf the Internet to find out more details about countries you are interested in.
- Finally, decide for yourself which country on your list of favourites requires least preparation.

**HINT**
- e.g. do you need a Visa and/or a work permit?
- Have countries tightened certain rules and regulations as a result of terrorism?
  - e.g. due to terrorist attacks you need your own passport to enter the USA.

**T2**
You wish to work in Europe but in a non-EU country. What are the consequences of your choice?
- Surf the Internet to find out if and why it’s more difficult to enter a non EU-country.

**HINT**
- Check the websites of the foreign embassies and look for e-mail addresses and or telephone numbers to contact them.

**HINT**
- Check with your college if they have contacts in the countries of the choice.
T3
You have decided on the country in which you wish to work.

- Enquire with your study coordinator or mentor what work placement requirements you have to meet if you go abroad. This decides the profile of the company or institute you are looking for.
- Now surf the Internet to find companies that meet your profile.
- Write down your ideas of how to contact the company to find out if you can work there.

"I worked in Prague when the river flooded. It was a heart wrenching experience to see so much destruction" The door on the left photo can be seen on the right too, but then almost under water, (Jenny, 21)"

T4
Based on the information collected from various sources, including the EURES Portal, write a short text to describe your destination country and the logistic solutions adopted in terms of:

- VISA, work permit arrangements, other requirements;
- registration procedures and residence permits;
- political, administrative, and legal system;
- social security system.

Checklist
Tick off this part of the preparation on your Checklist.
Planning  TOPIC 6 Choice of IWP Country

Target country

_________________________________________________

Target town / city

_________________________________________________

I need a VISA.      O Yes O No

I need a Work Permit.      O Yes O No

VISA arrangements

Name of VISA organisation

_________________________________________________

Name of contact person

_________________________________________________

Expected date of results

_________________________________________________

Work Permit arrangements

Name of organisation

_________________________________________________

Name of contact person

_________________________________________________

Expected date of results

_________________________________________________
Rules or regulations I need to take into account before entering the target country:

_________________________________________________________________________________

_________________________________________________________________________________

_________________________________________________________________________________

**Websites**
Addresses of websites I used to find this information

www.__________________________________________________________________________

www.__________________________________________________________________________

www.__________________________________________________________________________

"The eye of London gave us a tremendous view of the City. Expensive but it lasted almost 20 minutes and gave us the opportunity to shoot loads of pictures. Worthwhile experience! (Roy, 18)"
TOPIC 7  What are the rules when contacting a work place abroad?

Introduction

Aim  This topic helps you use correct strategies to contact the company or institute of your choice.

Questions

Q1  The language of the country of my choice is_______________

Q2  I have learnt this language at school.  O  Yes  O  No

Q3  I speak this language
O  fluently
O  sufficiently
O  insufficiently

Q4  I write this language
O  fluently
O  sufficiently
O  insufficiently

Q5  I understand the spoken language
O  very well
O  sufficiently
O  insufficiently

Q6  I understand the written language
O  very well
O  sufficiently
O  insufficiently
Q7 I can safely say that in the language of the country of my choice I can manage
   O well
   O not really well enough, but I’ll manage
   O insufficiently

Q8 I agree that I need to contact companies in a formal way.
   O Yes O No

Q9 I know the meaning of the word NETIQUETTE.
   O Yes O No

Q10 The best ways of contacting a company abroad are by
    O phone O letter
    O e-mail O fax
    O I don’t know

Q11 I know the formal rules for contacting a company abroad by
    O phone
    O letter
    O e-mail
    O fax
    Yes No

Q12 I have decided to contact the company by
    O phone
    O letter
    O e-mail
    O fax
    Yes No
**TASKS**
Add the results of the following TASKS in the PLANNING.

**T1**
You are not going to learn Greek or Czech in time if you wish to work in these countries and you do not speak or understand these languages. It’s perhaps wiser to find out if people in the country of your choice (= target country) speak English, German, French or Spanish. Also, don’t overestimate the language skills in Western European countries: you may be surprised how few people speak English in France, or how few people speak French in Holland, especially on the work floor.

- Use the Internet to find out which languages are spoken and understood in the target country.
- Find out how the company of your choice is organised: how many people does it employ, how many are part of management, secretarial staff, skilled and unskilled labourers? Whom would you probably work with most?

**HINT**
- To get a broad and general view of the language skills of a workforce, you may want to contact the Chambers of Commerce in the target country.
- Use the Internet to find out if there are (free) online language courses you can follow during your preparation time.

