

Editorial



Taking courses within business forms an important part of education and training. They actually make it possible to have a genuine professional experience, while being face to face with reality.

A training course is useful on many levels, because it creates awareness of the business world, and of the many skills looked for by employers. It also allows trainees to form themselves into a network, which is always useful to add to their employability and to help some of them to land their first jobs.

Training courses also help in self-awareness, and of getting an idea of what a job might be. By guiding the choice of career, they help prepare trainees for their entry into active life.

Still with the idea of acquiring greater experience and enriching the CV, training courses abroad are also tremendous opportunities to compare different methods of work, learn a foreign language and discover the customs of another land.

However, if there is not shortage of reasons for taking a training course abroad, and their benefits are many, good preparation is an essential prerequisite to carry them out properly.

The Euroguidance network, whose main aim is to pass on information on careers and European mobility, has written this practical guide for professionals in education and training to serve as a reference and to give methodological advice.

Rich in information: from setting up a training project to evaluating the mobility, while covering the questions of financing, linguistic preparation and logistics, this guide offers above all an accurate overview of the definition of the training course and its legal framework, country by country.

I am sure that it will be of use to you every day in your consultancy projects and your professional practices. I also take advantage of this editorial to wish the Euroguidance network a very happy birthday, as it reaches its 25th anniversary of successfully supporting education and training stakeholders.

Good reading to all!

Laure Coudret-Laut

Director

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Introduction

The search for a useful course must be methodical and well-directed to be profitable. To the extent that a course can sometimes be a springboard to integration, it is of some considerable importance. Otherwise, what does the concept offer? Depending on the country, the meaning and reality of taking a course may vary. In France, a course responds to a certain definition and a clearly specified legal framework, which is a guarantee of its quality. It consists of professional experience integrated into a training or study course and is the subject of a training contract (convention de stage) between the three parties: trainee, company and training establishment. Its wealth derives from the opportunity of being confronted with the needs and realities of the professional world while remaining in a learning context. The course not only allows trainees to use their knowledge and to adapt it to the real needs in the field, but also to acquire new skills. Carried out at the beginning of the training course, it rather serves as a discovery of the world of work, or more particularly a sector of activity. Half-way through the course, it offers the possibility of participating in the company's ongoing activities at the end of the studies. Towards the end, the course is inclined towards the mastery of technical expertise, as well as towards an understanding of the organization skills and human relations which are required in business. It allows the trainee to make adjustments and confirm choices, before any initial professional integration.

Why take a course abroad ?

By taking a course in Europe, the benefits described above would also be combined with those of a mobility experience: cultural and linguistic knowledge, open-mindedness, the spirit of initiative, listening and working as a team, taking responsibility, autonomy, analysing a situation from different angles, resolving problems ... the added value is considerable. Forced out of their comfort zones, trainees abroad describe it as a significant experience which transformed them, and helped them to gain self-confidence. In playing the skill transfer game, foreign courses help develop adaptability and communication skills; they also encourage the emergence of an entrepreneurial spirit. Finally, these experiences facilitate and accelerate the route to employment.

Who can take a course in Europe?

The principle of free movement of people in the European Union allows them to take a course in any one of the Member States, so long as they comply with the provisions which apply in the State where the course is being held (timetables, status, fees and contributions, etc). A French trainee can therefore move around within the EU, and a European trainee can come to France, to take a course according to the regulatory conditions of courses in France. For non-Europeans, it is particularly important that they ensure that their administrative situation is in line with the status of a trainee as defined in the country where the training takes place, in particular when the course is considered to be a short-term work situation.

This guide is directed first and foremost to trainees who wish to take a course abroad; and to the education and training professionals who support them in their research, including when the course operates as alternance training.

It is intended to provide benchmarks and methodological advice for success in taking a good-quality training course in Europe, in the context of a study or training course.



10 KEY POINTS TO DO A COURSE IN EUROPE

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10



Develop your course project and start your research

The first step is to define the professional sector, the fields of activities and the projects which might cover the required course. By professional sector, we mean the grouping of organizations that have the same main activity: *Construction, agriculture, hospitality, IT, commerce, health, industrial sector...* Once this first work has been completed, it is necessary to specify the activities of interest to the trainee and then to consider the various missions that could be carried out.

Not only does this exercise allow the trainee to structure his research, but it also clarifies his ideas and the expression of his profile in the drafting of the covering letter (see Key Point 5: help with drafting a CV and covering letter) and at any possible meetings with the employer. This preparatory work shows the candidate's sincerity, and increases his chances of finding a good-quality and genuinely informative training course. The list of projects and activities to be carried out during the probationary period is specified by the institution attended by the trainee, and is linked to the content of his training. It is on these conditions that the training contract will be signed. Clearly setting out his profile does not make a trainee unacceptable to an employer who might be seeking a trainee for a project different from that stated, provided that the trainee takes the trouble to mention the extent of his field of research and training, and indicates that he would be open to other proposals.

Frequent error: *the trainee deliberately leaves the formulation of his search for a course vague, in order to leave all the doors open to the employer being approached, in the hope that an offer will be made. He is afraid that if he is more specific, the employer will limit his proposals. However, the application may then give the impression of a lack of focus, and risks being ignored. Only a company actively looking for a trainee, or seldom asked, is likely to be interested. If previous observations or experiences can justify this type of request, it is rarely the case for a course leading to a high level of qualification.*

When the course takes place at the start of a training programme, the context of the projects may remain quite broad. This is the case for an experience designed to explore the working environment, which, in addition, is international. The closer the course come to the end of his training programme, the more it will impact on his professional career. Knowing how to be precise about the typology of the desired company and department, in the projects aimed at, then takes on a greater importance. Some courses taken at the end of the curriculum, in France as well as abroad, give a springboard effect towards more long-lasting employment.

In the case of an application for a specific firm (in a spontaneous application), especially a large or multinational group, the potential trainee should focus on the benefit that he could bring to this organization, and should indicate what his motivation and his personal and professional skills would be likely to offer the business. (These should appear on his CV and covering letter). He might also mention the different departments he has identified as being of interest, by using the company's organizational chart. Finally, he should indicate whether he is ready for a geographic mobility, in cases where the group operates on several sites: would he accept an offer anywhere in Europe, or even on other continents...? Before sending in his request, he could contact the Human Resources Department in order to discover the trainee employment policy in the company, and their current needs. When courses are not common practice in the country he has chosen, the trainee may have recourse to databases and offers of employment to carry out his research and to make a reasoned application to the companies he has identified. In terms of timing, in the case of a spontaneous application, he should research his list of companies early enough to be able to send in his written request five to six months before the course start date. This allows him to send reminders 15 days later by e-mail or telephone. This deadline varies, however, depending on the activity sectors and their levels of pressure: if the turnover is high, the proposal may receive a fast response; but if the course requires greater availability on the part of a tutor, or any particular budget planning, it is better to allow six to eight months.

10 steps for researching a training course by spontaneous application

1. List the activity sectors and sub-sectors chosen
2. List the target countries
3. List the relevant companies
4. Consider the possible projects
5. Research the names of HR managers
6. Draft a covering letter and a CV (which should be adapted each time)
7. Send a written request
8. Two to three weeks later: send a reminder by e-mail or telephone and request an interview
9. Once the proposal has been received, ask the training department for a training contract, and possibly have it translated
10. Have it completed by the employer and then endorsed by the educational institution

In the case of a response to a training offer, the methodology is substantially the same, but passes through increased monitoring of sites, media and key social networks. The search must begin by identifying them ten months earlier and then by consulting the offers regularly, six to eight months before the course start date. Responding to an offer requires considerable reactivity and a certain degree of

availability: the candidate for the course must be easy to reach, in cases where he is to be contacted.

10 steps to find a course by responding to an offer

1. List the activity sectors and sub-sectors chosen
2. List the target countries
3. Consider the extent of possible projects
4. Draft a covering letter and a CV
5. List the relevant websites and social networks
6. Post a candidacy on the websites and social networks identified, clearly indicating contact details
7. Monitor the offers, set up an 'alert' function
8. In the case of a proposition, be reactive and available for an on-the-spot or long-distance interview
9. Ask the training establishment for a training contract, and have it translated if necessary
10. Have it completed by the employer and then endorsed by the educational institution

For people with disabilities, the specialist reception services in European universities can be a good source of information on the conditions for undertaking a course in that country. In the context of an Erasmus+ course, moreover, care is specifically adapted to their needs: www.agence-erasmus.fr/page/erasmus-handicap.

Resources to find information on courses in Europe for people with disabilities:

- + associations for students with disabilities
- + l'ARPEJEH www.arpejeh.com/site
- + the association Tremplin www.tremplin-handicap.fr
- + Handi-U (Ministry of National Education) www.handi-u.fr
- + the website emploi.handicap.fr/
- + The Handisup network www.handisup.asso.fr
- + the Droit au Savoir association www.droitausavoir.asso.fr
- + the website travail-emploi.gouv.fr
- + www.onisep.fr/Scolarite-et-handicap
- + Information platforms and mobile apps: ixesn.fr/mapped - www.iwheelshare.com

2 Choice of country

The notion of internship differs from one country to another. Some countries do not understand courses as a complement to training. In others, such as Germany, where the habit of training courses is normal and of long standing, businesses do not always demand conventional documents. Taking a course abroad therefore first requires the understanding of this practice in the host country. This is described in the pages specific to each country in the second part of this booklet. In Great Britain, for example, the terms *'traineeship'*, *'internship'*, *'work placement'* or *'work-experience'* come fairly close to the French 'stage', but the practice is less widespread, unlike 'jobs'. In Ireland, the internship exists but with specific characteristics: companies are more likely to accept young people for observation periods of one to two weeks.

✓ The linguistic aspect

Among candidates' motivations in seeking internships abroad, their linguistic development constitutes a major element. For this reason, it is best to draw up a personal balance sheet of general skills, and evaluate the linguistic level, before departure (see § 8: linguistic preparation). The choice of country is often quite naturally oriented towards English-speaking countries: United Kingdom mainly, or even Republic of Ireland (Canada, United States and Australia outside Europe). Although the Anglo-Saxon world is fairly open to short professional experiences in the context of internships, these countries alone cannot respond to the countless requests which are made. Private organizations have seized this opportunity to make offers of placement, subject to financial contributions. However this intervention is not necessarily required, particularly because it is difficult to guarantee the reliability and quality of such services in advance. At the very least, their term of existence should be checked, assuming that longer-established organizations would have formed more, and more durable, relationships with economic stakeholders.

Communication and comprehension skills are not merely linguistic. In many countries, an international vehicular language, or lingua franca, is used in addition to the language of the country itself. The vehicular languages used most often in the world are English, Spanish, French, German; and outside Europe, Mandarin, Portuguese, Russian and Arabic. This is the case in Scandinavia and northern European (Iceland, Norway, Sweden, Finland, Denmark); Benelux (Belgium, the Netherlands, Luxembourg), the Baltic countries (Estonia, Latvia, Lithuania), the Balkans (Slovenia, Croatia), and eastern Europe (Poland, Hungary, Romania, Bulgaria, Slovakia, Czech Republic).

3 Finding a course

∞ In the context of individual research and the preparation of a spontaneous application, the candidate will need to draw up a list of companies. He may do so by using elements which he himself has defined: size of the company (number of employees, organization chart, turnover), nature of activity, status, subsidiaries, types of partners, international activities, start-up date, etc

To find companies, the most practical sources are databases, websites and networks. There are many sources, which can be found on the following pages.

The network of French and foreign Chambers of Commerce and Industry: ÷

- ÷ Portal of Chambers of Commerce and Industry: www.cci.fr/web/organization-du-reseau
- ÷ French International Chamber of Commerce and Industry: www.ccifrance-international.org
- ÷ Directory of the Permanent Assembly of Chambers of Trades: www.artisanat.fr

Business directories and those of major groups

- ÷ Contact details of companies and their directors, arranged by activity sector or geographic area: www.kompass.fr
- ÷ The European Business Directory for a search of businesses or products by activity sector or country: ÷ www.europages.com
- ÷ Finding economic partners by country: www.tresor.economie.gouv.fr/Pays
- ÷ International Directory by country: www.lannuaire.fr/annuaire-international.php
- ÷ for large companies, consult their websites, on the Human Resources or 'Join us' pages (Accor, Air France, L'Oréal, mass market brands, etc)
- ÷ Offers and company directories: www.jobstage.com

∞ when looking for a training course, the relevance of the trainee's profile to the position sought must be shown. Particular attention should be given to the form of the written application and to the attitude taken in interviews, to ensure that everything is consistent with the country's practices (see Key Point 5: Help with drafting a CV and covering letter).

There are many media, websites and more or less specialised social networks identifying offers.

Course in a European or international institution or an NGO

Trainees are recruited every year. The application procedures are well established: for a chance to be considered, care must be taken to conform to the timetable.

Requests may be made directly to the European institutions or to the Council of Europe, respecting the stated terms.

