



Europemobility
For all



Work practice abroad

How to make a successful work practice abroad
for youth with fewer opportunities
- a working material for professionals



Lifelong
Learning
Programme



EuropeMobility for all is a transnational project bringing together organisations from Sweden, Spain, the Netherlands, Italy and Germany. EuropeMobility for all focuses on mobility opportunities for young people with fewer opportunities and how to get professionals and young people **informed and motivated** in the context of transnational mobility. Together, we have a lot of experience of what young people need to succeed with a workpractice abroad. Partners in the project are:



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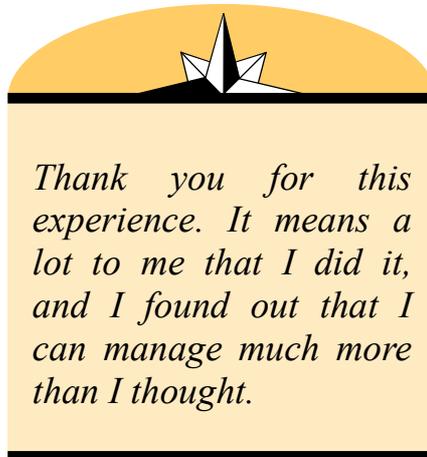


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Why work practice abroad for youth with fewer opportunities?



Quote from a 20-years old woman, being on work practice abroad for four weeks. You can read more quotes from young people on the following pages.

WORK PRACTICE ABROAD gives you:

- Experience
- Competence
- Personal development
- Improved self esteem
- Perspective on life



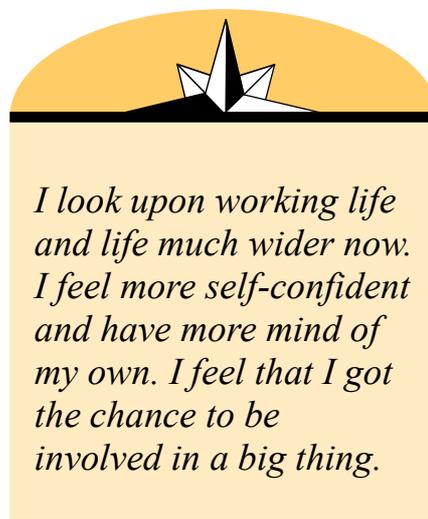
Young people with fewer opportunities (with different abilities, a low qualification level, who are unemployed or have a low income job) are absolutely underrepresented in mobility programmes and in measures promoting stays abroad for learning and qualifying purposes. Experience from previous projects shows that work practice abroad is a great way to get all the things listed above. So if young men and women get the right support, they have everything to win with a work practice abroad, which will likely broaden their social skills and improve their employability.

As a professional, you can help youth to improve and develop!

How could this benefit your school/organisation?

Other vocational schools and training centres have experienced the following benefits:

- Hosting students and apprentices from abroad, creates an international atmosphere that brings benefits for the whole institution (e.g. the inspiration of other students, learning languages).
- The involvement of a VET institution in mobility activities makes it attractive for students in comparison with other ‘not-mobility-oriented’ institutions.
- Transnational mobility projects can serve as a launch pad for transnational partnerships and for a proactive internationalisation strategy and policy.
- The role of VET institutions is gradually changing from that of a traditional ‘school’ towards a regional knowledge centre. There is a need to reflect internationalisation in their array of competences and skills.
- Mobility projects might point the way to income-generating activities.
- VET institutions can compare and match their teaching and learning performance against performances and expectations in other countries, providing useful benchmarks for future development.