**T2**
An alternative is to contact students abroad who would be willing to do some tandem learning:
Tandem learning means that you use the PC to communicate with each other in your own language, particularly when you wish to learn another language with somebody who was born in that country (a so-called native speaker).

- Use the Internet to find out about organisations that help you find a tandem partner.

**HINT**
For example, look at the international site [www.languages.dk](http://www.languages.dk) Here you will find partners in a variety of countries.
T3
First impressions are very important when contacting a company. There are formal rules you must know and apply if you want to get your foot inside their door. These rules are called Etiquette. If you communicate via the Internet (e.g. e-mail, chat, video-conferencing etc), then people speak about Netiquette. In general, we also talk about the DOs and the DON'Ts of communication: what should you (not) do when phoning or e-mailing somebody?

- Use the Internet to find out about (N)etiquette.
- Write down the DOs and DON'Ts in such a way that you can apply the rules when writing an e-mail, a fax, a letter or when phoning people for the first time.

HINT
- Use the correct search words in the search engines to find the answers you are looking for, e.g. “netiquette” or “how to write a letter” or “The DOs and DON'Ts of e-mail”

T4
In Q12 you decided on how you are going to contact the target company.
- Apply the rules, the DOs and DON'Ts to your chosen form of communication.

HINT
Make sure you know:
- whom you wish to address;
- how to introduce yourself;
- the questions you wish to ask;
- how to end (e.g. if you decide to phone)

HINT
- surf the Internet to find examples of mails and letters; there are many sites that can help you;
- ask your language teacher to help you find somebody to practice the telephone conversation with you;
- ask your teacher to check the first draft of the written communication (Letter/e-mail).

Checklist
Tick off this part of the preparation on your Checklist.
Planning TOPIC 7 Rules of communication

Language of target country
____________________________________________

Other languages spoken in target country by the workforce
____________________________________________

Websites I used to find this information
www._______________________________________
www._______________________________________

Other sources I used to find this information
____________________________________________

My own language proficiency

My own language proficiency in the target language (-s)

<table>
<thead>
<tr>
<th>1st language</th>
<th>O Good</th>
<th>O Sufficient</th>
<th>O Insufficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd language</td>
<td>O Good</td>
<td>O Sufficient</td>
<td>O Insufficient</td>
</tr>
</tbody>
</table>

I need to improve my proficiency in the target language (-s)  O Yes  O No

Websites with free language courses
www.________________________________________
www.________________________________________
Tandem learning
I will use the tandem learning method to improve my proficiency

Name of tandem learner ____________________________________________
E-mail address ____________________________________________
Name of tandem learner ____________________________________________
E-mail address ____________________________________________
Websites I used to find tandem partners
www.________________________________________
www.________________________________________

Netiquette of communication

DOs
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

DON'Ts
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
**Topic 8**  How do I convince the company to offer me a work place?

**Introduction**

**Aim**

This topic helps you to find strategies to write a formal application a CV and a letter of reference.

**Questions**

Q1  I know what a CV is.  
O   Yes   O   No

Q2  I have written a CV in my own language before.  
O   Yes   O   No

Q3  I know what a letter of application is.  
O   Yes   O   No

Q4  I have written a letter of application in my own language before.  
O   Yes   O   No

Q5  I have written a letter of application and a CV in the foreign language before.  
O   Yes   O   No

Q6  The letter of application should also include how the company can benefit from my work placement with them.  
O   Yes   O   No

Q7  I know how to describe my contribution to the company.  
O   Yes   O   No
**TASKS**
Add the results of the TASKS to the PLANNING.

**T1**
This is where the real work begins, because this information will either convince the company to hire you or make the company decide you are not the one they are looking for. First, the Letter of Application:
- use the Internet to find out about the rules for writing a formal letter of application;
- make a summary of the most important DOs and DON'Ts;
- next, write a first draft of your own letter;
- check the first draft for omissions, mistakes, typing errors;
- check for the correct starting and ending for the letter;
- check for correct names, addresses and other personal descriptions;
- do not send the letter or e-mail before you’ve given everything a final check;
- finally, do not forget to enclose your CV (see T2).

**HINT**
- Make sure that you include what type of work you would like to do.
- Ask a fellow student or a teacher to check your first and final drafts.

**T2**
A letter of application needs to be accompanied by a CV, or Curriculum Vitae. This is an attachment in which you list personal information, education, training and achievements.
- Use the Internet to find examples of CVs.
- Use the correct format of a CV to fill in your own personal details.
- Make sure you use the right words in the foreign language to describe your career so far.