- ÷ Courses in European institutions: europa.eu/european-union/about-eu/working/graduates.fr
- ÷ Courses at The Council of Europe: www.coe.int/web/jobs
- ÷ Website created by the Department of European Affairs: www.kapstages.com

- ÷ Courses within the OECD in highly diverse areas (economy, administration, development, environment, agriculture, science, employment, statistics, education, new technologies, etc) : www.oecd.org/careers/internshipprogramme.htm
- ÷ Courses identified by Eurodesk: eurodesk.eu/programmes/internships
- ÷ For information on European careers and the method of selecting candidates for European institutions: europa.eu/epso/index_fr.htm
- ÷ Eurobrussels: website listing organizations with Brussels headquarters who regularly offer courses: NGOs, consultancy firms, professional federations, analysis and prospects institutions, international organizations: www.eurobrussels.com/jobs/internship
- ÷ CEDEFOP (European Centre for the Development of Vocational Training): www.cedefop.europa.eu/en/about-cedefop/recruitment/traineeships
- ÷ ONU: careers.un.org/course_programme
- ÷ ILO (International Labour Organization): www.ilo.org
- ÷ UNESCO (United Nations for Education, Science and Culture) unesco.org/careers/internships
- ÷ International Red Cross Committee: www.croix-rouge.fr
- ÷ World Bank: www.banquemondiale.org/emploi
- ÷ UNICEF offers courses for a duration of six to sixteen weeks: www.unicef.org/french/about/employ/index_internship.html
- ÷ Programme of courses at the United Nations High Commissioner for Human Rights: www.ohchr.org
- ÷ Portal of courses at the United Nations University: unu.edu/about/internship
- ÷ Eurodyssey: The Assembly of European Regions exchange programme, established by certain French and European regions, which allows young graduates or job-seekers to take courses in Europe: www.eurodyssee.eu

French institutions offering courses

- ÷ Offers managed by the portal of the Ministry of Foreign and European Affairs (applications may be made on line): www.pastel.diplomatie.gouv.fr/tdstageoffre/index.asp
- ÷ The Volunteering in Business (VIE) or Administration (VIA): www.ubifrance.fr Information and application: www.civiweb.fr

Organizations and specialized sites for courses

- ÷ The Centre for Information and Youth Documentation (CIDJ) provides tips and offers on its site www.infostages.com
- ÷ Specialised sites for courses in the agricultural sector: www.apecita.fr ; www.experience-internationale.fr US: www.agcareers.com/internships.cfm
- ÷ Jobs and courses in the audiovisual sector (INA, Telerama): www.bale.fr
- ÷ Specialist websites for law students: www.lepetitjuriste.fr www.recrulex.com ; www.carrieres-juridiques.com ; www.legislation.com

village-justice.com Facebook page 'Courses in Law'

÷ LEO-NET: Leonardo Network for academic mobility : www.leonet.joeplus.org/en/offers

÷ Magazine offers: L'Etudiant, Studyrana, etc.

Associations

÷ The Teli Club, annual membership fee approximately 45€, makes offers to members: www.teli.fr

÷ The portal 'Transitions abroad': www.transitionsabroad.com

÷ EurActive offers on-line training courses: jobs.euractiv.com

÷ ESN (*Erasmus Student Network*) and its on-line platform puts businesses and trainees in contact with one another: erasmusintern.org

International Students Associations

÷ Aerospace: euroavia.eu

÷ Agronomy and Forestry: www.iaasworld.org – www.ifsa.net

÷ Architecture: elasa.org

÷ Communications and Journalism: fejs.info

÷ Law: elsa.org – www.eaplstudent.com

÷ Nursing: ensanetwork.eu

÷ History: www.isha-international.org

÷ Engineering: www.best.eu.org – eestec.net – www.estiem.org

÷ Science and Technology: www.iaeste.org

÷ Medicine: www.emsa-europe.org – ifmsa.org

÷ Dentistry: iads-web.org – www.edsaweb.org

÷ Pharmacy : www.epsa-online.org – www.ipsf.org

÷ Physics: www.iaps.info

÷ Psychology: www.efpsa.org – www.eaplstudent.com

÷ Economics and Commercial Science: aiesecfrance.org

÷ Political Science: www.iapss.org

÷ Veterinary Science: www.ivsa.org

Offers via social networks

The unique aspect of social networks is to amplify the effects - *positive or negative* - and to act very quickly; but it is also inclined to blur the nuances. Accordingly, more there than anywhere else, there is a need for vigilance and caution. It is unnecessary to flood businesses with letters and CVs, or risk appearing to be inappropriate, and receiving very few answers in return. Here again, good anticipation based on a clearly identified project is an asset: *which professional sector, what type of post, what type of business, etc* (see Key Point 1: devising the course and beginning research). The second stage is image manipulation on the social networks. Any recruiter might enter the candidate's name in a search engine. In this case, it is better that the unavoidable LinkedIn profile appears before Facebook, Twitter, Instagram profiles... The candidate must therefore ensure his e-reputation or at least control his digital identity even if it means deleting information that could serve him. If necessary, the website's host

can be asked not to post them, which would make them disappear from the results of search engines. The Data Protection Act also provides for the 'right to remove', with an accelerated procedure for minors.

Because of the exaggerating effect of social networks, any candidature must be carefully phrased and bear comparison with reality, without lying or exaggerating, and avoiding common places. We can begin by using a personal network (colleagues, family, friends), taking care not to be intrusive.

÷ unavoidable, with 12 million members: the American linkedin.com. Consider posting a comprehensive profile with at least one photograph, a title and a 40-word personal description. Be sure to use key words, to be clear and precise.

÷ The Viadeo network, and its mobile application

÷ Yupeek offers young graduates jobs and courses in large groups.

The following recruitment sites are particularly active and followed via Facebook, Twitter and LinkedIn: Indeed.fr, Monster, Cadremploi, Keljob, APEC, Studyrana, AJ stage, etc.

Finally, the use of social networks is not limited to the Internet but also incorporates 'real life' situations such as conferences, job fairs, or any other place where people meet up, as these are useful for a word-of-mouth search for a course, which always works.

Other routes...

Many private agencies specialise in offering courses abroad, possibly requesting a financial contribution. In deciding to appeal to them, it is important to be well informed about their offers and to check their access conditions and what guarantees they give as to the implementation of the course. We cannot be held responsible for their services. For information only, here are the main agencies:

÷ Internabroad : www.goabroad.com/intern-abroad

÷ My internship abroad : www.myinternshipabroad.com/en

÷ Internships USA: to find employers in each sector and for information on issues of taxation, health, security and on the American-style CV www.ciee.org/intern

÷ Jobpilot : www.monster.co.uk/geo/siteselection

÷ Cap Campus : www.en-stage.com

÷ Jobteaser : www.jobteaser.com

÷ Internshipmapper : www.internshipmapper.com

÷ Eurojobs : www.eurojobs.com

÷ Courses in large businesses: www.placeojeunes.com

÷ Information and advice on the search for courses and the possibility of making a request: www.recrut.com

÷ Worldwide course offers: www.graduateland.com

÷ International courses and jobs: www.iagora.com/work/fr/stages

÷ A search engine for courses: www.globalplacement.com/fr

4 European mobility tools

The Europass CV

The rules for writing a good CV differ from one country to another. To help with the mobility experience, the European Commission has established a model CV, the result of consultations between the Member States of the European Union and their national social partners. The Europass CV allows for the inclusion of all the knowledge and skills acquired in training courses, plus professional experiences or personal activities (in the context of associations, courses, union activities, etc). This CV can be created on the Europass site at the following address: www.europass.cedefop.europa.eu/fr

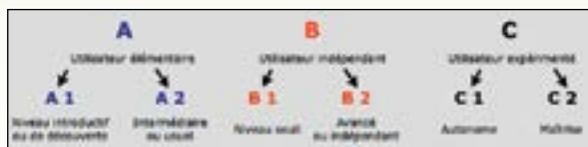


Site screenshot www.europass.cedefop.europa.eu

On the Europass site, there is also a draft covering letter, intended to help with the application process.

The Europass Language Passport

The Language Passport is a standardised document for the presentation of language skills, which is based on the Common European Framework of Reference for Languages (CEFR) developed by the Council of Europe.



This positioning tool is a language self-assessment grid. It is also available on the Europass site: europass.cedefop.europa.eu/sites/default/files/cefr-fr.pdf

The Eures network

EURES is a European cooperation network of public employment services,

intended to facilitate workers' freedom of movement within the Member States of the European Union and the European Economic Area. This network provides a platform to help with professional mobility in Europe, including information on the jobs market with the key economic sectors and working conditions and the rules governing the movement and establishment of workers, as well as a database of job offers and courses.

For more information go to: ec.europa.eu/eures/public/fr/homepage

Emploi Store

Pôle emploi (the French employment centre) offers an on-line platform of web and mobile services called Emploi Store. This platform directs users to the digital employment services developed by Pôle emploi or by private and public stakeholders in employment, training and careers advice.



Site screenshot www.emploi-store.fr

An "international" section provides access to serious games entitled "working in..." which give information on the employment market, administrative procedures, housing and transport as well as advice on drafting a CV and covering letter for work in different countries.

For more information go to: www.emploi-store.fr/portail/accueil

The Curriculum Vitae (CV)

This is a document tracing a person's career path and acquired skills. Its development is an important step in clarifying the professional project and creating a personal introduction.

Advice when drafting a CV

Even though it is a useful tool, there is no obligation to use the Europass CV. It is sometimes advisable to write a CV in the language of the target country, or failing that, in English.

A CV is generally presented in five parts:

- ✓ **The title of the CV** should refer to the candidacy: this is recommended if it is in response to an announcement. Emphasise the level of studies achieved and the post which is of interest. For example: internship as a sales assistant. As a young graduate, insist that it is to be a rewarding experience carried out as part of the studies, always provided that it is connected to the course being requested. For example: bilingual French-Portuguese sports facilitator ... *Conseil*: It is better not to put a title at all, rather than to choose one which is unsuitable or inadequate.
- ✓ **Civil status**: this must contain the surname (family name), first name, home address, e-mail address and telephone contact details. Depending on the custom of the country applied to, it may include age, nationality, permit, mobility and family situation.
- ✓ **Training and professional experience**: training must be included in the first place for young graduates, or those with little experience. List qualifications and training courses and the dates on which they were obtained, referring to the European context of certification (EQF) for each qualification mentioned on the Diploma Supplement or in the national directory of professional certifications (RNCP). The names of subjects (if useful for the candidature), folders or memoranda written, distinctions or rankings may be specified.
Advice: Do not try to translate the name of certificates: instead, indicate the French designation and explain to what level of studies this corresponds (see nomenclature of training levels below). Regarding professional experiences, the date, the duration, the position and the mission carried out, as well as the name of the company, should all be specified.
For foreign firms, the European nomenclature for the levels of training and qualification may be used, rather than the French classifications.

Nomenclature of levels of qualification

Classification française	Qualification obtenue	Equivalent classification internationale (CITE)	Niveau du cadre européen des certifications (EQF/CEC)
niveau V	CAP, BEP	3c	3
niveau IV	Bac, BT, BP	3	4
niveau III	Bac +2 : BTS, DUT, DEUST	5b	5
niveau II	Bac +3 ou 4 : licence, maîtrise	6	6
niveau I	Bac +5 et > : master, doctorat, diplôme d'ingénieur	6	7 et 8

- ✓ **Skills**: digital skills and level of expertise, language skills and level of mastery, social and communication skills. The certificates obtained and references can be detailed. They can be highlighted in a box that refers to the desired position.
- ✓ **Interests or out-of-school pastimes**: this part should be written to emphasise the necessary skills in business (playing certain sports may stress the ability to work in a team, for example). This may also indicate sporting and artistic activities and membership of associations (specify the frequency), as well as ad hoc activities (travel, for example, if that is an interest), or those practised over a short period.

The Skills CV is generally used when a candidate already has professional experience, or wishes to take advantage of extra-professional commitments. It is also well suited to those who wish to change their occupation and/or sector.

Advice: whatever the target country and the format of CV, a few rules and uses should be respected as the basis for writing a CV.

- The key word is readability
- avoid or clarify acronyms
- certificates: keep the French designation but give the corresponding qualification in the country concerned and its reference in European nomenclature. If applicable, briefly describe any companies where the student has already worked (size, main activity, employment sector).
- emphasise skills
- be clear about language skills

- clearly indicate an interest in the country by mentioning activities, visits, personal views, the use of the language, etc
- Model: A4 format, black ink, no frills or fancy presentations
- have the CV proof-read by a native of the country if possible

Sites giving tips for writing CVs and covering letters:

- ÷ www.capcampus.com/emploi/stage
- ÷ www.erasmusworld.org/stages
- ÷ www.studyrama-emploi.com
- ÷ [www.emploi-store.fr/préparer sa candidature/cv et lettre de motivation](http://www.emploi-store.fr/préparer_sa_candidature/cv_et_lettre_de_motivation): applications, MOOCs and serious games to help with the drafting of the CV and covering letter.

The covering letter

The covering letter should be brief (one page maximum), personalized, usually signed and dated.

It must complement the CV and not repeat what has already been said.

It must be drafted in the language of the country, or failing that, in English.

There are several parts which respond successively to these three questions:

- What is the object of the application?
- Who are you?
- Why do you want to take this course?

The European Network Europass has posted online a text editor for a covering letter to complete the CV. It is accessible at: europass.cedefop.europa.eu

Sites to translate the type of phrases found in a CV and covering letter in a large number of languages: www.linguee.fr - bab.la/phrases

Information and useful sites by country

To apply for a course abroad, it is not enough to translate the CV into English or the country's own language. It must also be adapted to the customs and habits of the country. Each country has its own culture in terms of recruitment procedures. In fact, they do not all accord the same importance to the various headings which may appear in the CV. The presentation of the covering letter may also vary, as do the rules which govern the hiring procedure. Local specificities are shown in the country sheets, in the second part of this booklet.

The English CV differs from the French CV in its content, its structure and its form. It does not include a photograph, does not specify age, and does not indicate the

family situation. Gender and nationality are optional. The information is presented in the form of actions and activities and the person is described in terms of skills. The professional objective is often boxed as an INTRODUCTION in just a few lines. The headings of professional experiences, training, computer and linguistic skills and interests follow below this. The line 'achievements' or 'publications' may be added if these are relevant, and there is also a 'references' section. The whole takes up one or at most two typed pages.

Care should be taken not to confuse English with American terms.



Course costs

The financial cost of the course must be calculated, and a budget established. Firms which pay a sum equivalent to a salary are very rare. Allowances for courses are very variable and may be summed up as a share of the costs of transport, meals or housing facilities. If the course is salaried, it does not normally provide an income sufficient to meet the candidate's needs. For all these reasons, it is important to be properly organized well before departure.

