

Check your readiness to live and work in a foreign country

Name and surname :

Why a pre-departure course?

A good preparation helps you to make your stay abroad successful. If you go abroad, you have to think about a lot of things.

Through the completion of these assignments¹, you should find the necessary information and take the right steps so that you can start well with the internship.

¹ This assignment is part of a set of 10 assignments on Internationalisation and the preparation for mobility experience designed by the European project INtheMC – Internationalisation and Mobility in the Students Curricula to best prepare entrepreneurs preparing their mobility to best think upon their project and get ready to leave.

If you want to check the whole set of assignments and tools designed by the INtheMC project or give feedback concerning this preparation course, please do so through the INtheMC website www.INtheMC-project.org

(source: partly project I-BPV.NL; partly design INtheMC-project).

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EUROPEAN SINGLE MARKET: TEACH YOURSELF!

Websites	Link
EURES	http://ec.europa.eu/eures/
Linguanet Europa	http://www.linguanet-europa.org
Services in the internal market	http://www.euractiv.com/en/innovation/services-internal-market/article-132241
European Enterprise Network	http://www.enterprise-europe-network.ec.europa.eu
European Portal for SMEs	http://ec.europa.eu/enterprise/sme
European Structural Funds	http://ec.europa.eu/regional_policy/funds/prord/sf_en.htm
SOLVIT	http://ec.europa.eu/solvit/site
The EU Single Market	http://ec.europa.eu/internal_market
The EU at a glance	http://europa.eu/abc/index_fr.htm
EU-MOVE!	www.eumoveabroad.eu
The European Flag	http://europa.eu/abc/symbols/emblem/index_en.htm
Europe in 12 lessons	http://europa.eu/abc/12lessons/index_en.htm
PLOTEUS	http://ec.europa.eu/ploteus/
EUROGUIDANCE	http://www.euroguidance.net
THE EUROPEAN QUALIFICATIONS FRAMEWORK FOR LIFELONG LEARNING	http://ec.europa.eu/education/pub/pdf/general/eqf/leaflet_en.pdf
EUROPEAN LANGUAGE PORTFOLIO	http://europass.cedefop.europa.eu/europa/ss/home/vernav/Information+and++Support/Council+of+Europe.csp
EUROPLACEMENT!	http://www.europlacement.com

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ASSIGNMENT n°1:	WORKING MOBILITY ABROAD
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What is this Assignment About?

Knowledge and understanding of how to **prepare for mobility**.

Assignment Task/s

Answer your Mobility Checklist!

1. Orientation on mobility:

- a. What do you expect from going abroad?
- b. What do you expect to learn?
- c. What do you think you can do?
- d. What do you expect to see?
- e. Would you like to develop your knowledge of another culture?
- f. Do you think that you are independent enough to actually stay in a foreign country alone?
- g. Do you know any persons that went abroad for a mobility experience? Try to talk with them and ask about the opportunities and difficulties they encountered.
- h. Who is your international referent for your Mobility?
- i. Which language level is needed to start with your mobility experience?
- j. Where and how will you do your language training?

2. Letter of application – other documents:

- a. Create your Europass CV
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>
- b. Write a letter of interest outlining why you want to undertake the mobility experience.

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3. Formalities:

- a. Your mobility contract
- b. Which valid identity document do you take with you?
- c. Which document(s) to travel will you take with you?
- d. Which insurance document (healthcare, travel, e.g.) will you take with you?
- e. Do you need any International driver's license?
- f. Collect the information that you need to take with you (enterprise, home, brochures, pictures e.g.)

4. Financial plan:

- a. Are you getting any money that will support this mobility experience?
- b. How much money do you need?
- c. Make a plan of how you intend to get the money you still require.
- d. Check if you need to open a bank account in the country of your destination / demand for a credit card if necessary and possible

5. Appointments with your organisation :

- a. Which way of reporting is required from you?
- b. Which guidance will your Organisation and the Intermediary Organisation in your destination country will provide you?
- c. Which skills and competences do you need to work on/proof you need to provide to work?

6. Appointments with the company:

- a. Start and ending dates of your mobility experience
- b. Working hours a week and time schedule
- c. Accommodation:
 - If not arranged by the company, where are you going to stay?
 - Check youth hostels
 - Ask other students who have been to this company/ region if you have still no

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accommodation solution.

- d. Which skills and competences are required by your host company to collaborate with?
- d. Which tasks are you going to perform during your exchange?

7. Your Host company:

- a. In which country? Which region? Which town? Can you reach this place by public transport? If no, how will you reach your host enterprise?
- b. Which size is your host company?
- c. Is this a kind of company like one in your own country?
- d. What are the problems you might experience within your host company?

8. Logistic Solutions :

- a. Indicate your itinerary of your outgoing and incoming travel.
- b. Write here all relevant info concerning the accommodation and other logistic solutions adopted for your mobility.

9. Communication:

- a. How are you going to stay in touch with your working environment and family?
- b. Contact details of Intermediary Organization in the destination country

10. Take care of all the documents:

You will require proof of the mobility experience to get your EU-grant. Check with your sending organization and make sure you know which ones they are and when and how to present them.

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ASSIGNMENT n°3 :

LEAVING AND WORKING ABROAD - Placements

What is this Assignment About?

Knowledge and **conditions of life and work connected with professional field, pay and qualifications within one's own country and in the EU.**

Assignment Tasks

Level 5

Labour Market:

1. Describe the conditions of work connected with your professional field, pay and qualifications of the employees in your country;
2. Name what kind of employees of your professional field are most needed in the enterprises;
3. Short overview of the labour market connected with your enterprise in the EU;
4. Statistics: job vacancies most frequently listed on the EURES portal.

Living and working conditions:

5. Registration procedures and residence permits;
6. Health System;
7. The political, administrative and legal systems;
8. The social security system.

Where possible you should use relevant materials to support your work in this assignment



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ASSIGNMENT n°4 :

WORKING ABROAD - Language

What is this Assignment About?

Knowledge and understanding of **professional language** field **at home** and within the **destination country**.

Assignment Task/s

Level 5

1. List and learn 40 **words** connected with your professional field in the language of your country of destination.
2. List and learn 10 **phrases** connected with your professional field in the language of your country of destination.

Where possible you should use relevant materials to support your work in this assignment.