**HINT**
Ask a (former) employer to write you a reference. A full reference should give:
- the name of the company you work (worked) for;
- the name and function of the person writing the reference;
- the period you (have) worked there;
- the kind of work you do (did) there;
- what the company thinks of the way you do (did) your work there;
- ask a teacher to look at your first and final drafts.
Recommendation
Always ask the company to send you a letter of confirmation if they have accepted your letter of application. A letter of confirmation states your acceptance by the company, the period, times, type of work and perhaps salary. You can show this letter to your study teacher to prove you’ve been accepted.

T3
Finding a work place involves you and the company. It may be clear to you why you want to work abroad, but you need to show the company why they should take you on. What do you have to offer?

- Surf the Internet for information and recommendations on How to apply for a job

HINT
- Ask your language teachers, labour agencies or language schools for help

I worked in Ireland and people are so friendly there, with music in their hearts. Almost every night we went to pubs where anyone just joins in, singing, playing” It makes it so easy to communicate with people (Mirella, 22)

Checklist
Tick off this part of the preparation on your Checklist.

______________________________
Page 47 - 81
Planning  Topic 8 Convincing the company

Details of the company

Name ________________________________________________
Address ________________________________________________
Town/ City ________________________________________________
Company website________________________________________________
Name of company contact ________________________________________________
Function of company contact ________________________________________________
Tel/ e-mail ________________________________________________

Dates of employment with company
Start__________________/ Finish___________________

Criteria I need to meet when working for the company

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Description of what I have to offer the company

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Letter of Application and CV
Websites where I found information on how to write a Letter of Application and a CV

www.____________________________________________

www.____________________________________________

Other sources where I found information on how to write a Letter of Application and a CV

____________________________________________________________________

____________________________________________________________________

Names and function of people that helped me check the first and final drafts of my Letter of Application and the CV

Name ________________________________________________
Function ________________________________________________

Name ________________________________________________
Function ________________________________________________
**Topic 9**  
**Do I need to sign any contracts?**

**Introduction**

Aim  
This topic helps you make sure any necessary contracts or agreements are dealt with before you go.

**Questions**

Q1  
The work placement is part of my study.  
O Yes O No

Q2  
The work placement is supervised by my college.  
O Yes O No

Q3  
I have done a practical work placement or apprenticeship in my own country as part of my study.  
O Yes O No

Q4  
I have to sign a contract with the college and the company.  
O Yes O No  
O I don’t know

"People never believe me, but that rainbow appeared out of nothing and was within reach of our fingers, so close (Cliffs of Mo’her, Ireland) It makes you feel very special! Nathalie,21)"
**TASKS**

Add the results of the TASKS to your PLANNING.

**T1**

It is very likely that your college wishes to sign a contract with a company that offers a work placement, in your own country or abroad.

- Enquire with your study teacher, the work placement coordinator and or the student administration of your college, if there is a contract or agreement to be signed by you, the college and the company.

**HINT**

- See the APPENDIX for an example of a work contract between a Dutch college and a foreign company;
- ask for an example of such a contract or agreement;
- enquire how and when the contract or agreement should be signed, and if there are any other procedures you should know about.

**HINT**

- In the example that you have been given, write the details that you can supply about the company;
- make a copy and give the copy to the person(s) dealing with the contract;
- make sure there are no other contracts or agreements to be signed before you go abroad.

**T2**

It’s possible, but not very common, that companies ask you to sign a contract as well. This might be the case when e.g. a company is involved in a secret, government project, such as British Aero Space in Plymouth, Devon, UK.

- Enquire with the company if there are any contracts or agreements you need to sign.
- Ask them to send you a copy of this contract or agreement while you are still at home.

**HINT**

- If you are not certain that you understand the contract well enough, make sure you ask somebody who does understand it to read it for you and to explain it to you.
It’s essential that you ask the company to send you also a copy of the insurance arrangements covering you during work hours.

- Enquire with the company if and how you will be insured during working hours, on or off the premises.
  - On the premises means that you are in the company’s building or the grounds that belong to the company and where you have to do part of your work.
  - Off the premises means that you are “on the road” for the company and NOT in the building or the grounds that belong to the company. Engineering students in particular should be fully aware if and how they are insured by the company.

**HINT**
- Enquire with students that have worked for the company before if and how they were insured during working hours.