Possible help

Grants in the context of a programme, or a bilateral agreement

Erasmus+ programme bursaries

The ERASMUS+ programme may finance mobilities for courses which are studied in professional teaching, or teaching in higher education, (after the first year of graduate studies), in full-time training or as a student, provided that the original establishment or the CFA has signed the Erasmus+ Charter.

For vocational education:

www.agence-erasmus.fr/page/mobilite-formation-professionnelle

For higher education:

www.agence-erasmus.fr/page/erasmus-mobilite

Regional, local and departmental level help

Several of the larger regions offer scholarships for international courses. Get information direct on their Internet sites. Be careful as the award criteria vary from one region to the other.

For more information, also look at regional aid on [www.euroguidance-france.org/financer sa mobilite](http://www.euroguidance-france.org/financer_sa_mobilite).

Some departmental councils also provide scholarships. Find information on the website of your home *Département*. This is also the case in some communes, in particular where twin towns are involved.

The CROUS Aid to International Mobility (AIM)

Recipients of higher education grants on the basis of social criteria, or beneficiaries of an annual allowance (specific aid plan) can obtain this mobility scholarship.

Go to CROUS (www.etudiant.gouv.fr) to find out about the methods of allocation,

or direct from the International Relations Department of the institution attended.

Grants for higher education

You can also learn about the grants awarded in the context of bilateral agreements or integrated pathways when the course is mandatory in the study curriculum, such as those at the Université franco-allemande:

www.dfh-ufa.org

Inquire at the university's international relations department.

Other grants

Grants from the Office Franco-Québécois pour la Jeunesse (OFQJ): This programme is addressed to all students or trainees in technical and vocational education at all levels who wish to take a courses in their field of training within a Quebec company or institution:

www.ofqj.org/students_apprentices.

The Office Franco-Allemand pour la Jeunesse (OFAJ) offers scholarships for practical courses in Germany during vocational/technological training:

www.ofaj.org/participer/Stages/jobs/emplois

Scholarship from the Agence universitaire de la francophonie (AUF): for young graduates of some Master 1-2 (or equivalent):

www.auf.org/les-services-de-l-auf/nos-services/etudiants/bourses/bourse-de-stage

René Lasserre mobility aids from CIERA: for students in at least Master's 1 who have been studying the humanities and social sciences in a French institution of higher education for at least one year, for a course in a German or German-speaking institution or company www.ciera.fr/fr/node/12190

Foundation grants: Some foundations fund mobility projects for courses abroad, for example the Fondation Ledoux: for IUT students aged under 35 for courses abroad for a duration of three to six months bourses.fondationdefrance.org/fr

7 Administrative stages

Training contract

The contract is the basic document; it is the contract which sets out the rights and duties of each party. Even without remuneration, it enables the trainee to have a status, which is necessary to be insured, or obtain a repatriation certificate, for example.

In the case of a course integrated into the student's training curriculum, the usual tripartite institution/trainee/business model contract is generally sufficient. It is advisable to clarify it with the employer and to suggest a version in his own language (to get closer to his establishment). The Eduscol website offers professional high school students internship agreements in German, English, Spanish, Italian and Polish:

<http://eduscol.education.fr/cid47422/formation-en-milieu-professionnel-a-l-etranger.html>

Sometimes it may be necessary to use local contractualisation or conventioning arrangements, as is the case in Italy.

Identity papers

In the European Union and in France's neighbouring of Monaco, Switzerland and Andorra, a valid identity card is sufficient to get there. For other countries, it is necessary to have a valid passport.

Documents can be stored on the www.mon.service-public.fr site, as they will be secure and downloadable there, in case of theft or loss.

For a stay of less than three months, European nationals are not required to request a document certifying that they may stay in the country. After three months, this step is mandatory in most of the countries in the EU. In addition, some countries require that presence be reported even for stays of less than 3 months:

europa.eu/youreurope/citizens/residence/documents-formalities/registering-residence/index_fr.htm

Visa

The European Union is a space of free movement where the visa is not mandatory, but students must be able to prove an address and their identity. Outside Europe, certain administrative steps may be added (visa, authorisation by the Government of the trainee's host country, compliance with quotas established by Governments, etc). This makes it take longer and be more complicated and costly to search for courses outside the European Union.

In most countries there are specific visas for work experience carried out by young people. Apply to the embassies concerned to learn the steps required to obtain visas:

www.diplomatie.gouv.fr

Driving licence

By convention, in the European Union and European Economic Area (EEA), a French driving licence may be used regardless of the duration of the stay. In other countries, this is only possible for a period of three months to one year, depending on the country. After that, a local licence must be obtained; or ask the Prefecture for an international driving permit (free and valid for three years).

Register of French abroad

Being registered in the register of French nationals abroad simplifies administrative and customs procedures:

[www.diplomatie.gouv.fr/The Ministry and its network/Directories and address of DEAID/French Embassies and Consulates abroad](http://www.diplomatie.gouv.fr/The_Ministry_and_its_network/Directories_and_address_of_DEAID/French_Embassies_and_Consulates_abroad).

Taxes

When you are taxable in France or dependent on a person taxable in France, income received in France, including income received abroad, must be declared on the tax return form n°2042.

The salaries or allowances of courses received by French students or apprentices benefit from a tax exemption on income, to the amount of four times the minimum wage over a year.

In this way, on the declared course allowances (that being the entire allowance), only the difference between the total amount and the annual ceiling indicated above (about 4,000€) is subject to tax on income.

European Youth Card

This is a European programme launched under the aegis of EYCA (European Youth Card Association) which allows young people between the age of 12 and 30 to take advantage of more than 60 000 opportunities in the field of leisure, transport, culture, sport and education in 35 countries, for the sum of 10 euros:

www.cartejeunes.fr

International student card

This card allows student status to be proved all over the world, and allows holders to benefit from many reductions. It costs 13 euros and is valid for 1 year:

isic.fr

Today, one of the requirements linked to the international dimension of training is the acquisition of language and intercultural skills, especially in professional situations.

To take a course abroad under good conditions, it is necessary to master the language of the host country, or the language used by the organization. It is therefore important to prepare well in advance of the course.

Many resources can improve the level of language: self-assessment tools, language platforms, online courses, websites and linguistic and intercultural exchange associations.

European tools for the assessment of language skills

Among the five documents of the Europass, the objective of which is to facilitate the expression of skills and qualifications in Europe, the language passport allows for the evaluation and listing of language skills:

europass.cedefop.europa.eu/fr

An example of a **Skills Booklet** has been developed in the context of the Erasmus+ project PC IMPRESS. This allows skills acquired in the course of international mobility projects to be recorded, including at linguistic level: [yourcompetences.com/boite à outils/avant départ/tests linguistiques](http://yourcompetences.com/boite-à-outils/avant-départ/tests-linguistiques)

The Erasmus+ platform of linguistic preparation

The European Commission has established the **Online Linguistic Support** (OLS) device within the Erasmus+ programme: this is a linguistic test and preparation platform for students undertaking an Erasmus+ mobility in studies or courses: erasmusplusols.eu

Tests before and after the mobility are mandatory for all beneficiaries of the Erasmus+ programme. The results do not, however, affect either the departure abroad or the payment of the Erasmus+ grant. The first test opens access to free, unlimited courses on the platform, the second allows progress to be measured

University language centres

The University Language Centres are open to students who wish to learn, revive, maintain or develop one or more languages. They normally offer different schemes:

- ✓ language courses
- ✓ self-training programmes
- ✓ transverse teaching units (EUs) which allow the question of interculturality and language learning to be addressed

- ✓ CLES, TOEFL and TOEIC certifications, and the preparations for these qualifications
- ✓ intercultural events throughout the academic year.
- ✓ conversation workshops
- ✓ tandems

Cultural Institutes

These institutes aim to promote the culture, education and language of some European countries. There are resources to assess, prepare for tests or examinations, take courses in a classroom or online, etc

÷ Institut Cervantes :

www.cervantes.to/french/test_inicial.html

÷ Goethe Institut:

www.goethe.de/ins/fr/fr/sta.html

÷ British Council :

www.britishcouncil.fr

÷ Italian cultural institutes: www.esteri.it/mae/it/politica_estera/cultura/reteic.html

The ESN network: Erasmus Student Network

This international network aims to promote international mobility among young people and to participate in the integration of international students by encouraging them to open up to the culture of the host country and to that of Europe. It offers a system which allows for discussion, to open up to other cultures as well as to improve the level of language by sponsoring an international student: ixesn.fr/buddysystem

Linguistic tandems

The principle of the tandem is based on reciprocity: learning or improving a foreign language while helping the tandem partner to learn the mother tongue. Exchanges can be done online or direct.

Examples of tandem sites:

÷ seagull-tandem.eu/

÷ tandem-linguistique.org/

÷ www.tandem.net/fr/

÷ www.ofaj.org/cours-binationaux-en-tandem (franco-allemand)

÷ polyglotclub.com

Summer or winter university sessions

Many foreign universities offer summer or winter sessions which allow courses to be taken over several weeks. The costs in this case are the responsibility of the student.

Consult the study fact sheets in and outside Europe on the site:

www.euroguidance-france.org

Online courses

Many possibilities are offered via digital platforms:

www.sup-numerique.gouv.fr presents different platforms where MOOCs (Massive Open Online Courses) can be found on the learning of languages, such as EdX, coursera, fun...

www.emploi-store.fr/portail/accueil/international

Mobile applications

There are many of them, here are a few:

www.duolingo.com ; www.memrise.com ;

learnenglish.britishcouncil.org/en/apps (English)

Podcasts, newspapers, radios, videos, films, etc

Read in foreign languages, listen to the radio, watch films or videos...using several different methods, and varying them, helps the language level to improve.

A few sources:

Radios

BBC : www.bbc.co.uk/learningenglish

CB news : www.cbsnews.com

RTVE : www.rtve.es/radio/radio3

Inforadio : www.inforadio.de

Rai Radio : www.rai.it

Podcasts and videos

www.audio-lingua.eu

podcast-langues.ac-rouen.fr

www.podclub.ch/it/

learningenglish.voanews.com

lyricstraining.com

(learn with music)

www.engvid.com

www.englishcentral.com/videos#!/index

[index](#)

9 Practical questions

Once the course has been found, it is necessary to focus on the practical issues to be able to start the immersion under the best possible conditions.

A considerable amount of information on practical issues related to a departure abroad can be found in the records of the Department of Europe and Foreign Affairs.

www.diplomatie.gouv.fr/fr/dossiers-pays

The Pôle emploi on-line services platform provides access to *serious games* which are also rich in information on issues related to departures abroad:

www.emploi-store.fr/portail/centredinteret/international

Embassy websites of embassies and forums devoted to expatriation could also be consulted to make proper preparations for the departure.

Cost of living

The cost of living varies from one country to another, and in the same country from one city to the other. Comparing prices on some databases can help with the preparation of a budget:

✓ www.lecoutdelexpat.com/

✓ ec.europa.eu/eures

✓ www.numbeo.com/cost-of-living/

Accommodation

It is difficult to find accommodation without being on the spot. It is therefore advisable, in the first place, to focus on short-term accommodation alternatives (hostels, Youth Hostels, weekly boarding houses, renting rooms, couchsurfing).

In general, it is best to be wary about the accuracy of advertisements, not to send money directly, and to check the rules of rented accommodation.

Once on the spot, Tourist Offices, advertisements on the Internet and in newspapers, sites dedicated to sharing accommodation, youth information centres, etc are all useful resources for finding accommodation.

University residences are normally empty in summer. If the course is being held in this period, it might be useful to make contact with the services dedicated to student housing.

Auberges de jeunesse: www.hihostels.com/fr

Site of accommodation announcements for Erasmus mobility:

erasmusu.com/en/erasmus-student-housing

Uniplaces, an online service to find student housing, partner of the ESN network:

esn.org/partners/uniplaces

Associative room exchange sites: www.swapandstudy.com;

www.studyenjoy.com/fr/; www.swapnfly.fr/

Transport

There are many inexpensive ways to travel and to get attractive rates, it is always advisable to book in advance. Cards giving reductions and reduced rates for students can also help to limit costs: www.cartejeunes.fr

- ✓ **By train:** with the InterrailPass, it is possible to circulate freely in First and Second class in 30 countries in Europe and North Africa, with the exception of the country of residence. Learn more at www.interrail.eu/fr
- ✓ **By coach:** the international networks of some companies offer attractive rates, subject to having the time to use them: examples are Eurolines, GoEurope, Ouibus, Flixbus. etc.
- ✓ **By plane:** some airlines offer reduced rates for those under 25 years of age. The low-cost companies also offer attractive rates. The price sometimes involves certain constraints of flight or stopover.
- ✓ **By car:** it is possible to take a car abroad, subject to certain conditions of licence, carte grise (VRD) and insurance. It is important to inquire in advance, in particular consulting the records of France Diplomatie: www.diplomatie.gouv.fr/fr/services-aux-citoyens/preparer-son-expatriation/dossiers-pays-de-l-expatriation

By sharing the cost of travel, carpooling is also an inexpensive way to get around: www.blablacar.fr

Communications

With the end of the cost of mobile roaming, European travellers can call and send messages without additional cost (apart from when in non-participating countries). It is therefore no longer necessary to change operator during a mobility in Europe. For more information: europa.eu/rapid/press-release_IP-17-193_fr.htm

For international use, look into the options proposed by the operators in France. There are also prepaid international SIM cards which allow calls to be made from abroad. These have the advantage of limiting credit while being easy to recharge, but can be quite expensive.

In respect of operators abroad, these can be found under the heading of

'Communications' if the records of the expatriation of France Diplomatie, as well as information on the status of the phone network and international use of the Internet.