Adjustments for target group

Experience from earlier projects shows:

- Preparations are necessary! Please see chapter Preparations.
- Knowledge about and good contact with the host organisation make things so much easier! So if you have a chance to make a study visit before the work practice starts, this will improve cooperation and contacts with the hosting staff. It will also make you feel more secure about sending the youth.
- The youth need someone to follow them, at least for the first week. Some may need a tutor staying the whole work practice period, depending on abilities/disabilities, age and independence. **But don't underestimate the value of the youth being forced to cope alone!** It helps them gain confidence.
- If you are leaving earlier than the youth, you will have to ensure that the host organisation will be responsible for tutoring the rest of the work practice. In a group living together there will always be some kind of conflicts and for inexperienced young men and women, they can be hard to solve without help on the spot.
- Matching person and workplace is very important! This can be done first after a mapping procedure, where you can find out what abilities, strengths, weaknesses and interests the youngster has. The matching procedure helps to prevent that a person fails at the workplace.
- Don't plan too many activities during the introduction week. Many of the persons in target group have difficulties to handle too much impression in a day.
- In case you leave earlier than the youth, close contact through social media, phone, messages, e-mail - whatever the person uses most - during the whole stay is a way to make the youth feel more secure and have the opportunity to talk with and get support from someone they know, someone speaking their maternal.
- To follow-up and evaluate is important for the person - to reflect over the experience and how to use it in the future. Also for updating/writing a CV.



I look upon working life and life much wider now. I feel more self-confident and have more mind of my own. I feel that I got the chance to be involved in a big thing.

Questions for mapping & job matching procedure

Questions to ask the young person

- Former work experience/education?
- What are your interests/hobbies?
- Strengths/weaknesses?
- Do you need some special aid/tool at a work placement?
- Do you have any disabilities that may affect your work?
- Are you always on time for work or appointments?
- Do you prefer to work alone/in a team?
- Need for close tutoring? Ability to work on own initiative?
- How do you handle pressure and stress?
- Capacity to work - hours per day?

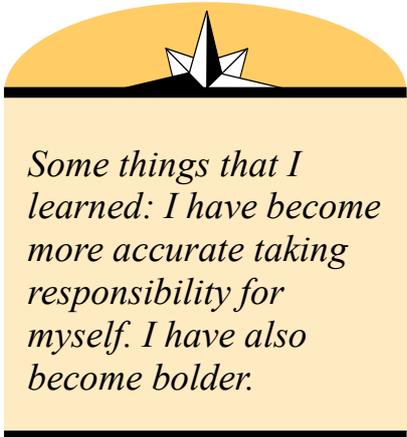
When you have the answers to the questions above, you can continue with the job matching procedure with the host organisation.

Questions to ask the host organisation

- Tasks?
- Working hours?
- Does job require special clothes/shoes? If so, does the person need to bring them?
- Work pace - slow/fast? Stress?
- Tutoring - in what extent? All day, regularly/occasionally?
- Breaks? Workplace facilities? Lunch/coffee?
- Does the staff in the workplace have experience from young people on work placement and understanding of persons with disabilities?
- Is insurance included in the work practice arrangement?

Insurance

As mentioned above, insurance might be included, but it's very important that you check all details, what is included and where? You need to make sure that the youth have a full-time insurance, valid on the journey, at the workplace, in the accommodation and at leisure time.



Some things that I learned: I have become more accurate taking responsibility for myself. I have also become bolder.

Preparing the youth

Preparations can be done as a group activity or individual, but if several persons are to travel/live together, **preparations should be held with the whole group!** Please be prepared to adjust material and methods for any special needs, for instance make sure that it's possible to listen to texts instead of reading them, to make audio notes instead of writing and that the working material is easy to understand. Focus on one subject at a time and make sure that everyone is catching up in the activities.

Suggestions of content in preparatory meetings

First meeting

Information about internship, the sending and the hosting organisation, go through important issues, such as passport, insurance card, valid credit card etc.

Presentation, tutor/s and youth

Other youth being on internship share their experience

Socio-emotional training, teambuilding exercises, to mentally prepare for living and working in another country, together with others.

Work placement – possible areas, wishes, abilities/disabilities etc.

Second meeting

Socio-emotional training, how to handle conflicts - difficulties that may come up and possible solutions, the accommodation – responsibilities, cleaning etc.

Expectations – of youth, tutors and the host organisation

Icebreaking activity to get the group together

Third meeting

Language lesson - useful words and phrases

Travel times, baggage rules, what to pack, insurance, mobile phone and

last but not least: security - for instance late nights alone, alcohol/drugs

Cultural differences and similarities – in working life and society in general

Differences between being tourist or on work practice in a foreign country

Query contest about the destination country, divided in teams.