“Travelling arrangements, passport photos accommodation, insurance, transport, e-mails to and fro, and many, many more things to organise before you can finally go!” (Helmuth, 19)

**Checklist**
Tick off this part of the preparation on your Checklist.
### Planning  Topic 9 Contracts

<table>
<thead>
<tr>
<th>Name of college contact teacher</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Content of contract (short summary)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Names of people who have to sign the contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of submission of the signed contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

#### Company contract(-s)

<table>
<thead>
<tr>
<th>Name of company contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<table>
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<tr>
<th>Content of contract (short summary)</th>
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</table>

<table>
<thead>
<tr>
<th>Date of submission of signed contracts</th>
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<tbody>
<tr>
<td></td>
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</tbody>
</table>

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### Topic 10  How do I insure myself?

#### Introduction

**Aim**
This topic helps you make sure you have the necessary insurance coverage.

#### Questions

**Suggestion**
Answer all the questions! Add details to the PLANNING, e.g. details of your own insurance company, insurance number, coverage, etc.

<table>
<thead>
<tr>
<th>Question</th>
<th>Health insurance</th>
<th>Travel insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>I know the name of my health insurance.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q2</td>
<td>I have private health insurance.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q3</td>
<td>I have national health insurance.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q4</td>
<td>I am sufficiently covered when abroad.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q5</td>
<td>I know the procedure for finding out if I’m sufficiently covered when abroad.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q6</td>
<td>I know the name of my travel insurance company.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q7</td>
<td>I have an annual comprehensive insurance policy, which means that I’m always covered when travelling and/or working abroad</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q8</td>
<td>I know the procedure for finding out if I’m sufficiently covered when abroad.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Q9</td>
<td>I took out cancellation insurance when I booked my trip abroad.</td>
<td>O Yes O No</td>
</tr>
<tr>
<td>Question</td>
<td>Description</td>
<td>Yes</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Q10</td>
<td>College insurance: I am also insured by my college.</td>
<td></td>
</tr>
<tr>
<td>Q11</td>
<td>College insurance: The college arranges full insurance during my work placement abroad.</td>
<td></td>
</tr>
<tr>
<td>Q12</td>
<td>College insurance: If anything should happen to me abroad, I claim first on my college insurance.</td>
<td></td>
</tr>
<tr>
<td>Q13</td>
<td>College insurance: I know the procedure for finding out if I'm sufficiently covered when abroad.</td>
<td></td>
</tr>
<tr>
<td>Q14</td>
<td>Company insurance: I will be insured by the company during work hours.</td>
<td></td>
</tr>
<tr>
<td>Q15</td>
<td>Company insurance: I know what is covered by this insurance.</td>
<td></td>
</tr>
<tr>
<td>Q16</td>
<td>Company insurance: The company has sent me a copy of the policy, which tells me if and how I'll be insured during work hours.</td>
<td></td>
</tr>
<tr>
<td>Q17</td>
<td>Company insurance: I will not be insured by the company abroad.</td>
<td></td>
</tr>
<tr>
<td>Q18</td>
<td>Company insurance: It's possible to arrange insurance with my own insurance company because I will not be insured by the company abroad.</td>
<td></td>
</tr>
</tbody>
</table>
TASKS

T1
Insurance policies cover many areas, e.g. your health.
- Find out the main areas covered by insurance policies.
- Decide which areas are of importance to you when working abroad.

HINT
- Also think about what would happen if you caused an accident abroad or if you had an accident, in the company or outside working hours.

T2
This may be the first time you are asked about your own insurance. It’s important to know what you are insured against, at home and abroad. It makes a difference whether you are privately insured or on a national insurance scheme.
- Check how you are insured: name of company and details of what is covered at home and abroad.
- Check whether the insurance company can also arrange your travel insurance.

HINT
- Check with your parents or guardian (-s) first; they may have written documentation of your insurance.

HINT
- Enquire about your insurance by phoning or e-mailing your insurance company. Make sure you receive documentation of your coverage.

HINT
- Enquire with your insurance company if you are sufficiently covered when you start working abroad. Perhaps you need to take out extra (travel / health) insurance for the period you are abroad.

T3
Your college may have taken out a comprehensive insurance policy which covers accidents during college hours. The college may also have taken out extra insurance for students who work abroad.
- Enquire about this insurance with the Internationalization coordinator, if your college has one.
- Check with your study mentor, councillor or student administration whether they’ve taken out such an insurance policy, what it covers, and when.
T4
What happens if you break something while working abroad: this may be something valuable that belongs to the company, but it may also be your own leg.

- Enquire with your company abroad how you are insured in the event of an accident.
- Ask whether you can receive a copy of the insurance arranged by your company.