It is also possible to stay in contact with friends and relatives by communicating free of charge, thanks to the different mobile applications such as:

What'sapp (www.whatsapp.com), Skype (www.skype.com) or Viber (www.viber.com)

Bank accounts

An account in local currency may be necessary if the course is paid, or if it is being taken outside the European Union. In the EU, the opening of a bank account is fairly simple, subject to be able to justify both identity and home address. It is also possible to open an account online, which may limit the costs. It may be useful to know the potential foreign partners of the existing bank, to receive benefits.

If the French bank account is retained, it is important to inform the branch of the departure to avoid any inconvenience caused through operations carried out abroad. Bank charges can represent an additional burden, so it is important to compare the different banks, traditional and online, as well as the expenses relating to withdrawals of cash and card payments, and to learn about the guarantees and insurance against loss and theft of cards or chequebooks.

There are also prepaid multi-currency cards which allow travel at a lower cost: www.paytop.com

Social security and health cover

In a EU-EEA state or in Switzerland, to ensure continued support by the local health insurance fund, it is necessary to obtain a European Health Insurance Card before the course (www.cleiss.fr/particuliers/ceam.html) by making the request online or with the health insurance fund.

Whether or not French legislation covers accidents at work and occupational illnesses depends on the amount of the remuneration for the internship. The maintenance of French social protection in respect of an accident at work is possible for courses abroad by students following a training course in France, for a maximum of 12 months, on condition that the remuneration is less than or equal to 15% of the social security ceiling. Other conditions are added:

www.cleiss.fr/particuliers/partir/stage/autres.html

If the course is paid more than this amount, the local social cover applies. If this seems insufficient, then it is highly advisable to take out a complementary insurance through the Caisse des Français de l'Étranger, or a mutual health insurer: www.cfe.fr/

Leisure and Culture

For all information concerning culture and recreation, consult

÷ the websites of French alliances and institutes:

www.fondation-alliancefr.org/www.institutfrancais.com/fr

÷ tourist office sites: a number is listed on the Association Des Offices Nationaux Etrangers du Tourisme website: www.adonet-france.fr/

÷ tourist portals and guides:

www.routard.com; www.lonelyplanet.fr/voyages.michelin.fr



10 Emphasising mobility on returning

In a context of the growing professionalisation of training, and of greater professional mobility which is encouraged in Europe, emphasising experiences abroad is a real asset in the career path.

Many studies confirm the positive effects of a mobility on employment, career opportunities and social life, so this experience should be emphasised and clarified, to be seen as an asset.

Highlighting international mobility on the CV or during an interview is a beginning. It is essential to incorporate right from the start, and throughout the mobility, due consideration of the future return to be able to:

- ✓ Take stock of what has been experienced, acquired, developed, liked or disliked, as this assessment may support or tailor a professional project or prepare for an interview.
- ✓ Know how to evoke transverse skills such as autonomy, curiosity, adaptability; know what to do and how to behave;
- ✓ Highlight new learning techniques, methods of work and organization discovered during the mobility from a useful professional perspective.
- ✓ Take pride in being able to use a foreign language in total and continuous immersion, and in the mastery of technical vocabulary specific to a specialised field. Be able to demonstrate this to an employer by self-assessment or by showing certificates.
- ✓ Recover all useful documents before returning: supporting documents, letters of recommendation, etc, which are more difficult to obtain once back in France.
- ✓ Maintain the international network developed and keep in touch with people encountered on the spot (friends, professional contacts or teachers).

As well as the certificates, assessment sheets and reports which must be provided to prove attendance on the course, several tools allow the expression and recording of the benefits of such an experience in term of intercultural, personal, professional, communicative and linguistic skills.

Europro Attestation

This can be added to a professional degree after a period of training in a company in another EU country. The assessment arranged by the establishment focuses on an oral presentation before a jury.

Optional mobility unit in the vocational high school diploma

Still experimental, this allows the results of a course in a European country to be taken into consideration, once validated. A skills repository has been proposed to evaluate acquired learning at the end of a mobility period (for more information: B.O. No. 31 of 28 August 2014)

Europass: the European Skills Passport

The Europass European Skills Passport is a portfolio which allows for the effective and clear presentation of skills and qualifications acquired in the course of a mobility. It is designed to emphasise the entire training course (studies, professional experiences, courses, voluntary experiences, language skills) and to help with the recognition of the mobility. It may include the following documents:

- ✓ Europass CV - to be completed by the holder, this document logs skills and qualifications;
- ✓ Europass Language Passport - a self-assessment tool which covers language skills and qualifications;
- ✓ Europass mobility: allows you to record the knowledge and skills acquired during the mobility experience. Its objective is to support the validation and recognition of skills related to international mobility.
- ✓ Diploma Supplement - this is a personalised document completed by the institution issuing the diploma. It describes the knowledge and skills acquired by the holders of diplomas of higher education and contributes to their greater readability. Section 6 allows information specifically relating to the courses and languages studied to be included;
- ✓ Certificate Supplement - allows the holder to describe the knowledge and skills acquired in vocational training.



Example of the Valorizeyourmobility platform

This platform, created with Erasmus+ funds, aims mainly to capitalise on the benefits of the mobility as a means of increasing employability. A skills booklet and toolbox allow those involved in a mobility project to self-assess and capitalise on their skills before, during and after their mobility project.

For more information: yourcompetences.com/



The AKI project

The AKI project is a European project which aims to help identify and enhance the transverse skills developed during an international mobility. The tools available enable the understanding of how transverse skills can be developed during a mobility and then used in professional life and citizenship. They help to put these experiences into words, and to identify the skills developed.

For more information: www.aki-mobility.org/fr/projet-aki-erasmus

Emploi Store

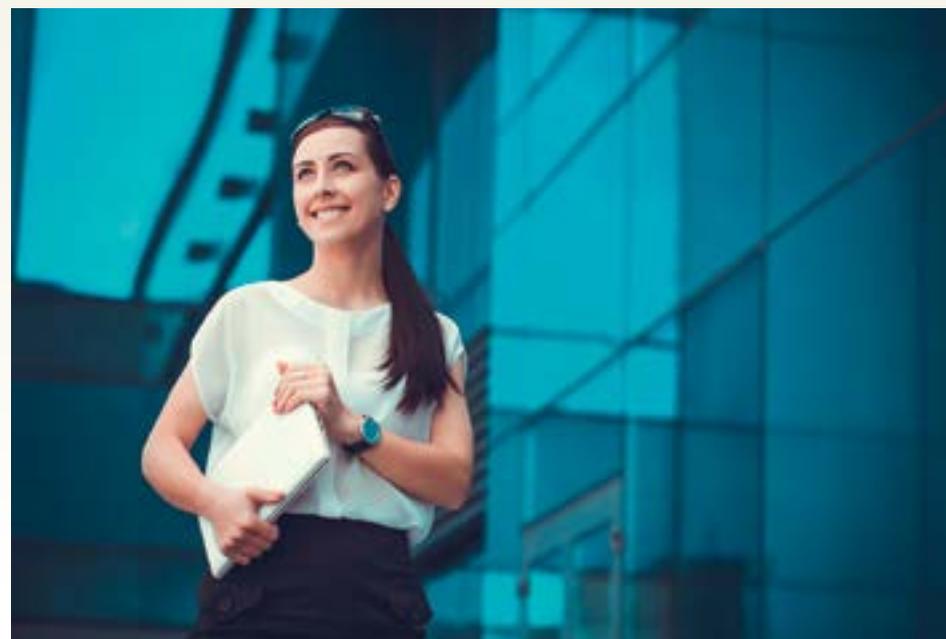
The Pôle emploi platform of on-line services includes an 'International' page with a *serious learning* section (B.A.-BA retour de mobilité) which gives support for the emphasising of experiences in other countries: www.emploi-store.fr

To go further: Articles and studies devoted to the impact of mobility on employability

www.erasmusplus-rmt.net/produits/

www.agence-erasmus.fr/page/etudes-impact

www.cairn.info/revue-journal-of-international-mobility-2016-1-page-59.htm



■ COUNTRY PAGES





Courses in Germany

Germany is the leading economic power in Europe, and the fourth in the world. With many large groups as well as a great number of SMEs, the German world of work is recognised for its rigour and its skilled labour force. Many economic sectors are important in Germany. To name but a few: industry, especially mechanical engineering, aerospace, nanotechnology and biotechnology, as well as transport and logistics, medicine and health or even energy and the environment. The German educational system strongly emphasises practice in business; alternance vocational training is a real springboard to employment. The practice of internships is therefore very widespread.

Name and legal framework

There are several types of course in Germany.

- ✓ **Praktikum** is the generic name, lasting for two to six months, unpaid, sometimes with compensation
- ✓ **Pflichtpraktikum**: mandatory, and included in a training course. (**Vorpraktikum**: before starting training / **Fachpraktikum**: during training)
- ✓ **Schulerbetriebspraktikum**: certain weeks for high school students
- ✓ **Schnupperpraktikum**: a few days of observation
- ✓ **Famulatur**: mandatory in medicine and pharmacy
- ✓ **Anerkennungspraktikum**: mandatory at the end of theoretical studies; necessary for the recognition of a profession
- ✓ **Freiwilliges Praktikum**: on a personal initiative to facilitate professional integration
- ✓ **Trainee**: allows companies to recruit and train graduates.

Unlike France, there is, however no real definition of a 'course', even if it is very widespread in vocational training as well as in the institutions of higher education. Most of the *Fachhochschulen/University of applied sciences* require a course to be taken before a training course may be started. This is also increasingly widespread in the universities, particularly in the science, economic and social domains (*look for specific information on the Institutions' websites*).

For more information, the information centre on Germany, CIDAL, publishes a downloadable guide each year: *Search for Jobs and Courses in Germany*, www.allemagneenfrance.diplo.de

The *Praxes program* in the Office franco-allemand de la jeunesse (OFAJ) for a course other than for studying is aimed at young people of 30 to 1 years wanting to 'work as staff,

for a probationary period of one to six months abroad, regardless of training courses'. The OFAJ guarantees the legal framework of practical placements, the follow-up and placement of trainees, an insurance package, the evaluation of the course at the end of the stay and the issue of a certificate.

www.ofaj.org/praxes-stages-hors-cursus

Duration: courses generally last a few months, over approximately 38-40 hours per week (maximum eight hours per day). Courses of a few weeks, or of a longer duration (up to one year) are however possible. The duration depends on the course objective.

Remuneration: mandatory courses carried out in the context of school or university receive no financial compensation. On the other hand, since the introduction of a minimum wage in Germany in 2015, non-mandatory courses lasting for more than three months must be paid. The amount depends on the trainee's age, the duration of the course and the professional sector. A trainee of under 18 years of age is generally not paid unless he has completed his vocational curriculum.

Further information: www.der-mindestlohn-wirkt.de/ml/DE/Ihre-Fragen/Mindestlohn-und-Praktikum/inhalt.html

Administrative formalities: The establishment of a course contract is recommended between the trainee or training institution and the company setting out, in particular, the objectives, duration and indemnity of the possible course. For an example of a course contract in German, refer to Key Point 7: administrative stages at the beginning of this booklet.

According to the German Civil Code, the German employer must provide a course certificate at the end of the training period indicating the tasks performed by the trainee.

If the period of training lasts for more than three months, the trainee must go to the Aliens Office (*Ausländeramt*) which delivers an authorisation to stay (*Aufenthaltsgenehmigung*) on presentation of proof of resources, an attestation of residence (*Wohnungsbescheinigung*) and a valid piece of identification.

Practical life

Cost of living: on average, the cost of living is close to that of France; however, Germany is a federal republic, and there may be considerable differences, depending on the city or the region concerned. The cost of living will be higher in cities such as Munich, Hamburg or Düsseldorf, and lower in the eastern regions. To compare places: www.lecoutdelexpat.com

Accommodation: sharing accommodation (WG) works well among the Germans. The most used sites to search for a roommate: www.wg-gesucht.de and www.studenten-wg.de
Sub-letting (*Untermiete*) is authorised in Germany with the agreement of the owner. This can be a good way of renting an apartment for a short period.

Tips on finding a course and useful sites

To make the search for a course in Germany more effective, it is essential:

- ✓ to start looking well before the course, as German companies generally fill their training positions four to six months in advance,
- ✓ to prepare a personal statement (particularly concerning the level of language, confirmed, if possible, by a certificate or actual experience),
- ✓ to define the professional project (aims of the course, duration, etc.),
- ✓ to gather information on employment and the businesses

CV and covering letter

The CV "*Lebenslauf*" and covering letter ("*Bewerbungsschreiben*"), must be written in German and sent to the "*Personalabteilung*". The CV must be short, legible, signed and dated.

Some advice:

www.travailler-en-allemande.com/travailler/cv-allemand.html

- ✓ www.planet-beruf.de/schuelerinnen: Federal Employment Agency website
- ✓ www.abi.de
- ✓ www.bewerbung-tipps.com: site for advice and examples of applications

Useful sources of information in the search for courses

- ÷ Employment exchange '*Jobboerse*' for courses and training on the employment agency website: jobboerse.arbeitsagentur.de
- ÷ Franco-German Chamber of Commerce and Industry: [www.francoallemand.com/emplois/offres de stages](http://www.francoallemand.com/emplois/offres_de_stages)
- ÷ Courses, volunteering in the protection de la nature: www.oekojobs.de
- ÷ Portal of the Chamber of Commerce and Industry: www.ihk.de
- ÷ Connexion-Emploi: www.connexion-emploi.com
- ÷ OFAJ : [www.ofaj.org/Job, Praktika](http://www.ofaj.org/Job,Praktika)
- ÷ Deutscherbildungs server (specify « *Praktika* or *Jobbörse* ») has links to many sites offering courses in the field of education: www.bildungsserver.de

Association Franco-German AFASP: www.afasp.net

÷ Forum franco-allemands: www.dfh-ufa.org

÷ IAAS (International Association of Students in Agriculture and Related Sciences) www.iaas-germany.de

÷ Bvmd (Bundesvertretung der Medizinstudierenden in Deutschland) - for courses in medicine ÷ www.bvmd.de



Other routes...

