

A Guide for students and colleges



Introduction

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!

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.

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Personal details

Personal, college and study details

Name _____

Address _____

Postal code / Place _____

Country _____

Gender ☐ Male ☐ 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 ☐ Yes ☐ No

Home telephone No. _____

Mobile number _____



"This must have been the oldest post office in the land..." (Frans,18)

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 ☐

full time ☐ part time ☐

Field of study ☐ engineering and technology

☐ health care

☐ human sciences

☐ business studies

☐ trade and services

☐ Other _____

Specialisation ☐ _____

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:

Reasons	Objectives	Impact
Your languages skills are limited	Learning a foreign language	Language proficiency
In order to develop your career, it is important to gain all the experience you can.	Improving your career opportunities (not necessarily in terms of "career opportunity abroad, but also in the sense of improving the possibilities of finding a better job back home)	Professional skills
You lack self-confidence	Becoming more self-confident	New and more complete perspective, self-confidence
You want to meet new people, experience different ways of life, with different mentalities, you want to make new friends basically acquire an "intercultural competency"	Acquiring intercultural skills	Intercultural competencies

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 farm-hand 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:

Traineeships / Internships – more info on

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

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.

<http://www.workplace.gov.au/Workplace/>

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).

<http://ec.europa.eu/eures/main.jsp?acro=job&lang=en&catId=482&parentCategor>

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.

<http://www.vacansoleil.com/vacatures.php?land=uk>

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.



"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)"

Au pair – more info on

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

Au Pair Box

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

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.aupair-world.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

http://europa.eu/youth/volunteering_-exchanges/index_eu_en.html

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>

Association of Voluntary Service Organisations

Information on all member bodies dealing with voluntary service programmes in Europe.

<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.

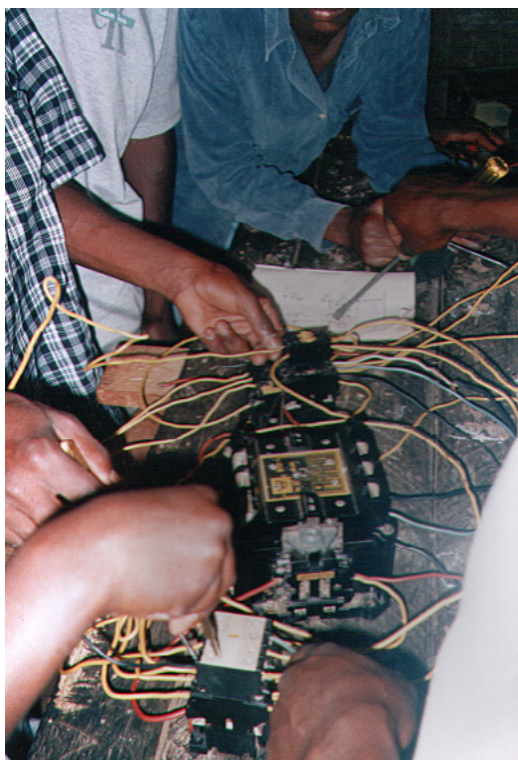
<http://www.creative-corners.com>

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.

<http://www.crossculturalsolutions.org/>

etc.



"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)

PART II

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.

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

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.

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
☐ 3 weeks ☐ 4 weeks
☐ 5 weeks ☐ 8 weeks
☐ 10 weeks ☐ _____
- Q3** I would like to travel by
☐ bus ☐ car
☐ train ☐ plain
☐ other _____
- Q4** I would like to live
☐ with a landlady who provides all meals
☐ with a landlady who provides all meals
☐ with a landlady, but I will make my own meals
☐ in shared rooms with other students
☐ _____
- Q5** I expect my travelling cost to be
☐ to the country _____ euros
☐ in the country _____ euros
☐ from accommodation to work _____ euros
- Q6** I expect to pay for accommodation _____ euros
- Q7** I expect to pay for going out, etc _____ euros p/week
- Q8** Other expected costs. **HINT:** think of VISA, insurance, passport, work permit _____ euros p/week
- Income**
- Q9** I expect to earn between
☐ 10 – 25 euros p/week
☐ 25 – 50 euros p/week
☐ 50 – 75 euros p/week
☐ Other _____
- Q10** I will receive a study grant of _____ euros p/week
- Q11** Other funding sources **HINT:** think of parental support, your own savings, etc _____ euros p/week
- Q12** I estimate the cost of the whole programme to be about _____ euros for _____ weeks

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.