"School, colleges and universities do their best to make you look at the world through their eyes. When I saw this statue I first thought it was a real person inside a membrane trying to wriggle out and that made me aware of something: if I want to break free from what they are trying to teach me, I have to do that myself. I have to travel, meet other people, talk, listen and learn. It was funny to see the statue on a university campus, but when you think about it, it makes sense. Another funny thing was that when I asked some students what it meant they said things like: "It’s like a prison here and you are reminded of that every single day" (Sören, 21)

Checklist
Tick off this part of the preparation on your Checklist.
### Planning Topic 11 Insurance

#### Health Insurance
Name of Health Insurance Company

_______________________________________________

Type of insurance
- O private
- O national health
- O other

_______________________________________________

Insurance policy number

_______________________________________________

Telephone number of insurance company

_______________________________________________

Additional insurance required
- O Yes
- O No

Coverage
- O bodily injuries
- O liability (3rd party)
- O other

_______________________________________________

_______________________________________________

_______________________________________________

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Page 58 - 81
**Travel insurance**

Name of Insurance Company
if different from Health Insurance Company

________________________________________________________________________

Insurance policy number

________________________________________________________________________

Telephone number of insurance company
if different from Health Insurance Company

________________________________________________________________________

“*The office wall was covered with one liners. You were supposed to add your own. Here are some examples... (Simone,18)*

- A computer’s attention span is as long as its power cord
- A printer consists of 3 main elements: the case, the jammed paper tray and the blinking light
- Every time I type ”Win”, I lose
- Owners of digital watches: your days are numbered!
- Windows is NOT a virus! Viruses DO something!
Type of travel insurance

- O annual coverage
- O for duration of work placement

Coverage

- O theft
- O loss
- O (personal) damage
- O liability (3rd party)
- O other

______________________________

______________________________

College insurance

Name of insurance company _______________________________

Insurance policy number _______________________________

Telephone number of insurance company _______________________________

Type of travel insurance

- O annual coverage
- O for duration of work placement

Coverage

- O theft
- O loss
- O (physical) damage
- O liability (3rd party)
- O other

______________________________

______________________________
Company insurance

Name of insurance company

_________________________________________________

Insurance policy number

_________________________________________________

Telephone number of insurance company

_________________________________________________

Type of travel insurance

O annual coverage  O for duration of work placement

Coverage

O theft
O loss
O (physical) damage
O liability (3rd party)
O other  ___________________________________

“This must have been the oldest post office in the land…”
(Frans,18)
**Topic 11  Where and how will I live when abroad?**

**Introduction**

**Aim**  This topic helps you decide where and how you will live when you are abroad.

**Questions**

**Q1**  I have already found a company abroad that has accepted me.  O   Yes O   No

**Q2**  I have already arranged accommodation. O   Yes O   No

**Q3**  I have already found out the easiest and cheapest way to travel from home to work. O   Yes O   No

**Q4**  I’m satisfied with the arrangements. O   Yes O   No

**Accommodation is arranged for you**

**Q5**  My accommodation has been arranged by the college and / or the company. O   Yes O   No

**Q6**  I will pay for accommodation:

- 25 – 50 Euros a week  O   Yes O   No
- 50 – 75 Euros a week  O   Yes O   No
- 75 - 100 Euros a week  O   Yes O   No
- Other __________ Euros/wk  O    I  d o n ’ t  k n o w

**Q7**  I will stay with friends or family.  O   Yes O   No

**Your accommodation wishes**

**Q8**  I wish to stay with a host family.  O   Yes O   No

**Q9**  I wish to stay with a host family that provides me with:

- breakfast  O   Yes O   No
- lunch  O   Yes O   No
- dinner  O   Yes O   No
Q10  I wish to rent a room and cook for myself.  O  Yes  O  No

Q11  I wish to stay in a residence with other students.  O  Yes  O  No

Q12  I know details of agencies in my country that can help me find accommodation in the target country.  O  Yes  O  No

TASKS

T1  Your college, or students that have worked for the same company before you, may give you useful information about accommodation.

➢ Check with your international coordinator and/or your student administration if they have experience in helping students find accommodation abroad.
➢ Check with students that have also worked for the company about details of their accommodation.

HINT
If your college has an IWP program, then details of students are probably available.

T2  There are agencies in your country that can help you find accommodation abroad.

➢ Surf the net to find agencies that can help you arrange accommodation abroad.

HINT
➢ Make sure you compare the possibilities and conditions of as many agencies you can find. This may save you a lot of money.
T3
The company you are going to work for may provide accommodation options.

- Enquire with your company contact person whether there are any staff members who may be willing to host you for a period of time.

HINT
- Ask your company contact to put up a notice on the staff notice board.