÷ a list of sites of Praktikum / Nebenjobs on the employment agency website: www.arbeitsagentur.de/web/content/DE/BuergerinnenUndBuerger/ArbeitundBeruf/ArbeitsJobsuche/Detail/index.htm?dfContentId=L6019022D-STBAI485347

÷ www.prabo.de

÷ www.monster.de

÷ www.meinestadt.de

÷ www.ijab.de

÷ www.praktikumsanzeigen.info

÷ www.jobnetz24.de

÷ www.bigredonline.de

÷ www.praktikum.info

÷ www.meinpraktikum.de

÷ www.jobware.de/Praktikum

÷ www.praktikum-service.de

÷ www.backinjob.de

÷ www.akademiker-online.de

÷ www.praktikumsanzeigen.info

÷ www.berufstart.stepstone.de

÷ stellenmarkt.karrierefuehrer.de

÷ www.berufstart.de

÷ www.karrierestart.de

÷ www.c-cn.de

÷ www.praktikum.de

÷ www.praktika.de



Courses in Austria

In the Mercer international survey, which assesses the quality of life in more than 200 cities, Vienna, the Austrian capital, picked up the title of the town offering the best quality of life in the world for the 8th consecutive year. The country is very concerned about the environment and the Austrian economy is characterised by the dynamism of its highly export-orientated SMEs. Austria has some of the most efficient industries in the EU, including the chemical industry, textiles (top of the range), wood, paper, electrical and electronics, agri-food and the metallurgical and mechanical industries.

Name and legal framework

« **Praktikum** » (generic term)

In Austria there are no legal rules concerning the uniformity of courses in terms of the duration, insurance or payment.

Compensation: a compulsory internship carried out in the context of training, secondary or higher, is not normally paid. However, some benefits can be negotiated as reimbursement of transport costs or support for meals.

In the context of an individual initiative: for example, if the course is held at the end of his studies, the trainee signs a document which sets out the precise conditions of the course (duration, compensation, objective).

Administrative formalities: The law dictates that any person staying for more than three days in Austria must register with the municipal authorities. Apply to the « *Magistratisches Bezirksamt* » (local town hall) to obtain a « *Meldezettel* ». For any stay lasting for more than three months, it is essential to ask for a registration certificate within the four months following the issue of the *Meldezettel*.

Practical life

Cost of living: the cost of living in Austria is much the same as that of France. Accommodation is quite expensive, or even very expensive in the larger cities, as is energy.

Accommodation: rents vary considerably from one region to another. Allow between 300€ and 600€ for a studio. In Vienna, almost all rental transactions are dealt with by estate agencies. Sharing accommodation (*Wohngemeinschaft*, «WG») is very widespread in Austria.

Sites to find a rental or colocation:
www.jobwohnen.at; Wohnservice-wien.at

List of youth hostels for a short stay:
www.oejhv.at

Tips on finding a course and useful sites

CV and covering letter

The CV (*Lebenslauf*) and covering letter (*Bewerbungsschreiben*) must be written in German. Sites in French for the drafting of the CV and covering letter for Austria:

www.justlanded.com/français/Autriche/Emploi

www.connexion-emploi.com/fr/conseils_carrière/travailler_en_Autriche.

In German, advice on the Austrian Employment Agency (*Arbeitsmarktservice Österreich*, or AMS): www.ams.at/bewerbung-praktikum

Assistance in the search for courses and jobs

- ÷ The Franco-Austrian Chamber of Commerce in Vienna to know which French companies operate in the country: www.cdfa.at
- ÷ The Austrian Consular Chambers www.wko.at as well as the Federal Chancellery www.bka.gv.at may suggest courses.
- ÷ The possibility to posting a CV online on autriche.enligne-int.com
- ÷ Austrian Employment Agency website *Arbeitsmarkt service* : www.ams.at
- ÷ Website for jobs for students in Austria: www.jobisjob.at/Praktika.
- ÷ Information on summer jobs and courses: www.jugend.gpa-djp.at
- ÷ National Assistance Website: www.help.gv.at
- ÷ Offers of jobs in the Austrian press, in particular the weekend editions which often have an insert devoted to employment (*Jobsangeboten*): www.derStandard.at ; www.karriere.at; www.diepresse.com ; www.kurier.at

Useful sites for the search for courses (Praktikum) and jobs

- ÷ www.careerjet.at/praktikum-jobs
- ÷ www.jobisjob.at
- ÷ www.ams.at/service-arbeitsuchende/arbeitsuche
- ÷ www.jobkralle.at
- ÷ meinjob.at
- ÷ www.jobpilot.at
- ÷ www.unijobs.at
- ÷ www.praktikum.info/auslandspraktikum/land/oesterreich
- ÷ www.studentjob.at/praktikum
- ÷ schwarzesbrett.oeh.ac.at/praktika
- ÷ www.arbeiterkammer.at/beratung/bildung/schule/Praktikum.html
- ÷ www.karriere.at/jobs/praktikum



Courses in Belgium

A preferential trade and transit area in the heart of Europe, Belgium is a federal State, subdivided into regions (Flanders in the north and Wallonia in the south, with Brussels forming the union between these two main communities). The presence of representative European Institutions has strengthened the culture of exchanges and the use of foreign languages (especially Dutch, French and English) in this country. On the political level, it is a constitutional monarchy. The characteristics of employment vary depending on the regions but mainly concern the services: the sectors of transport and communications, finance and distribution and the retail trade. The sectors which accept the most trainees in Belgium are banking, health, the media and the social and legal services.

Name and legal framework

Legal status of the course

In Belgium, the course is always in relation to studies or a training course. The trainee is defined as a learner who is actually carrying out a job with an employer under conditions similar to the company's other employees in order to acquire professional experience. These services must be performed on the employer's premises and so, since no actual work is performed, observation courses and visits to businesses are not taken into consideration.

Two Royal decrees governing the protection of trainees are imposed on the employer, the trainee and the educational institution. They cover the following points: the analysis of the risks involved, the exchange of information between the different parties (employer, trainee, establishment) and the monitoring of health. (Royal Decrees of 2004 and 2007)

Since 2008, Wallonia has encouraged firms with more than 250 employees to accept a 4% quota of trainees and apprentices. Training courses in Belgium take on significantly different forms. It is appropriate to differentiate between courses for pupils and students from the courses followed by those in search of employment.

Details of the various types of courses available in French-speaking Belgium:

www.monstage.be/type-de-stage-et-status.html

Course contract: this gives details of the terms and conditions of the course, with the activities and support which will be put in place. Several universities or institutes of higher education offer an example of a course contract or convention on their web sites.

For example, the University of Louvain-la-Neuve: www.uclouvain.be

Remuneration: Usually, courses which come under the heading of studies are unpaid, in contrast to courses followed by job seekers in the context of specific programs. However, some companies reimburse the costs of transport (bus or train season tickets) or offer meals free of charge or at a reduced price to students. These benefits should be negotiated by the student or trainee.

Legal Duration: there is no uniform duration for the courses which take place in the context of higher education. Work regulations are applied according to the age of the trainee. The duration of a course of studies in Belgium is one to four months.

Specific requirements: Some institutions clearly stipulate how the evaluation of the course is to be carried out in order to be officially recognised as part of the initial training. It is important that the student trainee from another country gives all relevant information to the business concerned as to the duration and conditions of follow-up, support and assessment, so that he knows exactly what the commitments are.

Title of stay: All universities and several high schools (HE) or *Hogescholen* offer brochures with practical information for foreign students who come to study or take courses in Belgium. For non-European foreigners, Belgian legislation provides for the case of a stay to take a course in a company in the context of studies.

For more information:

The Federal Public Employment, Labour and Social Dialogue Service:

www.emploi.belgique.be

The Brussels Chamber of Commerce and Industry:

www.beci.be

Practical life

Language: as 'vous' (the formal second person in French) does not apply, relationships are generally simple and unequivocal. In the north, in Flanders, Dutch is spoken, with different accents according to the area. In the south, in Wallonia, French is spoken with linguistic variations. There is also a small German-speaking community on the east, near the German border. Brussels is a bilingual community (French and Dutch).

Cost of living: prices are relatively stable, fairly close to those in France: 6 to 9€ for breakfast, 12 to 20€ for a main course in a restaurant.

Transport: means of transport are varied with an increasing use of the bicycle; the train is relatively cheap and connects the Belgian cities but there are considerable differences in speed depending on the train, so it is best to check the journey time beforehand. In Brussels, the Mobib monthly card costs 49€.

Accommodation: rental offers are well developed and diverse: furnished or unfurnished apartments, flat-sharing or cheap student rooms (*Kot*). Allow approximately 275€ on a campus and around 300€ in the city. Youth Hostels can be used on arrival.

General Information: the Inforjeunes centres in Belgium provide help and useful advice for daily life (search for housing, jobs, health, etc)
www.infor-jeunes.be

Tips on finding a course and useful sites

Course offers

- ÷ The Wallonia Brussels International website makes offers: www.wbi.be
- ÷ Courses in Brussels: www.actiris.be
- ÷ www.go2reve.be
- ÷ www.kapstages.com
- ÷ www.belgique.enligne-fr.com
- ÷ www.monstage.be
- ÷ www.student.be
- ÷ internshipbruxelles.be: community of Brussels startups
- ÷ www.stagesdespoles.be: in the innovative sectors in Wallonia
- ÷ in the banking or insurance sector: www.financialcareers.be
- ÷ [Consulat Général de France offers in Bruxelles \(www.consulfrance-bruxelles.org\)](http://www.consulfrance-bruxelles.org) and those from the Walloon Public Employment and Training Service (www.leforem.be)

For students, or those who have just completed their studies, universities and high schools (*hogescholen*) can help to find a training course. Most have a dedicated service which can make offers within Belgium or outside the country.

An on-line career management and recruitment portal is specially designed to meet the needs of the IT (information technology) market in Belgium: www.ictjob.be

The Belgian press

La libre Belgique www.lalibre.be ; Le soir www.lesoir.be ;
VIF/Express www.levif.be ; Knack www.knack.be



Consult company directories:

- o Belgian federations and professional associations: www.awex.be/fr/splash
- o The French Chamber of Commerce and Industry in Belgium: www.cfci.be/le-service-dappui-aux-entreprises/offres-demploi-et-de-stage
- o In Flanders (in Dutch): www.agentschapondernemen.be
- o In Wallonia (in French): www.directory.wallonia-export.be
- o The economic and industrial stakeholders in the capital, Brussels: be.brussels/travailler-et-entreprendre/travailler
- o Courses in Belgium in European institutions: ec.europa.eu
- o Site of development cooperation www.dgdc.be in Belgium

General and community information

- o Information on the economy and businesses: www.belgium.be
- o The Flemish community: www.vlaanderen.be
- o The French Community in Wallonia Brussels: www.cfwb.be
- o The German-speaking community: www.dglive.be
- o The Brussels Capital Region: www.bruxelles.irisnet.be
- o Walloon region: www.wallonie.be



Courses in Bulgaria

Bulgaria is located in the heart of the Europe, in the Balkans: its history is rich, its geography varied. It is mainly known for its many Orthodox monasteries and its Cyrillic writing. The main sources of income and economic growth come from the energy, mining, light manufacturing and tourism sectors. In the industrial sector there are dynamic companies in textiles, pharmaceuticals, cosmetics, mobile phones and software.

Name and legal framework

“стаж” (“staj”) ou *“практика”* (“praktika”) ou *“обучение”* (“obuchenie”)

Courses are regulated by the Bulgarian Labour Code (Кодекснатруда) over the whole country. Their practice is quite well-developed in Bulgaria. The seasonal courses of one to three months (summer or winter) can be distinguished from the end-of-study courses, before the validation of the qualification, and from those which constitute a certain type of in-house training.

More information on the site of the Bulgarian Ministry of Labour and Social Affairs seconomy.mlsp.government.bg/en

Remuneration: courses are not necessarily paid, but private companies may offer payment and tutoring. The trainee may also be offered a fixed-term employment contract.

Administrative formalities: For mandatory courses within the study curriculum, a tripartite convention (trainee/business/educational institution) is signed. In the case of a voluntary course, the conditions are negotiated between the parties.

A course contract can be signed, particularly in training courses oriented toward international cooperation. Other than in these curricula, it is less common to find that the host structures consider that they should participate in the students' training. Student employees being many, it is very common to treat a salaried job as a training course.

If the course is carried out by the student outside his university curriculum, its duration may not be greater than three months of normal working hours. The new law under discussion provides for a duration of compulsory courses of six to twelve months.

Practical life

Bulgaria is an affordable country in terms of its living conditions. The monetary unit is the Bulgarian lev (in 2017, 1 Lev was worth approximately 0.50€)

Accommodation: expect to pay between 100 and 200€ per month for a studio or a small apartment.

To find a real estate agency:

www.expat.com/fr/entreprises/europe/bulgarie/2_immobilier/

For classified ad websites, some examples:

www.imotibg.com; bulgaria-property.imoti.net; www.bgaccommodations.com

Tips on finding a course and useful sites

Useful sources of information

- ÷ Bulgarian Embassy in France: www.amb-bulgarie.fr
- ÷ The daily newspaper Dnevnik Dnevnik www.dnevnik.bg



Assistance in the search for courses

- ÷ The Franco-Bulgarian Chamber of Commerce www.ccifrance-bulgarie.org can be a useful source
- ÷ A course search website: www.staj.bg
- ÷ The National Employment Agency: www.az.government.bg
- ÷ www.jobtiger.bg
- ÷ www.karieri.bg
- ÷ www.jobs.bg



Courses in Cyprus

At the crossroads of three continents, Cyprus has always attracted international companies thanks to a taxation system favourable to the creation of activities. While the country has been hit hard by the effects of the last crisis, the economy is recovering rapidly. The IT, tourism and business services sectors are dynamic. In addition, it should not be forgotten that Cyprus was a British colony until 1960, and that the north of the island, illegally occupied since 1974, is called the Turkish Republic of Northern Cyprus. The tourism sector is one of its major economic resources.

