

## ECVET for work-based learning

# Organise your work placement abroad

## Before the mobility - Checklist

### Travel documents

- Apply for Passport/ID card for travelling
- Obtain a Passport/ID card for travelling
- Verify the validation of Passport or ID card
- Obtained information for visa for host country (what type of visa is required – Study Visa, Work Permit, Visitor’s Visa etc.)
- Apply for / Obtain Visa
- Power of Attorney – to permit a responsible adult from your country to act on your behalf (e.g. your parents)

### Work placement documents

- Internship contract – completed in all its parts and signed by all the involved parts
- Learning agreement - completed in all its parts and signed by all the involved parts
- Attendance register
- Contact details of the workplace legal representative and your work placement supervisor
- Financial agreement (if any) - completed in all its parts and signed by all the involved parts
- Receive information about working hours, schedule and country holiday
- Submit the pre-departure language assessment

### Travel

- Arrange travel – flights, travel to/from airport in host country etc.
- Tickets
- Travel insurance
- Two copies of passport, tickets, health and travel insurance
- Check eventual luggage restrictions (e.g. number, dimensions and weight of luggage; liquids; forbidden items etc.)

### Health

- Pre-departure medical/dental check-ups
- Medical Insurance
- Eventual required immunizations
- Basic medical kit, including Paracetamol, Imodium, plasters, personal medication - Please note that certain medications may be considered illegal narcotics by foreign countries
- Copies of prescriptions of regular personal medication
- Eyewear- glasses, sunglasses, contact lenses

### Host organization

- Contact details – Address, phone numbers, e-mail, address
- Research/ receive information about the host organization – history, dimension, sector etc.

### Accommodation

- Receive accommodation details from host organization (if provided) – address, phone numbers etc.
- Arrange accommodation in host country (if not provided)

### Insurance

- Organize health and travel insurance (if not provided) to cover the entire work placement period
- Provide details of your insurances (if not provided by the placement) to the host organization
- Make one copy of the health and travel insurance conditions

### Safety

- Consult your country's foreign travel advices about your host country
- Register with your home country embassy/consulate set in the host country and provide all details about your permanence – host organization phone contact and address, emergencies contacts etc.
- Annotate useful numbers – host country's police, first aid, taxi etc.
- Share travel information (flight number, accommodation address etc.) with your parents, send and host organizations

### Money

- Construct a detailed budget
- Plan the best way to take money while you will be overseas (e.g. money transfer, open a bank account in the host country etc.)
- Annotate your bank details (if any) – IBAN and SWIFT numbers, bank account holder name, bank name and address etc.
- Find and apply for alternative grant to fund your work placement (if any)
- Define with your host organization how you will receive the grant/salary (if any) and provide them the necessary details
- Check information about the host country currency and exchange rates

### Communication

- Investigate options regarding taking your mobile with you – either continue on existing payment plan or purchasing a SIM card abroad
- Set up an e-mail account you can access overseas to communicate
- Take important email and contact addresses with you and share your contact details with your family, friends, home and host organizations

### Learning about the host country

- Daily life, including important cultural practices and conventions
- Geography and history
- Politics and government
- Religion
- Social structure
- Gender relations
- Minorities and attitudes towards them
- Language - if you are going to a non-English speaking country learn some key phrases before you go, and take a phrase book with you
- Touristic hotspots and places to visit
- Food habits
- National/local transportation
- Maps
- Find networks of abroad students e.g. university networks, Erasmus students networks etc.

### Law and regulation

- Familiarize yourself with the laws of the host country
- Driving - obtain an international driver's license if necessary
- Upon arrival, arrange to register with police, local authority or Interior Ministry if required

### Work environment

- Ensure you receive a full staff induction upon commencement of work
- Make yourself aware of Health & Safety regulations in the host workplace, and always be safety aware