Checklist
Tick off this part of the preparation on your Checklist.
Planning  Topic 11 Accommodation

Type of accommodation I prefer:
O guest house
O bed and breakfast
O host family
O room (self-catering)
O shared accommodation
O other_____________________________

Name of accommodation contact
_________________________________________________

Address
_________________________________________________

Postal code / Place
_________________________________________________

Telephone no
_________________________________________________

e-mail address
_________________________________________________

Cost of accommodation per week
_________________________________________________ Euro p/wk
Agencies I contacted to find accommodation


Websites I used to find accommodation

www._____________________________________________

www._____________________________________________

Details of students I contacted to help me find accommodation

Name 1
_________________________________________________

e-mail
_________________________________________________

Name 2
_________________________________________________

E-mail
_________________________________________________
**Topic 12  How will I travel to and in the target country?**

**Introduction**

**Aim**  This topic helps you choose transport to and in the target country.

**Questions**

**Q1**  I am going to this country __________________________

- O Yes
- O No

- O I don’t know yet

**Q2**  My work placement is in this town or city __________________________

- O Yes
- O No

- O I don’t know yet

**Travelling to the target country**

**Q3**  I will travel by

- plane  O Yes  O No
- train (and boat)  O Yes  O No
- train  O Yes  O No
- bus (and boat)  O Yes  O No
- bus  O Yes  O No
- car (and boat)  O Yes  O No
- car  O Yes  O No
- motorbike (and boat)  O Yes  O No
- motorbike  O Yes  O No

**Q4**  I can share the car journey cost with other students  O Yes  O No

- O I don’t know (yet)

**Q5**  I know where to find the cheapest travel offers  O Yes  O No

**Q6**  I estimate the cost of travelling to the target country to be ______________ Euros
Travelling between work and “home”

Q7 I have already arranged a work placement and I know how to travel from home to work.  
   O Yes  O No

Q8 I know how to work out the best travelling arrangement between work and home.  
   O Yes  O No

Q9 I estimate the cost of travelling in the target country to be ______________ Euros

Travel documents

Q10 I have a valid passport or identity card.  
   O Yes  O No

Q11 The identity card allows me to travel to the target country.  
   O Yes  O No  
   O I don’t know

Q12 The passport is valid for the required time as set by the target country.  
   O Yes  O No  
   O I don’t know

Q13 I am going to a country that requires a visa.  
   O Yes  O No  
   O I don’t know

Q14 I am going to a country that requires a work permit.  
   O Yes  O No  
   O I don’t know
TASKS

T1
It's worthwhile monitoring the cheapest travel offers long before you go. Particularly since most work placements do not take place in the high season.

- Surf the Internet to find out which airline or travel agency has the best and cheapest offers.

HINT

- Make sure you compare as many offers as possible. It’s worthwhile shopping around! If the offer is really attractive and you have received confirmation of your work placement, then book as quickly as possible.
- Find out how you can ensure that you get (part of) your money back if you are forced to cancel your trip abroad.

T2
In previous topics we talked about working in countries that require a VISA and or a work permit.

- Check whether all your travelling papers, including VISA and/or work permit are ready before you go abroad.

“This picture is Britain at its best: telephone box, double decker and a man holding a Harrods bag! All for the price of one!! (Kirstin,22)

Checklist
Tick off this part of the preparation on your Checklist.
Planning  Topic 12  Travel arrangements

Means of travelling

I will travel to the target country by___________________________

Cost of tickets to target country __________________________ Euro

Name of travel agency ______________________________________________________________________________________

Websites I used to find the best offers

www _________________________________________

www _________________________________________

Other sources I used to find the best offers

____________________________________________________________________________________________

____________________________________________________________________________________________

I will travel in the target country by___________________________

cost of tickets in target country __________________________ Euro

Websites I used to find information

www _________________________________________

www _________________________________________

Other sources I used

____________________________________________________________________________________________

____________________________________________________________________________________________
Travel documents

Passport number
________________________________________________

Expiry date
_________________________________________________

ID-Card
_________________________________________________

Expiry date
_________________________________________________

VISA number
_________________________________________________

Expiry date
_________________________________________________

Work Permit
_________________________________________________

“This was the first address I tried. The first of many, but it was worthwhile the wait! I was offered a perfect room, with all the mod cons, in Limerick, for....45 Euros a week! Add another 30 Euros a week for food and this gives you an idea of the cost for board and lodging. Not bad! (Ingrid, 19)”
PART III Checklist

Important
Only tick a topic off after you have done all the questions and TASKS in that topic!!