Name and legal framework

Internship, placement

In Cyprus, there is no formal definition of the concept of the training course nor any law regulating this type of practice. However in general, over these last years, business courses have been growing and are now part of the employment policy, particularly for young people.

The working week varies from 38 to 42 hours, on five or six days per week, depending on the Cypriot collective agreements.

Practical life

Language: The official language is Greek (in the southern part) and Turkish (in the northern part). English remains most often used, due to tourism.

Cost of living: It is best to allow for a monthly budget of around 700 € but this may be less out of the capital, Nicosia.

Accommodation: the ESN Cyprus student network may be a good point of contact to start research (esn.cy) or otherwise there are some blogs on life in Cyprus.

Tips on finding a course and useful sites

The tourism sector is very well developed, so it is not very difficult to find a course. Those who have already reached an advanced level of studies in the areas of information technology and telecommunications or electrical engineering can also try their luck.

The energy sector should see a strong development here in a few years.

CV and covering letter

The consequence of the internationalisation of the employment market has created a certain diversity in the terms of recruitment. There is not really a model of writing the CV and covering letter; CVs of two to three pages are however quite common.

Depending on the area, however, it may be necessary to have some knowledge of Greek to be able to carry out a course.

Useful sources of information

- o The official employment website, the bilingual Greek/English portal: www.cyprus.gov.cy
- o The Cyprus Chamber of Commerce and Industry: www.ccci.org.cy
- o To post a traineeship request, a list and the contact details of hotels in Cyprus can be found on the Cyprus Tourism Organization website 'Cyprus Tourism Organization' www.visitcyprus.com

Consult offers and/or make an application

- o Course offers: [www.cyprus.com/job type/Internship](http://www.cyprus.com/job%20type/Internship)
- o Cyprus College: the possibility of taking a three-month course with a company while studying in University College: www.cycollege.ac.cy
- o The United Nations Development Programme: the possibility for Masters' students to take a course of six weeks minimum in various areas. Excellent command of English required. Knowledge of Greek or Turkish is an asset. www.cy.undp.org/content/cyprus/en/home/operations/internships.html

Local Chambers of Commerce

- o The Nicosia Chamber of Commerce and Industry: www.ncci.org.cy/ncci
- o The Limassol Chamber of Commerce and Industry: www.limassolchamber.eu
- o The Larnaca Chamber of Commerce and Industry: www.larnakachamber.com.cy
- o The Paphos Chamber of Commerce and Industry: www.pcci.org.cy
- o The Famagousta Chamber of Commerce and Industry: famagustachamber.org.cy/en

A professional association

Federation of Employers and Industrialists (OEV): www.oeb.org.cy/en



Courses in Croatia

Croatia has recently joined the European Union. It is a popular tourist destination for its coastlines and its mountains, but also for its exceptional architectural heritage. In addition to the booming tourist sector, the most developed economic sectors are the construction of boats, the wood industry, agri-food, the manufacture of automotive parts and the textile industry.

Name and legal framework



Work placement, school placement

There are find different types of course: for work, *work placement*, for students, either *school placement*, or student exchanges in the context of partnerships. In Croatia, courses are not well developed, apart from those at the end of the curriculum or studies. Where they do exist, they are integrated into professional training courses. Most often, internship offers come from Croatian higher education institutions looking for research assistants. Some companies are trying

to develop this practice to increase the level of qualification of employees. Some Erasmus+ partnerships between France and Croatia have already been put in place in the following areas: biotechnology, physics, law and the social sciences and humanities.

The major Croatian companies have their own course departments to integrate new recruits, but courses are more often proposed by the university placement services or international relations departments.

A residence permit should be requested from the local police service if the course lasts more than three months.

Practical life

Cost of living: living is less expensive than in France, in particular for housing, eating out and transport. The average salary is around 700€/month.

Accommodation: expect to pay between 200€ and 350€ for a studio in a city centre, a little less outside.

A few sites, partly in English, which help with finding accommodation:

www.homeinzagreb.com ; www.crozilla-nekretnine.com/en ;
www.rost.hr/fr/home ; www.optimum.hr

Tips on finding a course and useful sites

- ÷ the 'croatia.eu' website (croatia.eu/article.php?lang=4&id=33) gives details of the economy and the country's main businesses (in French)
- ÷ Croatie en France (fr.mvep.hr/fr) presents the top 101 Croatian companies
- ÷ the Croatian Chamber of Commerce and Industry hgk.hr may give useful information
- ÷ the Franco-Croat Business Club (*The Poslovni Klub francuska-hrvataska*) is another potential source of help



Courses in Denmark

Denmark is characterised by a significant number of small and medium-sized enterprises. It is classified as the 12th most competitive country in the world.

Because of its small size, the country is very open to exports to boost its economy. It is the world leader in the field of the construction of wind turbines; other dominant sectors are the pharmaceutical chemistry and biotechnology.

Name and legal framework

Praktik, interns, trainee

Courses in Denmark can be considered under different forms:

- o in the context of exchange programs (such as IAESTE) or other programmes
- o in the context of a training curriculum in the country of origin which justifies a period spent taking a course in a Danish company
- o in the context of a training course carried out in Denmark.

In these three cases, the term *interns* is used. If the course is a vocational training in business which is more akin to an apprenticeship, the term used is *trainee*.

Administrative formalities

Students from the European Union must request a Resident Card (*Statsforvaltningen*) from the State Administration Service: www.statsforvaltningen.dk /EU residences if they are to stay in Denmark for more than three months.

Once the Resident Card has been obtained, a CPR (*Centrale Personregister*) ID number must be requested: www.cpr.dk from the municipality of residence.

To find more information on the legal aspects of the course, consult the official portal www.nyidanmark.dk for foreigners in Denmark.

Remuneration: pay and working conditions must respect Danish legislation concerning the reception of trainees. There is no minimum wage but collective agreements by professional branches may be established.

The working week is generally of 37 hours, from Monday to Friday.

Some specificities:

- ✓ In the medical sciences, the curriculum followed must first be recognised by the Danish National Health Council. The medical professor in charge of the course must write his agreement in specifying the respective responsibilities of the trainee and tutors.

- ✓ For student architects, the Danish Association of Companies in Architecture and the Union of Architects Employees have developed a standard contract for the trainee architect (download on www.arkitektforbundet.dk)
- ✓ Trainees in the agricultural sector can consult: www.jordbrugetsuddannelser.dk ([only in Danish](#)).

Practical life

Cost of living: Denmark is a country where prices are high but where the standard of living is also among the highest in the world. It is therefore advisable to live like the Danish: travel by bike and eat at home to reduce costs.

Accommodation: it is very difficult to find accommodation in Denmark, in particular in the large cities. In the private sector, rental costs are from around 3,000 DKK to 5,000 DKK. The campuses do not have enough residences to accommodate everyone, yet staying in the *Kolliieger* is the ideal solution, at a cost of 2,500 to 4 000 DKK (ask at the host establishment). Otherwise, it is often necessary to consider a roommate.

A useful address for housing: www.ungdomsboliger.dk

Tips on finding a course and useful sites

As in many other countries, it is advisable to plan ahead and use its networks. Finding a course in Denmark is complex, because the mastery of a Scandinavian language and fluent English is generally required.

To learn about the Danish socio-economic situation:

- ÷ The Franco-Danish Chamber of Commerce: www.dansk-fransk.dk
- ÷ the Danish Employment Agency: job.jobnet.dk (in Danish)
- ÷ Business directory: www.proff.dk

Help with looking for employment and courses

- ✓ www.ofir.dk
- ✓ www.jobindex.dk
- ✓ www.eures.dk
- ✓ www.jobsincopenhagen.com
- ✓ www.jobfinder.dk
- ✓ www.t2f.dk/trainee-in-dk:
courses in agriculture

Press

Information about economic life in Copenhagen: www.copcap.dk



Courses in Spain

There are a lot of small and very small businesses in Spain, particularly in the service sector. Most large companies are concentrated in the industrial sector. Large international companies are found in renewable energy, tourism, banking, insurance, the textile industry, health technologies, aeronautics, the agri-food sector, the automotive industry and the development of infrastructure.

Name and legal framework

'Práctica'

In Spain, courses do not have the same tradition as in France or in Germany. In general, there are courses integrated with studies carried out prior to graduation, whose objective is to combine theoretical and practical knowledge by offering the pupil or student some experience in the field. Most professional training courses and universities therefore now include a compulsory work placement.

There are two types of course:

- ✓ Courses for students which are part of a curriculum and which give rise to the validation of credits. These are mandatory and are organized by the universities and regulated by an agreement (*convenio*) between the university and the business in the context of the *Programas de Cooperación Educativa*. They are, in general, not paid but it is possible that the company may offer some compensation in the form of a bursary. Courses carried out by French students which are the subject of a convention (from the French university) come into this category.
- ✓ Courses for young graduates at the initiative of the trainee: Spanish legislation does not currently regulate this type of course. They are subject to a tripartite course agreement proposed by the university, an association, or in the context of programmes. These courses are paid, in the form of a grant. The trainee does not occupy a working position, so there is no contractual relationship. It is important to differentiate between the probationary contract (*Contrato de Prácticas*), very common for young graduates, which corresponds to their first entry into the jobs market, and whose duration is regulated (between six months and two years). In this last case, the trainee contributes to social security and receives a predetermined salary.

Work schedules in Spain are unusual. Although it notes the changes, the lunch break starts at 2pm and is fairly long (about 2½ hours). The working day therefore ends later, about 7 or 8pm. The working week is 40 hours.

Administrative formalities

The *Número de Identificación Extranjero (NIE)* (ID number for foreigners) is a unique personal number assigned to foreigners by the General Directorate of Police. It appears on all the official documents that the administration sends or transmits to foreigners in Spain. This number is mandatory for those who take a course in Spain. It is useful for administrative formalities: opening a bank account, finding accommodation, opening an energy supplier account, registering a driving licence, etc. The NIE's application must be made to the Spanish Consulate General in Paris or directly in Spain if the internship lasts more than 3 months, by visiting the Police Station of the place of residence (or "*Policía de Extranjeros*" of the province). For more information look at: [www.exteriores.gob.es/informacion para extranjeros](http://www.exteriores.gob.es/informacion-para-extranjeros). The *Número de afiliación a la Seguridad Social* a la Seguridad Social (Spanish Social Security number) is issued by the General Treasury of Social Security in the home province of the business where the course is located; it is mandatory.

For more information: www.seg-social.es

For an example of a course contract in Spanish, refer to Key Point 7: administrative stages at the beginning of this booklet.

Practical life

Cost of living: living in Spain is generally a little cheaper than in France. But there is a great difference between large cities like Madrid, Barcelona and Bilbao, and the cities of the South. An average budget of €700 should cover the costs.

Accommodation: Rents vary from one city to the other; they are higher in the country's main cities: Madrid, Barcelona, Bilbao, Vitoria and Saint-Sébastien. Moreover, the centres of large cities are always more expensive than the suburbs or surrounding towns, which are generally well served by trains or buses.

The price of renting a room can vary from 180 to 300 € per month (excluding possible charges for electricity, water, etc).

Some of the many private sites offering rentals: www.idealista.com/fr ; www.easypiso.com ; www.spainhouses.net ; www.enalquiler.com ; ...

Tips on finding a course and useful sites

CV and covering letter

The CV and covering letter *carta de presentación* must be written in Spanish.

To comply with the headings, give personal information (*datos personales*), education (*formación académica*) and professional experience (*experiencia profesional*). In Spain, extra-professional activities are highly valued by employers, who recognise qualifications acquired in other contexts.

Some useful sites in Spanish:

www.convega.com/empleo/guiasempleo.html

www.emplea.universia.es/informacion/clases_curriculum/clases_cv/estandar

Help in the search for a course

- ÷ The Franco-Spanish Chamber of Commerce and Industry: www.lachambre.es
- ÷ information on Spanish companies: www.camerdata.es/index.php
- ÷ Spanish export and import companies: www.camara.es/comercio-exterior/directorio-de-empresas-exportadoras-e-importadoras
- ÷ Professional directory: es.qdq.com
- ÷ The Franco-Spanish Association DIALOGO puts French students and young graduates in touch with Spanish companies (especially in Madrid and Barcelona). These courses are usually paid, in the form of a grant. Diálogo provides the course and the course contract free of charge: www.dialogo.es/fr
- ÷ The Fundación Universidad/Empresa (FUE) promotes the rapprochement between the companies and the Spanish universities. One of its activities is to offer internship opportunities to Spanish university students www.fundacionuniversidadempresa.es.
- ÷ Business Offices France, Economic Missions: in Madrid and Barcelona, internships of 2 to 6 months for university students of Master's level. export.businessfrance.fr/spagne/expatriation-stages-emplois.html International Juvenile Justice Observatory (IJJO) : it is a Belgian public utility foundation that can offer internships in Salamanca for a period of 3 to 6 months www.oijj.org/es/organizations/bolsa-de-empleo-y-practicas
- o Don Quijote: courses for students in higher education at one of the main Spanish language schools www.donquijote.org/jobs/dq
- o COPCA (Barcelona) has a database of foreign trade professionals in Catalonia and may possibly offer courses: www.copca.com

Employment portals to find offers of courses

- ÷ www.infoempleo.com/primer empleo
- ÷ www.primerempleo.com/primer empleo
- ÷ www.infojobs.net
- ÷ www.monster.es/Palabras
- ÷ www.trabajos.com
- ÷ www.universia.es

Agencies or intermediate bodies

It is also possible to go through private agencies who organize courses for students or young graduates in various professional fields. In general, there is a charge for their services. Some agencies also offer a housing service and language courses. (Be sure to get full information on the conditions and guarantees of their services)

- o AnimaFest Experience: courses and jobs on campsites and hotels in hotels/hospitality, reception, activities, marketing. Accommodation and food guaranteed. Free placement service for students. www.animafestexperience.com/internshipsabroad/en
- o Proyecto Español: courses with or without language courses beforehand, usually unpaid, in different sectors of activity. proyecto-es.com/fr/Service
- o Education Mobility: offers professional courses in different areas in Fuerteventura (Canary Islands) and Bilbao www.educationandmobility.com/about-us

Courses offered by Spanish universities

The universities only handle their own students' courses. This information is available in the course services at each university (*Unidad de prácticas en empresa*). However, a few also publish their offers of courses on the Internet.