Topic 2

Costs

Item	Estimated cost	Real cost
Travelling		
-to target country	_____	_____ Euro
-in target country	_____	_____ Euro
Accommodation		
-host family	_____	_____ Euro
-guesthouse	_____	_____ Euro
-rooms	_____	_____ Euro
-other	_____	_____ Euro
Shopping		
- food shopping	_____	_____ Euro
- other	_____	_____ Euro
Going out		
-pub, cafe, etc	_____	_____ Euro
-cinema, disco	_____	_____ Euro
-other	_____	_____ Euro
Insurances		
-health	_____	_____ Euro
-travelling	_____	_____ Euro
-trip cancellation	_____	_____ Euro
-other	_____	_____ Euro

Item	Estimated cost	Real cost
Identity papers		
-Passport	_____	_____ Euro
-Identity Card	_____	_____ Euro
Required documents		
-VISA	_____	_____ Euro
-Work Permit	_____	_____ Euro
Other costs		
_____	_____	_____ Euro
_____	_____	_____ Euro
Total costs		
	_____	_____ Euro



"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 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. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | I have a part time job. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | My parents help me out. | <input type="radio"/> Yes | <input type="radio"/> No |

My living situation

- | | | | |
|-----------|---|---|--------------------------|
| Q4 | I live with my parents. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q5 | I live with my parents and I receive a study grant (i.e. "home grant"). | <input type="radio"/> Yes | <input type="radio"/> No |
| Q6 | This <u>home</u> grant can be changed into an " <u>away</u> " grant when I work abroad. | <input type="radio"/> Yes
<input type="radio"/> I don't know | <input type="radio"/> No |

Grants

- | | | | |
|------------|---|---------------------------|--------------------------|
| Q7 | I know the procedure to have the grant changed from a home grant into an away grant. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q8 | I do not live with my parents. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q9 | I do not live with my parents and I receive an away grant (see Q5). | <input type="radio"/> Yes | <input type="radio"/> 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. | <input type="radio"/> Yes | <input type="radio"/> No |

College support in finding extra funding

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

EU funding (Leonardo Mobility Fund)

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

Payment by the company

- Q15** I know the amount I'll be paid by the company. ☐ Yes ☐ No

Other money sources

- Q16** I have other money sources besides savings, parental support, grants and subsidies. ☐ Yes ☐ 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 ☐ Yes ☐ No ☐ Don't know yet
 - accommodation ☐ Yes ☐ No ☐ Don't know yet
 - insurance ☐ Yes ☐ No ☐ Don't know yet
 - food ☐ Yes ☐ No ☐ Don't know yet
 - social events ☐ Yes ☐ No ☐ Don't know yet



"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)"

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.

Topic 3

Income

Item	Estimated cost	Real cost
Personal income		
-- savings	_____ Euro	_____ Euro
- salary current employer	_____ Euro	_____ Euro
- parental contribution	_____ Euro	_____ Euro
- other	_____ Euro	_____ Euro
Study grants		
- home grant	_____ Euro	_____ Euro
- away grant	_____ Euro	_____ Euro
- other grants	_____ Euro	_____ Euro
Funding		
- EU (Leonardo) funding	_____ Euro	_____ Euro
- other	_____ Euro	_____ Euro
Company		
- salary	_____ Euro	_____ Euro
- travelling allowance	_____ Euro	_____ Euro
Other sources		
_____	_____ Euro	_____ Euro
_____	_____ Euro	_____ Euro
Total	_____ Eu	_____ Euro