O Topic 1 Description of my motivation
  O I can motivate to myself my decision to work abroad.
  O I can motivate to an employer my decision to work abroad.

O Topic 2 Cost of working abroad
  O I know the cost of travelling to and in the target country.
  O I know the cost of accommodation.
  O I know the cost of a valid passport, ID and other documents
    O VISA
    O Work Permit
  O I know the cost of social events.

O Topic 3 Generating income
  O I know what I can contribute myself.
  O I have organised grants.
  O I have organised subsidies.
  O I know how much I will earn at the company.

O Topic 4 College requirements
  O I know how many reports I need to write.
  O I know what the reports should be about.
  O I know when the reports need to be handed in.
  O Both the teacher and I have signed the report agreement.
  O I know the criteria I have to meet at the work placement.
  O I have received a copy of the criteria.
  O The teacher and I have agreed on the type and frequency of communication.
  O I know how the work placement will be evaluated.
Topic 5 Making use of college help
O I have checked for details of the college IWP coordinator.
O I have checked for details of students who worked abroad.

Topic 6 Choice of country
O I know which country I'm going to.
O I know which company I'm going to work for.
O I have dealt with any special documents, rules or regulations I need to go to the target country.

Topic 7 Rules of communication
O I am confident I can manage in the language (-s) of the target country.
O I know the DOs and DON'Ts of formal communication.

Topic 8 Writing letters to the company
O I can write a formal Letter of Application and a CV.
O I know how to describe my motivation.
O I can describe the criteria I need to meet during my IWP.
O I know how to explain to the company why they should hire me.
O I have written the Letter of Application and the CV.
O I have received a Letter of Confirmation from the company.

Topic 9 Contracts
O I have dealt with any college contract.
O I have dealt with any company contract.

Topic 10 Insurances
O I have arranged all the insurance I need:
  O Travel
  O Health
  O College insurance
  O Company insurance
O Topic 11 Accommodation arrangements
  O I have arranged for accommodation.
  O I have received conformation of my accommodation.

O Topic 12 Travel arrangements
  O I have arranged the details of trip.
  O I have the necessary documents.
  O I have received confirmation of my trip.

O I am ready to go!

"We wish you many happy international experiences and look forward to seeing you in Rumania one day!" (Georg and Mihai)
PART IV Appendix

III.1 Planning your preparation activities in time

**Suggestion:**
take at least 5 months (M) for the preparation of your IWP:

<table>
<thead>
<tr>
<th>M</th>
<th>ACTIVITY</th>
<th>CHECK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(apply for the IWP program at your college)</td>
<td>- college IWP program &lt;br&gt;- support from college in finding an IWP</td>
</tr>
<tr>
<td>1</td>
<td>orientation into: &lt;br&gt;- choice of country and town / city &lt;br&gt;- VISA / work permit &lt;br&gt;- subsidies &amp; grants &lt;br&gt;- accommodation &lt;br&gt;- college IWP criteria</td>
<td>- college support in finding subsidies &amp; grants &lt;br&gt;- college criteria &lt;br&gt;- approval from college to do an IWP &lt;br&gt;- planning VISA / Work permit procedure</td>
</tr>
<tr>
<td>2</td>
<td>- send letters of introduction to companies / institutions &lt;br&gt;- send letters of application / CV &lt;br&gt;- discuss results with college coordinator &lt;br&gt;- take necessary steps to get subsidy / grant / VISA / Work Permit &lt;br&gt;- orientation into (free) language programs</td>
<td>- wait for letter of confirmation from company &lt;br&gt;- get written approval from college including the arrangements for reports, communication and evaluation of the IWP.</td>
</tr>
<tr>
<td>3</td>
<td>- start language program &lt;br&gt;- orientation into culture of target country &lt;br&gt;- sign contracts with college &amp; company &lt;br&gt;- make accommodation arrangements &lt;br&gt;- orientation with insurance</td>
<td>- check progress of application of subsidy, grant, VISA and work permit &lt;br&gt;- check validity of passport / ID card</td>
</tr>
</tbody>
</table>
Planning your preparation activities in time (cont.)