It may be possible to take a chance by directly contacting the company.





Courses in Estonia

A small state to the north of the Baltic region, half covered by forests, Estonia has close ties with Scandinavia. The economy is open and stable, characterised by its flexibility and innovation and announcing itself as a digital society -«e-country»- because most of its services and formalities are accessible at long distance.

The most dynamic economic sectors are: new technologies, services, engineering, mechanics and electronics, crafts, logistics, wood and video games. The exporting sectors are linked to the production of machinery and equipment, minerals, food products, the production of metals, transport and chemistry.

Name and legal framework

'Internatuuri'

The practice of courses is rather recent and not very widespread in Estonia; it is therefore easier to arrange a course in an institutional context (Erasmus+, for example). Legislation only covers training courses inherent in the vocational training organized in the country.

At the end of 2016, the average salary was 1,182€ for a working week of 40 hours.

Practical life

Estonians are a rather reserved nation, and women are well represented in society. The relaxed atmosphere is similar to that of the Nordic countries.

In terms of latitude, Estonia is near the Polar circle, so the days are long in summer and short in winter. This requires a certain adaptability to the way of life, and of the body.

Language: 86% of adults speak a foreign language: Russian (older people) and English (younger people); and sometimes also Finnish, which is fairly similar to German. To take a course, it is essential to master at least English.

Cost of living: It is estimated that the current cost of living in Estonia is 29% lower than in France (power, accommodation, transport, purchases). With a 500€ monthly budget, it is possible to live without hardship; with 600 to 700€, life is quite comfortable.

Accommodation: the average price of student housing in Estonia is 176€, so allow between 100 (student housing) and 250€ for a monthly rental.

A few sites: www.city24.ee ; www.kv.ee

Tips on finding a course and useful sites

It is sometimes necessary to explain the meaning of the word 'course' and what is expected by it, because this practice is not very well known. There are French investors in the areas of the sale of perfumes and construction, as well as cooperation in the information technology sector. Those could be useful for a search of a course.

Find businesses

- ÷ To consult the directories of French and international companies operating within the country www.estonianexport.ee
- ÷ Ministry pages on Estonia: www.tresor.economie.gouv.fr/se/estonie
- ÷ The Estonian Chamber of Commerce and Industry has offices in Tallinn, Tartu, Pärnu, Johvi and Kuressaare: www.koda.ee/en
- ÷ The Franco-Estonian Chamber of Commerce: ccfe.ee
- ÷ The portal of Estonian businesses: www.estoniantrade.ee
- ÷ ÷ lists thousands of offers in central and eastern Europe
- ÷ The Chamber of Commerce and Agriculture: www.epkk.ee
- ÷ The Association of Estonian Businesses: www.eas.ee
- ÷ The Estonian Association of Small Businesses: www.evea.ee
- ÷ The Estonian Council of Foreign Trade: icc-estonia.ee
- ÷ A business directory: www.estonianexport.ee

The main unions and professional associations

- ÷ Industry and engineering: www.emliit.ee
- ÷ Working with wood: www.furnitureindustry.ee
- ÷ Manufacturers of wooden houses: www.woodhouse.ee
- ÷ Agri-food: www.toiduliit.ee
- ÷ Textiles and clothing: www.textile.ee/ertl
- ÷ interpreting and translation: www.online.ee/~eetl
- ÷ Tourism agencies: www.etfl.ee
- ÷ Construction and building: www.eeel.ee
- ÷ Telecommunications and new technologies: www.itl.ee
- ÷ Estate agencies: www.ekfl.ee

Employment agency websites

- ÷ www.tootukassa.ee

Press for those who speak Estonian

- ÷ www.epl.ee ; www.postimees.ee



Courses in Finland

Finland has slightly lower rates of unemployment, at 10%. The most active sectors are those of health, social, services and trade; industry has experienced a sharp slowdown in recent years.

Other sectors of dynamic activity include telephones, architecture and design, video games, shipbuilding, the wood and paper industry and the nuclear and mechanical industries.

Name and legal framework

Work-based learning period (secondary education)

« *Työharjoittelu* », « *practical training* », « *work placement* » (graduate studies)

In secondary education, the course is an integral part of the vocational training programme. It allows the evaluation of at least 30 skills.

It is the school which is responsible for the course contract, which indicates the practical elements (timetables, compensation where appropriate, course duration, security, etc) as well as the course's educational objectives and the skills to be acquired.

In the universities of applied sciences, the practice of taking courses is well known and allows the acquisition of 30 to 120 ECTS, depending on the curriculum.

International courses are held mainly in the context of bilateral agreements or exchange programmes (IAESTE, Erasmus+, etc). Finding a course by making an individual approach is quite difficult.

Courses normally take place in the summer. Their duration is from one to eighteen months.

Administrative formalities

A labour contract must be signed with the employer at the beginning of the course to define its conditions: total duration, number of working hours per day and per week, tasks to be performed, remuneration, etc

In Finland, the Act authorises contracts of work to be signed from 15 years of age upwards.

Working hours are normally eight hours per day for a forty-hour week.

Compensation: courses do not always receive remuneration.

Taxes: students taking courses in Finland must go to the taxation office to obtain a 'Taxcard' to be given to the employer:

www.vero.fi/en-US

Trainees who remain in the country for more than six months pay tax on their income, as do all Finnish people. They may also be required to contribute to the Social Security fund.

Those who remain for less than six months are considered *Tax non-resident* and

are not taxed unless they earn more than 510€ per month.

Information on the taxation in Finland:

[www.vero.fi/en-US/Taxation of students and trainees in international situations](http://www.vero.fi/en-US/Taxation_of_students_and_trainees_in_international_situations).

Practical life

Cost of living: it costs between 700 and 900 € per month for a student to live comfortably in Finland, but this amount depends on the city of residence.

Accommodation: the rental market is fairly large, and renting a flat is possible.

An indispensable site for information on all types of accommodation in Finland:

www.infopankki.fi in Finland/Housing.

To rent accommodation, share a room or find lodgings:

housinganywhere.com/fr, ...

Tips on finding a course and useful sites

Useful information on the universities' *Career Service* websites.

A guide for foreign students who wish to work in Finland:

www.helsinki.fi/urapalvelut/materiaalit/workinginfinland.pdf (pages 18 and 19).

CV and covering letter

Tips for writing CVs and covering letters: www.infopankki.fi in Finland/work and enterprise and www.te-services.fi a job.

Some ways of finding a course

Apply to a student exchange organization or to its institution on the site:

www.studyinfinland.fi/study_options/other_possibilities/training

www.aarresaari.net : internship offers from university integration services

Finding useful general or economic information

- o The French Community in Finland website: www.ranska.net
- o The Franco-Finnish Chamber of Commerce: www.ccff.fr
- o The Economic Mission website: www.tresor.economie.gouv.fr/pays/finlande
- o The 'This is Finland' website, available in several languages including French: finland.fi/fr

Business directories

- o www.finlandexports.com Finnish export businesses
- o www.contactfinland.fi a complete website of Finnish business



Courses in France.....

In France, courses are arranged from College onwards to learn about business and to be initiated into different careers. It is also widespread in graduate studies.

France is well known for its food and wines, but it is also a leader in the luxury goods, natural cosmetics and perfume industries, and is at the cutting edge of technological development thanks to the quality of its engineers and the development of start-ups (French Tech). It is also the leader in European agriculture as well as the most visited country in the world.

Name and legal framework

'Stage'

In France, a tripartite agreement between the student trainee (if the young person is a minor then the parents must sign), the business and the secondary education establishment is mandatory to take a course. At the end, the course requires the drafting of a probationary report; this is taken into account for obtaining any certification. The trainee is not an employee of the company.

A recent law has been put in place to ensure the quality of the courses and to avoid abuse. It aims to improve the status of the trainee, in particular through the company's support structure which should help the student in his search for a course and designate a referent teacher. The company must designate a guardian in charge of the hosting and support of the trainee during the probationary period. However, businesses must observe a maximum quota of trainees in relation to their workforce.

Administrative formalities

The contract must contain essential information: dates, duration, weekly schedule, programme, objectives and tasks to be performed, the amount of any pay, social cover, insurance, guardian's name, etc. Under no circumstances may a probationary period substitute for or replace a job in a company.

The establishment and the business should consult over the contract, which must clearly define the skills that the student should acquire. These precautions should be used *a priori* to avoid disappointment and courses in 'coffee-making and photocopying'.

For foreign students, it is the educational establishment in the trainee's country which must draft and send the course contract to the business for signature.

Duration: the duration of the course depends on the context of the studies concerned. Its maximum duration is fixed at 6 months (without any possible exception or dispensation).

Compensation: in France, trainees receive a gratuity, not a salary. This is optional for courses of less than two months (to be negotiated with the employer) but mandatory for courses of over two months. In case of the absence of a collective contract, a decree fixes the trainee's salary at 12.5% of the hourly social security rate.

More information on the Ministry of Labour website travail-emploi.gouv.fr

Practical life

Cost of living: if the cost of studies and health care are generally low in France, the cost of living is variable and can be high, especially in Paris.

According to the Campus France agency, it is necessary to allow approximately 800 € per month to live in France, but 1,100 € per month in the capital (housing, insurance, food, recreation).

In the context of a student course, meals can be taken in the university restaurants for 3.25 €.

Accommodation: the cost of housing is very variable, depending on the region. Expect to pay less than 350€ for a studio in cities such as Poitiers, Limoges or Saint-Etienne, around 450€ in Strasbourg and Toulouse, 500€ in Lille or Lyon and more than that in the Paris suburbs. In the context of the student courses, foreign students may benefit from housing benefit.

To find accommodation, you can contact agencies:

www.fnaim.fr - www.cnab.net

Other sites: www.leboncoin.fr - www.pap.fr - www.seloger.com

www.location-etudiant.fr

For colocation: www.colocation.fr - www.coopcoloc.fr

Tips on finding a course and useful sites

For the students, all universities have a Course Office which can give information and obtain the course contracts.

General websites

÷ Courses in the Education Code: www.legifrance.gouv.fr

www.monstageenligne.fr: all the practical information necessary (legislation, advice and offers of courses in France and abroad)

÷ Guide to courses in companies on the Ministry of Higher Education website: www.enseignementsup-recherche.gouv.fr/enseignement-supérieur/insertion-professionnelle-emploi/stage

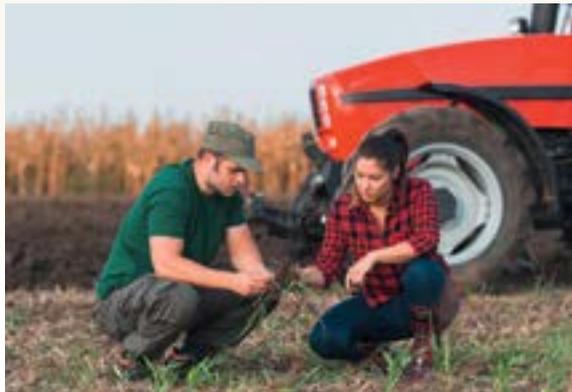
÷ The French business directory: fr.kompass.com/b/annuaire-entreprises

Other sites

- ÷ Interministerial grants for State employees (BIEP): courses in public service www.fonction-publique.gouv.fr *emploi*
- ÷ Aidostage: specialist in student courses: www.aidostage.com
- ÷ APEC: offers at level Bac+4/5 in all sectors: www.apec.fr
- ÷ www.institut-national-audiovisuel.fr/emploi/offres.html: internship offers in audiovisual, digital creation, computer graphics, internet...
- ÷ www.ellesbougent.com/ressources/stages-emplois: offers of courses for female College students (3rd. year) and students
- ÷ Cidj (Youth Information and Documentation Centre) offers for young people: www.cidj.com/offres-de-stage
- ÷ employment events: course offers in events communications, shows, exhibitions, congresses, seminars, conventions, business tourism, corporate and public events, public relations, shows, sports and cultural events. Choose 'Stage' on the job search page www.emploi-evenementiel.fr
- ÷ green jobs: in the area of the environment or eco-responsible businesses in France and abroad. Choose 'Stage' on the job search page: www.bonial.fr/Emplois-Verts
- ÷ Hotels-restaurants: www.lhotellerie-restauration.fr
- ÷ Le Rucher: management, IT, human resources, communications, sales and marketing: www.lerucher.com
- ÷ 3DS: aviation, transportation, automotive, defense sectors: careers.3ds.com

Private sites:

- ÷ jobs-stages.letudiant.fr/stages-etudiants.html
- ÷ www.infostages-job.com
- ÷ www.iquesta.com
- ÷ www.recrut.com
- ÷ www.capcampus.com
- ÷ www.directetudiant.com
- ÷ www.jobstage.com
- ÷ www.en-stage.com



Courses in Greece

The tertiary sector is dominant in Greece, with two main centres: the merchant navy (world leader in terms of transportation capacity) and tourism. In the secondary sector, agri-food, construction and textiles are well represented as well as oil refining, metallurgical products and chemicals. The country has been undergoing an unprecedented economic crisis over the last ten years and industrial activity continues to decrease.