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. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | The work placement is supervised by my college. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | I have done a practical work placement or apprenticeship in my own country as part of my study | <input type="radio"/> Yes | <input type="radio"/> No |
| Q4 | I have received a written copy of what I am supposed to do at the company. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q5 | At my college there are criteria for doing a work placement in my own country. | <input type="radio"/> Yes
<input type="radio"/> I don't know | <input type="radio"/> No |
| Q6 | At my college there are criteria for doing an IWP. | <input type="radio"/> Yes
<input type="radio"/> I don't know | <input type="radio"/> No |
| Q7 | I know how the work placement will be evaluated. | <input type="radio"/> Yes
<input type="radio"/> I don't know | <input type="radio"/> No |



"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.

Topic 4

College requirements

Details of subject teacher(-s)

Name _____

Subject _____

e-mail _____

Phone _____

Mobile _____

Details of subject teacher(-s)

Name _____

Subject _____

e-mail _____

Phone _____

Mobile _____

SWIFT code _____

College requirements

Number of reports R1 _____

Number of reports R2 _____

Dates when reports must be handed in R1 _____

Dates when reports must be handed in R2 _____

Name of contact teacher _____

Communication via ☐ e-mail _____

☐ Phone _____

☐ 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

- | | | | |
|-----------|---|---------------------------|--------------------------|
| Q1 | My college has an international work placement program. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | My study department is part of that placement program. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | My school offers some help in preparing for an IWP program. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q4 | I know students that have worked abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q5 | I can ask these students for help preparing for my IWP program. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q6 | I'm going to prepare for my IWP mostly on my own. | <input type="radio"/> Yes | <input type="radio"/> No |



"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.

Topic 5

College support

Details of IWP coordinatorName

Name _____

Address (college location) _____

Phone _____

e-mail _____

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.

- | | |
|---|---|
| <p>Q1 I have already chosen a country.</p> | <p><input type="radio"/> No</p> <p><input type="radio"/> Yes (Name of country)</p> <hr/> |
| <p>Q2 I chose this country, because</p> | <p><input type="radio"/> I've always wanted to work there.</p> <p><input type="radio"/> My college has a work placement there.</p> <p><input type="radio"/> I know students who worked there.</p> <p><input type="radio"/> I have family living there.</p> <p><input type="radio"/> I want to improve my foreign language skills.</p> <p><input type="radio"/> I know the company I want to work for.</p> |
| <p>Q3 I have already chosen a company</p> | <p><input type="radio"/> No</p> <p><input type="radio"/> Yes (Name of country)</p> <hr/> <p>in (town/city)</p> <hr/> |
| <p>Q4 I chose this company because</p> | <p><input type="radio"/> I can fulfil my study criteria there.</p> <p><input type="radio"/> I know the company.</p> <p><input type="radio"/> my college has a work placement there.</p> <p><input type="radio"/> I know students who worked there</p> |
| <p>Q5 My college offers help in organising the work placement.</p> | <p><input type="radio"/> Yes <input type="radio"/> No</p> |
| <p>Q6 I know students that worked for the same company and who can help me to organise the work placement.</p> | <p><input type="radio"/> Yes <input type="radio"/> No</p> |

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.
- 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.

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.