<table>
<thead>
<tr>
<th>M</th>
<th>ACTIVITY</th>
<th>CHECK</th>
</tr>
</thead>
</table>
| 4 | - make final travel arrangements  
   - prepare plan of activities:  
     - logbook (to describe events)  
     - financial logbook  
     - college reports  
     - communication with college  
   - definite “green light” from college;  
   in receipt of:  
     - travel documents,  
     - including VISA / Work permit;  
     - subsidy / grant papers |
| 5 | use the CHECKLIST (page 64) to finalise preparation activities | checklist |

“I worked in Mozambique for 2 years and helped a technical college set up their own electrical engineering department. They had nothing except note books to copy endless pieces of text. No equipment, no testing material, nothing practical to get their hands on. Fortunately my old college in Holland, Horizon College in Hoorn, helped me by sending old equipment and tools. In 2 years’ time I had given my colleagues in Mozambique a basic training in running an electrical engineering workshop, and I had filled a modest workshop with tools and modern teaching material. It’s working in these countries and under such shocking circumstances that you appreciate the comfort and luxuries you have in Holland more and more.”

(Josef, 56)
III.2 Example of contract with college and company

<< on official college paper >>

Type of course: e.g. vocational day course

The undersigned:
Educational institute: your college
Address
Postal Code / Place
Location of your department:
legally represented by: head of your department

Student
registration no
surname
first names
date of birth Sex: O M / O F
address
postal code / place

Legal representative*
Work experience organisation:
name
Address
Postal code / Place
Telephone no
company representative

agrees as follows:
Work experience is part of a vocational course under the Education and Vocational Training Act.

The IWP is part of:
course name
course code
number of IWP weeks
IWP starts on
IWP ends on

The student has been enrolled for this course by entering into a training agreement. The final attainment levels for the vocational work experience are achieved in accordance with the Education and Examination Regulations. In the IWP handbook, these final attainment levels have been broken down into a set of practical tasks for the student. These practical tasks have an educational function.

Thus agreed, in triplicate, in accordance with the conditions on reverse of this agreement

(to be signed and stamped by college and company)
III.3 The Europass

What is a Europass?
Europass is a method of recording the training carried out and skills acquired during a period of work experience, undertaken as part of an on-going training programme, in another European country.

Although it does not represent formal accreditation, the standard format of this passport style document is intended to ensure a consistent framework for the recognition of skills by training providers and employers throughout Europe.

All the information contained within the Europass is endorsed by the sending and receiving organisations. This information includes details such as the name and level of the course being followed in your country and the training and practical work undertaken abroad.

In other words, this is a kind of passport in which all your IWPs are recorded. If future employers are interested (always bring it to an interview!!) the Europass shows them how many times you worked abroad, where, how long and your activities there.

Suggestion

- Enquire with your college (international work experience coordinator) about the Europass and what you can do to obtain one.
### III.4 Example of Cost diagram

This is an example of a diagram that you can use to keep track of your costs and expenses during your IWP.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day / Date</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mo / 5 Feb</td>
<td>bus ticket</td>
<td>0,50 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>food shopping</td>
<td>8,45 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drinks</td>
<td>11 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bus ticket</td>
<td>0,50 Euro</td>
</tr>
<tr>
<td></td>
<td>Tue / 6 Feb</td>
<td>food shopping</td>
<td>6,50 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cinema</td>
<td>4,00 Euro</td>
</tr>
<tr>
<td></td>
<td>We / 7 Feb</td>
<td>food shopping</td>
<td>8,00 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bowling</td>
<td>3,25 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Drinks</td>
<td>16 Euro</td>
</tr>
<tr>
<td></td>
<td>Thu / 8 Feb</td>
<td>bus ticket</td>
<td>0,50 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>restaurant</td>
<td>11,0 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>bus ticket</td>
<td>0,50 Euro</td>
</tr>
<tr>
<td></td>
<td>Fri / 9 Feb</td>
<td>Month travel</td>
<td>22,5 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ticket</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>food shopping</td>
<td>6,00 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>going out</td>
<td>34,0 Euro</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>Sailing boat</td>
<td>35,0 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hire</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>drinks and food</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>Swimming pool</td>
<td>27,0 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pub</td>
<td>4,0 Euro</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total week 1</td>
<td></td>
<td>185 Euro</td>
</tr>
<tr>
<td></td>
<td>Week 2 etc</td>
<td>Mo / 12 Feb</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>bus ticket</td>
<td>0,50 Euro</td>
</tr>
</tbody>
</table>

**Suggestion:**

- Try and keep this financial logbook up to date by spending a few minutes a day on it. Keep tickets, receipts, bills etc to balance the books. Also if you have an EU grant (Leonardo) the college may require the tickets and receipts for proof of your costs and expenses to the Leonardo funding agency in your country.
- Keep a log of your daily work as well, including your activities in the weekends. It will prove to be a valuable document for the rest of your life!
III. 5 Your own draft of the letter of application

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
III.6 Your own draft CV

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Page 81 - 81