Fourth meeting

Language lesson - useful words and phrases at the job

Set up list of relatives, contact details, ICE (In Case of Emergency)

Make a budget for the time abroad

Contact forum on the Internet

Fifth meeting

Discussions: what to prepare before leaving home (things like handle mail/bills, who will look after your pet, empty refrigerator, take out garbage, unplug electric equipment etc.)

Labour market, what is required to get and to keep a job? Discussions in small groups.

What is required from me to make a successful work practice? (Being on time, contact the employer if you are sick, do the best you can etc.)

The country's cuisine - try some typical food

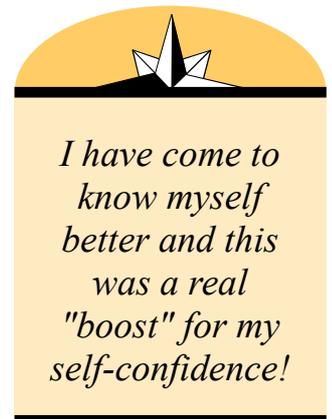
Sixth meeting

Discuss how to gather text, pictures, film/sound recording, slide show for documentation of the whole experience. What equipment do you need to bring for writing a report once you are back?

Language lesson – repeat useful words and phrases

Repetition: travel times, baggage rules, security, insurance, mobile phone etc.

How to act in case of delays or lost luggage when returning home



Preparing trip and work practice

Some things to take into account...

Flight tickets

- Book as early as possible! Making reservations late can cost a lot of money, especially during peak travel times.
- Refundable ticket, although they are more expensive, might be something to consider, if the youth going abroad feels a bit insecure.

Work practice placements

- Send details of the youth and their wishes and interests to the hosting organisation as early as you can. This increases the chances to get the optimal job matching.
- The youth need time to prepare mentally before leaving home and it's important to know in advance what company he/she will work in.
- Don't forget to ask the host organisation if they expect that working clothes and shoes are to be brought by the youth.
- Close before leaving, check with the host organisation that everything is settled and there will be no changes with the work placements.

Accommodation

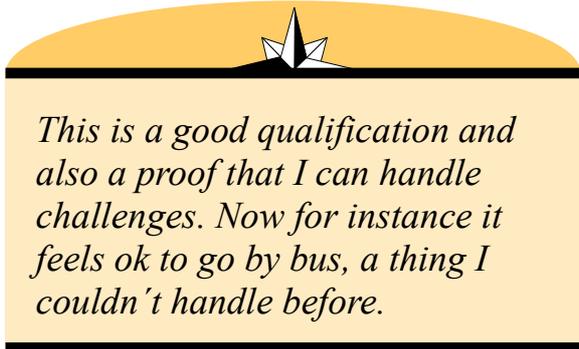
- Ask for a lot of information, and pictures, about the accommodation: number of rooms, size, facilities, safety boxes, Internet, location, transports.
- Rules and regulations around cleaning, washing, kitchen and common areas, visits of friends, quiet time, tobacco/alcohol policy etc.
- Will there be other people staying there?
- Will there be sheets and towels in the accommodation?

Early wake up

- Ask how the youth have planned for wake up call departure day. Do they need help, someone to wake them up, so they don't miss the train/bus/flight?

Coming home

- If the group/person will travel home by their own, think twice about the transfer from the airport to the hometown. What if there are delays? Is there a later train available on the arrival date? Did you reserve train tickets that can be changed?
If possible, the safest choice is a **pre-ordered bus or taxi**, that will control arrival time and wait for the passengers.



This is a good qualification and also a proof that I can handle challenges. Now for instance it feels ok to go by bus, a thing I couldn't handle before.

Implementation

Now when the youth are prepared: time to go through with the mobility activity!
It all starts with the journey, a thing that can be a real excitement in itself.

Documentation

Remind the persons of what you have talked about in the preparations: everyone should document the whole experience - workplace, tutoring, staff, leisure time, accommodation, group dynamics, difficulties/opportunities, cultural differences and similarities, personal development etc.

How do they manage to take care of household, cooking, cleaning, washing up and shopping etc?

Improvement of social or professional skills?