Topic 6

Choice of IWP Country

Target country _____

Target town / city _____

I need a VISA. ☐ Yes ☐ No

I need a Work Permit. ☐ Yes ☐ 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 _____

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. ☐ Yes ☐ No
- Q3** I speak this language
☐ fluently
☐ sufficiently
☐ insufficiently
- Q4** I write this language
☐ fluently
☐ sufficiently
☐ insufficiently
- Q5** I understand the spoken language
☐ very well
☐ sufficiently
☐ insufficiently
- Q6** I understand the written language
☐ very well
☐ sufficiently
☐ insufficiently
- Q7** I can safely say that in the language of the country of my choice I can manage
☐ well
☐ not really well enough, but I'll manage
☐ insufficiently
- Q8** I agree that I need to contact companies in a formal way. ☐ Yes ☐ No
- Q9** I know the meaning of the word NETIQUETTE ☐ Yes ☐ No
- Q10** The best ways of contacting a company abroad are by
☐ phone ☐ letter ☐ e-mail
☐ fax ☐ I don't know
- Q11** I know the formal rules for contacting a company abroad by
Yes No
phone ☐ ☐
letter ☐ ☐
e-mail ☐ ☐
fax ☐ ☐
- Q12** I have decided to contact the company by
Yes No
phone ☐ ☐
letter ☐ ☐
e-mail ☐ ☐
fax ☐ ☐

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

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.



"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)

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 correct, formal application a CV and a letter of reference.

Questions

- | | | | |
|-----------|---|---------------------------|--------------------------|
| Q1 | I know what a CV is. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | I have written a CV in my own language before. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | I know what a letter of application is. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q4 | I have written a letter of application in my own language before. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q5 | I have written a letter of application and a CV in the foreign language before. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q6 | The letter of application should also include how the company can benefit from my work placement with them. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q7 | I know how to describe my contribution to the company. | <input type="radio"/> Yes | <input type="radio"/> 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.

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 _____

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 _____

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. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | The work placement is supervised by my college. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | I have done a practical work placement or apprenticeship in my own country as part of my study. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q4 | I have to sign a contract with the college and the company. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> 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.

T3

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.

Topic 9

Contracts

Name of college

contact teacher

Content of contract

short summary)

Names of people who have

to sign the contract

Date of submission

of the signed contract

Company contract(-s)

Name of company contact

Content of contract

(short summary)

Date of submission

of signed contracts

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.

Health insurance

- | | | | |
|-----------|---|------------------------------------|--------------------------|
| Q1 | I know the name of my health insurance. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q2 | I have private health insurance. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q3 | I have national health insurance. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q4 | I am <i>sufficiently</i> covered when abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q5 | I know the procedure for finding out if I'm sufficiently covered when abroad. | <input type="radio"/> Yes | <input type="radio"/> No |

Travel insurance

- | | | | |
|-----------|--|------------------------------------|--------------------------|
| Q6 | I know the name of my travel insurance company. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q7 | I have an annual comprehensive insurance policy, which means that I'm always covered when travelling and/or working abroad | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q8 | I know the procedure for finding out if I'm <i>sufficiently</i> covered when abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q9 | I took out cancellation insurance when I booked my trip abroad. | <input type="radio"/> Yes | <input type="radio"/> No |

College insurance

- | | | | |
|------------|--|------------------------------------|--------------------------|
| Q10 | I am also insured by my college. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q11 | The college arranges full insurance during my work placement abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q12 | If anything should happen to me abroad, I claim first on my college insurance. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q13 | I know the procedure for finding out if I'm <i>sufficiently</i> covered when abroad. | <input type="radio"/> Yes | <input type="radio"/> No |

Company insurance

- | | | | |
|------------|---|------------------------------------|--------------------------|
| Q14 | I will be insured by the company during work hours. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q15 | I know what is covered by this insurance | <input type="radio"/> Yes | <input type="radio"/> No |
| Q16 | The company has sent me a copy of the policy, which tells me if and how I'll be insured during work hours. | <input type="radio"/> Yes | <input type="radio"/> No |
| Q17 | I will not be insured by the company abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |
| Q18 | It's possible to arrange insurance with my own insurance company because I will not be insured by the company abroad. | <input type="radio"/> Yes | <input type="radio"/> No |
| | | <input type="radio"/> I don't know | |

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.