Accompanying youth

Some occasions where you should accompany:

- The first visit to the host organisation
- Activities during the introduction week
- The first visit at the workplace

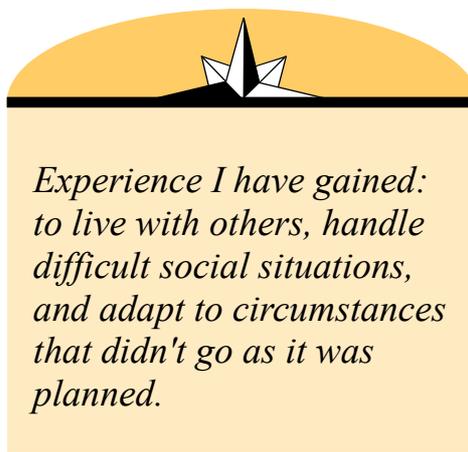
Individual meetings before leaving

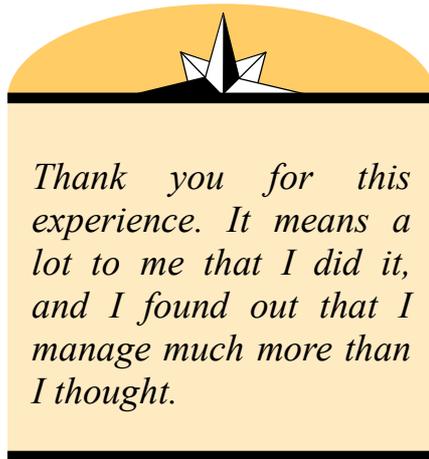
Set aside time to talk to each person individually a couple of days before you leave. Experience shows that many worries and questions come up, when you talk with the participants one at a time.

After coming home

As mentioned in chapter Adjustments, close contact with both the youth and the host organisation after you have come home, is a way to avoid problems, to perceive if someone feels bad or if there are some conflicts in the group. As faster you deal with a problem, the easier it is to handle.

For instance, a closed group at Facebook is an easy way to communicate.





Follow-up/evaluation

First meeting

Feedback and discussions: How was the internship, what did you do after work, did you get along with other people, how was the culture, language etc? Reflections, thoughts, experiences.

Working with CV and report

Second meeting

The benefits of the whole experience, how do I use them?

Plans ahead

Finish CV and report

Third meeting

If necessary, have a third meeting, so you have time to complete everything.

Follow-up after time

It's very interesting to know what the participants are doing after some time, perhaps six months or a year after the work placement abroad. To show positive outcomes could benefit the quantity and quality of mobility opportunities.

How to support and convince parents

- Organise a meeting with parents to inform them about your ideas of taking their child abroad.
- Make sure that the parents can contact you as a tutor/youth leader.
- Discuss the benefits as well as the costs of going abroad. Show that you have a balanced view of the issues (not just the sunny side!) and ask help when needed.
- Sometimes parents are required to provide a financial guarantee.
- Show the parents the environment you'll be going to.
- Make arrangements with your parents for keeping in touch while you are away.
- Buy them a web cam and show them the possibilities of Skype for chatting and video conferencing.



Youth sharing their stories from positive experience of work practice abroad you can find on the website

www.europemobility4all.eu

How to realise work practice abroad

There are several ways to realise work practice abroad. If you are a teacher/student, your school can apply for a Leonardo da Vinci project for work practice abroad. If you are unemployed, you can also apply for going abroad to work.

Contact your school, Employment Office or National Agency for more information!

Sweden

Internationella programkontoret för utbildningsområdet

E-mail: registrator@programkontoret.se

Website: <http://www.programkontoret.se/>

Italy

Agenzia Nazionale LLP - Programmi settoriali Comenius, Erasmus, Grundtvig e Visite di Studio

Website <http://www.programmallp.it>

Netherlands

Nederlands Nationaal Agentschap voor het Leven Lang Leren programma

Website: www.na-lll.nl

Spain

Organismo Autónomo Programas Educativos Europeos

Website: <http://www.oapee.es>

Germany

Nationale Agentur Bildung für Europa (Leonardo da Vinci, Grundtvig)

Website: <http://www.na-bibb.de>



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