Topic 10

Insurance

Health Insurance

Name of Health Insurance Company _____

Type of insurance ☐ private ☐ national health ☐ other

Insurance policy number _____

Telephone number
of insurance company _____

Additional insurance required ☐ Yes ☐ No

Coverage ☐ bodily injuries
☐ liability (3rd party)
☐ other _____

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 ☐ annual coverage ☐ for duration of work placement

Coverage

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

College insurance

Name of insurance company _____

Telephone number of
insurance company _____

Type of travel insurance ☐ annual coverage ☐ for duration of work placement

- Coverage
- ☐ theft
 - ☐ loss
 - ☐ (physical) damage
 - ☐ liability (3rd party)
 - ☐ other _____

Company insurance

Name of insurance company _____

Telephone number of
insurance company _____

Type of travel insurance ☐ annual coverage ☐ for duration of work placement

- Coverage
- ☐ theft
 - ☐ loss
 - ☐ (physical) damage
 - ☐ liability (3rd party)
 - ☐ other _____

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. ☐ Yes ☐ No
- Q2** I have already arranged accommodation. ☐ Yes ☐ No
- Q3** I have already found out the easiest and cheapest way to travel from home to work. ☐ Yes ☐ No
- Q4** I'm satisfied with the arrangements. ☐ Yes ☐ No

Accommodation is arranged for you

- Q5** My accommodation has been arranged by the college and / or the company. ☐ Yes ☐ No
- Q6** I will pay for accommodation:
- 25 – 50 Euros a week ☐
- 50 – 75 Euros a week ☐
- 75 – 100 Euros a week ☐
- Other _____ Euros a week ☐
- Q7** I will stay with friends or family. ☐ Yes ☐ No

Your accommodation wishes

- Q8** I wish to stay with a host family. ☐ Yes ☐ No
- Q9** I wish to stay with a host family that provides me with:
- Breakfast ☐
- Lunch ☐
- Dinner ☐
- Q10** I wish to rent a room and cook for myself. ☐ Yes ☐ No
- Q11** I wish to stay in a residence with other students. ☐ Yes ☐ No
- Q12** I know details of agencies in my country that can help me find accommodation in the target country. ☐ Yes ☐ 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.

Topic 11

Accommodation

Type of accommodation I prefer:

- ☐ guest house
- ☐ bed and breakfast
- ☐ host family
- ☐ room (self-catering)
- ☐ shared accommodation
- ☐ other _____

Name of accommodation contact _____

Address _____

Postal code / Place _____

Telephone no _____

Cost of accommodation Euro p/wk _____

Agencies I contacted to find accommodation _____

Websites I used to find accommodation
www _____
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 _____ ☐ I don't know yet
- Q2** My work placement is in this town or city _____ ☐ I don't know yet

Travelling to the target country

- Q3** I will travel by _____ ☐
- plane _____ ☐
 - train (and boat) _____ ☐
 - train _____ ☐
 - bus (and boat) _____ ☐
 - bus _____ ☐
 - car (and boat) _____ ☐
 - car _____ ☐
 - motorbike (and boat) _____ ☐
 - motorbike _____ ☐
- Q4** I can share the car journey cost with other students ☐ Yes ☐ No ☐ I don't know yet
- Q5** I know where to find the cheapest travel offers ☐ Yes ☐ No
- Q6** I estimate the cost of travelling to the target country to be _____ Euros
- Q7** I have already arranged a work placement and I know how to travel from home to work. ☐ Yes ☐ No
- Q8** I know how to work out the best travelling arrangement between work and home. ☐ Yes ☐ 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. ☐ Yes ☐ No
- Q11** The identity card allows me to travel to the target country. ☐ Yes ☐ No ☐ I don't know yet
- Q12** The passport is valid for the required time as set by the target country. ☐ Yes ☐ No ☐ I don't know yet
- Q13** I am going to a country that requires a visa. ☐ Yes ☐ No ☐ I don't know yet
- Q14** I am going to a country that requires a work permit. ☐ Yes ☐ No ☐ I don't know yet

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.

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 _____

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 _____

www _____

Other sources I used

Travel documents

Passport number _____

Expiry date _____

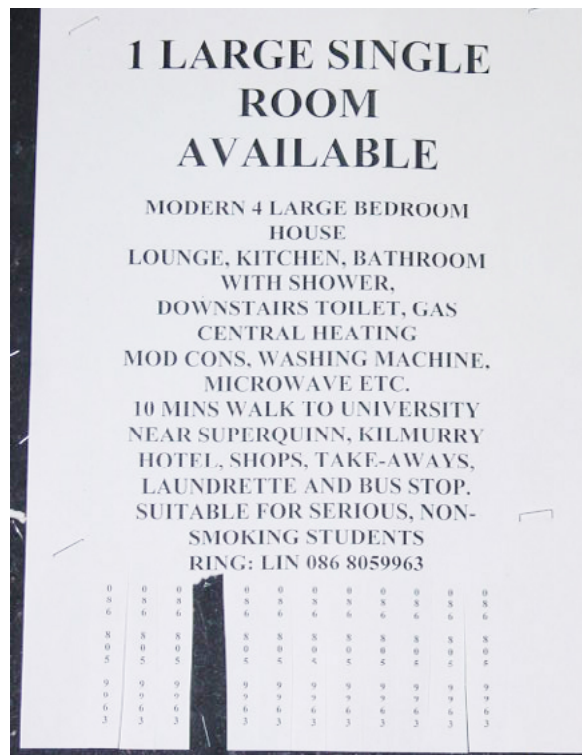
ID-Card _____

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
	<input type="checkbox"/> I can motivate to myself my decision to work abroad. <input type="checkbox"/> I can motivate to an employer my decision to work abroad.
O	Topic 2 Cost of working abroad
	<input type="checkbox"/> I know the cost of travelling to and in the target country. <input type="checkbox"/> I know the cost of accommodation. <input type="checkbox"/> I know the cost of a valid passport, ID and other documents <ul style="list-style-type: none"> <input type="checkbox"/> VISA <input type="checkbox"/> Work Permit <input type="checkbox"/> I know the cost of social events.
O	Topic 3 Generating income
	<input type="checkbox"/> I know what I can contribute myself. <input type="checkbox"/> I have organised grants. <input type="checkbox"/> I have organised subsidies. <input type="checkbox"/> I know how much I will earn at the company.
O	Topic 4 College requirements
	<input type="checkbox"/> I know what the reports should be about. <input type="checkbox"/> I know when the reports need to be handed in. <input type="checkbox"/> Both the teacher and I have signed the report agreement. <input type="checkbox"/> I know the criteria I have to meet at the work placement. <input type="checkbox"/> I have received a copy of the criteria. <input type="checkbox"/> The teacher and I have agreed on the type and frequency of communication. <input type="checkbox"/> I know how the work placement will be evaluated.
O	Topic 5 Making use of college help
	<input type="checkbox"/> I have checked for details of the college IWP coordinator. <input type="checkbox"/> I have checked for details of students who worked abroad.
O	Topic 6 Choice of country
	<input type="checkbox"/> I know which country I'm going to. <input type="checkbox"/> I know which company I'm going to work for. <input type="checkbox"/> I have dealt with any special documents, rules or regulations I need to go to the target country.
O	Topic 7 Rules of communication
	<input type="checkbox"/> I am confident I can manage in the language (-s) of the target country. <input type="checkbox"/> I know the DOs and DON'Ts of formal communication.

O	Topic 8 Writing letters to the company
	<input type="checkbox"/> I can write a formal Letter of Application and a CV. <input type="checkbox"/> I know how to describe my motivation. <input type="checkbox"/> I can describe the criteria I need to meet during my IWP. <input type="checkbox"/> I know how to explain to the company why they should hire me. <input type="checkbox"/> I have written the Letter of Application and the CV. <input type="checkbox"/> I have received a Letter of Confirmation from the company.
O	Topic 9 Contracts
	<input type="checkbox"/> I have dealt with any college contract. <input type="checkbox"/> I have dealt with any company contract.
O	Topic 10 Insurances
	<input type="checkbox"/> I have arranged all the insurance I need: <ul style="list-style-type: none"> <input type="checkbox"/> Travel <input type="checkbox"/> Health <input type="checkbox"/> College insurance <input type="checkbox"/> Company insurance
O	Topic 11 Accommodation arrangements
	<input type="checkbox"/> I have arranged for accommodation. <input type="checkbox"/> I have received confirmation of my accommodation.
O	Topic 12 Travel arrangements
	<input type="checkbox"/> I have arranged the details of trip. <input type="checkbox"/> I have the necessary documents. <input type="checkbox"/> 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:

M	ACTIVITY	CHECK
1	(apply for the IWP program at your college)	<ul style="list-style-type: none"> - college IWP program - support from college in - finding an IWP
1	orientation into: <ul style="list-style-type: none"> - choice of country and town / city - VISA / work permit - subsidies & grants - accommodation - college IWP criteria 	<ul style="list-style-type: none"> - college support in - finding subsidies & grants - college criteria - approval from college to do an IWP - planning VISA /Work - permit procedure
2	<ul style="list-style-type: none"> - send letters of introduction to companies / institutions - send letters of application / CV - discuss results with college coordinator - take necessary steps to get subsidy / grant / VISA / Work Permit - orientation into (free) language programs 	<ul style="list-style-type: none"> - wait for letter of confirmation from company - get written approval from college including the arrangements for reports, communication and evaluation of the IWP.
3	<ul style="list-style-type: none"> - start language program - orientation into culture of target country - sign contracts with college & company - make accommodation arrangements - orientation with insurance 	<ul style="list-style-type: none"> - check progress of application of subsidy, grant, VISA and work permit - check validity of passport/ID card
4	<ul style="list-style-type: none"> - make final travel arrangements - prepare plan of activities: <ul style="list-style-type: none"> - logbook (to describe events) - financial logbook - college reports - communication with college 	<ul style="list-style-type: none"> - check progress of application of subsidy, grant, VISA and work permit - check validity of passport / ID card
5	use the CHECKLIST (page 64) to finalise preparation activities	checklist

III. 2 Example of contract with college and companyII.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.

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

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. 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.

<< 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

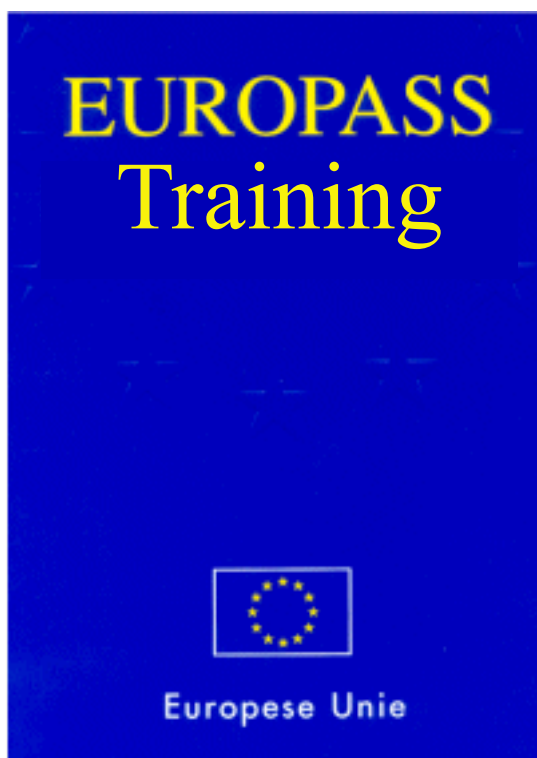
What is a Europass?

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. 5 Your own draft of the letter of application

[illegible]

III.6 Your own draft CV

This image shows a single page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines or other markings on the page.