Name and legal framework

« Οικοτροφείο » (*oikotropheio*)

The practice of courses in the school or university curriculum is not widespread, but has begun to develop. Young people who take training courses remain under the jurisdiction of the head of their establishments. They must respect the general rules applied by the host company, particularly in view of safety at work, hours of work and discipline.

The legal duration of the working week in Greece is 40 hours.

Practical life

Cost of living: life in Greece is relatively cheap.

Accommodation: rents are low, around 450€ per month in Athens for a T3 (two-bedroomed apartment).

Some rental sites: www.athensflats.com/4655/index.html
greece.gabinohome.com - www.justlanded.com - athens.craigslislist.gr

Language: the knowledge of modern Greek is an important asset, especially in SMEs, but is not always necessary when taking courses in the tourism, hotels or hospitality sectors, where English and other foreign languages will be more in demand. English is widely used in business: its mastery is indispensable in large businesses and the French banks.

Tips on finding a course and useful sites

In Greece, small businesses are predominant: more than 85% of business leaders employ a maximum of five people.

The Franco-Greek community is very well established in Athens.

gr.ambafrance.org/-Francais-: a list of Franco-Greek associations

CV and covering letter

The rules for drafting these are similar to those of the French CV and covering letter. The CV must never be hand-written. It may be written in English if being sent to a large corporation, but in Greek if spoken, or in French if the business uses it.

Download CV templates in Greek and advice in French on the website: [emploigrece.org/comment rédiger son CV](http://emploigrece.org/comment_rédiger_son_CV).

Advice on the website of the Ministry of Foreign Affairs: www.diplomatie.gouv.fr aux citoyens/préparer son expatriation/dossiers pays.

Find general or economic information on the country

- o Franco-Greek Chamber of Commerce and Industry: www.ccifhel.org.gr
- o Foundation for Economic and Industrial Research: iobe.gr
- o Economic Service through the French Embassy in Greece: www.tresor.economie.gouv.fr/pays/grece

Consulting business directories

- o www.acci.gr/acci/catalogue/search.jsp?context=201: a search engine which gives the contact details of companies in Greece (in English or in Greek)
- o [www.visitgreece.gr/About Greece/Beforeyoutravel/Accommodation](http://www.visitgreece.gr/About_Greece/Beforeyoutravel/Accommodation) : The Greek National Tourism Organization gives contact details of hotels in the country to make a training course application.

Sending unsolicited applications

- o Greek National Research Foundation and its Institutes: www.eie.gr
- o Demokritos National Centre of Scientific Research: www.demokritos.gr
- o Athens French Institute: www.ifa.gr/fr
- o Thessaloniki French Institute: www.ift.gr/fr

Employment portals to find offers of courses (in Greek)

- o www.kariera.gr
- o www.vrespraktiki.gr
- o www.foititoupolis.net
- o www.skywalker.gr



Courses in Hungary

This small state, one sixth of France, has a deeply rooted culture: its language is not comparable to any other, and the country has retained its own currency.

The main economic sectors are: automobiles and their components, pharmacy - *Research and Development and generic drugs* - agriculture is important in the east of the country, tourism (thermal, dental, aesthetic surgery) in Budapest and the west of the country, and finally electronics, IT and telecommunications.

The sectors most open to trainees are industry, maintenance, IT, building, trade, health and social matters. The Department of Foreign Affairs, banking sector and multinationals consider courses as a pre-recruitment stage.

Name and legal framework

« Gyakorlat »

The practice of courses has changed considerably with the development of the economic fabric, which today is predominantly composed of SMEs. The larger public enterprises, which accepted students, have become scarce.

A course may be taken in the context of professional studies (*gyakorlatiképzés*) to acquire practical skills but may also be integrated into graduate studies (*szakmaigyakorlat*), translated as ECTS, and sometimes paid. In some sectors (medicine, veterinary sciences, pharmacy, psychology, law and education), the course occupies a long and important place at the end of the curriculum. A course taken after studying is possible in the public (Hungarian National Bank) or some private sectors (major groups and multinationals).

Administrative formalities

The company which offers an agreement to a student in the form of a course contract must be registered with the Chamber of Commerce and Industry.

Duration:

The duration of courses in Hungary varies, depending on the level of studies:

- in the secondary vocational education, it can be spread out over one or two years. The duration of this work experience varies because there is no official text on this topic.
- in higher education, a term of course-taking or work experience is integrated into a bachelor's degree in the professions. For this, courses are established on the initiative of students; these are of variable durations, and often taken in summer or from autumn onwards.

A quality approach to courses has been introduced (tutoring conditions, assessment methods). Carried out as an exchange programme, course conduct is laid down, as are the rules of the host structure. The number of Erasmus courses has doubled in ten years.

Pay and working hours

Trainees receive 15% of the basic weekly salary if they are working 40 hours per week (the legal working week being eight hours per day), being the equivalent of 60% of the minimum salary per month. The gross minimum monthly salary is the equivalent of 355€ (average salary: 794€).

Practical life

In cultural terms, Hungary combines western European style with eastern European specialities. In Budapest, genuine student life is to be found, with typical or alternative locations.

Language: Hungarian is complex, so it is best to ensure that someone in the company speaks English, German or French. Cost of living: very reasonable.

Cost of living: A trainee will need 330 to 600€ per month to live in Budapest, but will save 100 to 220€ if sharing accommodation. For a smaller budget, look for a smaller student city: Debrecen, Pecs, Szeged...

Accommodation: allow from 130€ on a campus to 170€ (average cost: 155€).

Accommodation in Budapest:

www.budapestrent.com and location-appartement-budapest.com

Tips on finding a course and useful sites

Half of the course offers are made by word of mouth, so it is better to research availability in the large cities such as Budapest, Debrecen, Szeged, Miskolc or Pécs.

Finding a course: a few websites

- o The French-Hungarian Chamber of Commerce and Industry (lists of companies, job offers and requests, CV drafting): www.ccifrance-hongrie.org
- o The Franco-Hungarian Centre for Commerce and Industry: www.framak.eu
- o www.ambafrance-hu.org/Service-Economique: The Embassy's Economic Service
- o A site for posting a CV online: www.cvonline.hu
- o www.budapestjobs.net/job-type/internship
- o Courses at the BALASSI Institute: www.bbi.hu
- o Hungarian businesses: www.hongrie.fr/entreprises/index.htm
- o Placement agencies: www.munka.hu
- o Press: www.budapestsun.com - bbj.hu/site - budapesttimes.hu



Courses in Ireland

With less than 5 million inhabitants and a GDP of 288 billion € in 2016, Ireland is the archetype of a small, open economy. Taking the improvement in the performance of all sectors of the economy into account, skill shortages exist in the ICTS, engineering, science, the economy and finance, health, construction, office jobs, sales and some specialised trades: chefs, welders, butchers, steel construction assembly workers and tool manufacture.

Name and legal framework

Internship, placement

Despite its existence, the course does not have a specific legal framework apart from that of work. The length of the working week in Ireland may be from 30 to 40 hours.

A course is part of the structure put in place to combat unemployment among young people by helping them to acquire new skills (*Job Bridge*: a national programme of courses).

In the face of the increased demand for young people, courses are being developed in Ireland under several forms: *work placement* is a transition between school and the world of work; while an *internship* or *traineeship* is more of a training experience in conjunction with an employer, targeted at acquiring specific expertise. While most Irish students engage in general studies, courses are more and more often proposed from the first stage of higher education onwards.

Duration: in higher education, the duration of training varies from two to six months, unless it is a year's professional experience integrated into the studies. A tripartite agreement is signed to define the course conditions in terms of duration, time and conditions of work as well as its objectives. There are institutions of higher education which make the approach of proposing courses (*work placements*) during any training curricula which lend themselves to it, supported by their placement service. The allocation of ECTS in the light of the workload given to students on courses is the responsibility of the establishment, sometimes after validation of the course.

Certain rules apply:

- o courses may not exceed half the length of the curriculum
- o mandatory courses must be integrated into the curriculum and assessed
- o institutions of higher education must ensure that the courses correspond to the objective fixed by the training programme

Remuneration: the employer is not obliged to pay the trainee. However, large companies may offer a traineeship grant; it is up to the student to negotiate this at the time of signing the contract. Some sectors, such as IT and engineering, allow this more readily.

NB: there is a minimum hourly wage in Ireland (*National Minimum Wage*).

The trainee is generally supported by a tutor, who is also the referee for the establishment which is sending the trainee.

For more info visit the *jobbridge* website: www.jobbridge.ie

Practical life

The Irish are a very accessible island people, with undeniable qualities of hospitality. Close to nature, because their country is deeply rural, their migration history also turns them towards the outside world. Linked to many traditional and Celtic symbols, Irish culture remains very present through its music, dance, sport (rugby, hurling), festivities (Feast of St Patrick), and way of life (pubs, greyhound racing, etc).

In terms of budget, the cost of living is 6% higher in Ireland than in France, especially in Dublin and Limerick, the largest cities. Food and transport put the costs up; however, hotels, catering and leisure are rather less expensive than in France.

Allow approximately 120€ per week for food and 60€ for recreation and leisure.

Accommodation: accommodation offers are varied (university residence, renting a room, B&B, youth hostel, etc). The average cost of a student rental is approximately 400€ per month. The simplest way is to arrive two or three weeks beforehand and look around once on the spot. Housing offers can be found on www.daft.ie

Tips on finding a course and useful sites

Sectors recruiting trainees

- o for professional integration training courses: the agri-food, technological, maintenance, health, tourism, security, accounting and international trade sectors
- o vocational training: trade and secretarial, languages and IT, office automation, building, multimedia and events management, social and childcare, recreation/leisure, TV services, equestrian and horticulture areas.
- o graduate studies: international trade, the tertiary sector (banking, accountancy, etc) as well as health (nursing), social needs (special education) and teaching. Partnerships between foreign institutions have been put in place in many areas: architecture, engineering, information,

science and technology, etc.

- o there is even a course specialising in horse racing, with Horse Racing Ireland: www.hri.ie/work-with-hri/internships

CV and covering letter

Tips for writing a CV and covering letter (*letter in support of one's application*) are on the site: www.irishjobs.ie and www.recruitireland.com.

Finding a course: a few websites

Government policy aims to attract foreign businesses by reducing charges. Multinationals have a greater capacity to provide quality courses.

- o List of professional associations: www.gradireland.com and job situation branch by branch.
- o To find a French company in Ireland, consult the Ministry of the Economy website: www.tresor.economie.gouv.fr/se/irlande
- o List of foreign companies operating in Ireland: www.idaireland.com
- o Company databases, grouped by sector: www.enterprise-ireland.com/en/Search
- o Irish export businesses: www.irishexporters.ie

Intermediate placement agencies (paying service)

- o Destination mobilities: www.destination-mobilites.org
- o French-speaking Centre for International Exchanges (CEI): www.cei-dublin.com
- o www.internshipsireland.com
- o Eazycity Dublin: dublin.eazycity.com and Eazycity Cork: cork.eazycity.com
- o www.internships.ie: courses in purchasing, human resources, IT
- o Internship Abroad in Ireland : www.goabroad.com/intern-abroad
- o xperience.ie
- o Stint Ireland: www.stintireland.com/intern-in-dublin

Non-profit placement agencies

- o www.europeanmovement.ie
- o www.irishjobs.ie/Internship-Jobs



Courses in Iceland

Iceland: a land of contrasts, where ice and fire rub shoulders. This country is very much involved in the preservation of the environment, and plays an active role at international level in the protection of the oceans and the fight for a reduction in CO2 emissions. Located mid-way between Europe and the United States, Iceland benefits from international relationships and participates in international trade.

The services sector occupies an important place, but the Icelandic labour market is still characterised by fishing and agriculture. Iceland also has many natural resources, including energies hydro and geothermal energy, and diatomite, particularly used in the agri-food, chemical and pharmaceutical industries where a form of it is used as a liquid filter medium.

Name and legal framework

Courses in business are a great tradition in Iceland in secondary vocational training, and the professional branches tripartite-type contracts which govern their operations: number of hours of work, duration, compensation, executable tasks, conditions of work.

At higher education level, this practice is just emerging and there are not yet clearly established rules. These periods of courses within companies may be arranged during or after studies with no minimum duration. Remuneration is not systematic, but the signature of a course contract is recommended.

Administrative formalities

An Icelandic identity number is essential to open a bank account.

- ✓ For foreigners who remain for less than three months, the host company will make the request.
- ✓ For those staying for more than three months, registration at the national office or the municipal office of the place of residence is necessary to obtain an ID number.

For people from a country outside the EU or EEA, a residence permit is required and must be requested from the Iceland immigration services: : utl.is.

In Iceland, every working person must pay taxes. This system is called *PAYE* (*Pay-As-You-Earn*). The tax card must be submitted to the employer to obtain reductions in the levy. Otherwise, the latter is obliged to take the maximum amount. To find out more about this card and how to obtain it: rsk.is.

Practical life

Cost of living: it would take 1000€ per month for a person to live in Reykjavik, but a student should be able to get away with approximately 1,000€ per month.

There are many examples of price on the University of Reykjavik website: english.hi.is/cost_of_living

Accommodation: difficult to find, as the cost of rentals is rather high. *'The Student Agency'* is an on-line agency which helps students to find housing or employment.

Students can contact the owners directly:

www.fs.is/en/student-agency

"Rentmate" is a new company that puts online ads for shared accommodation or rooms in private homes, even for short periods: www.rentmate.is

"HousingAnywhere" is an international website for housing worldwide and has offers for Iceland: housinganywhere.com/en

Tips on finding a course and useful sites

Finding a course in Iceland is not easy because this practice is not common in graduate studies, and the mastery of Icelandic is often expected in addition to English. Students must therefore redouble their efforts to be able to have this unique and very rewarding experience.

CV and covering letter

Icelanders attach a lot of importance to this, so it is necessary to take care and to follow their recommendations: maximum one page, easily readable and understandable, often including a photograph. The covering letter should show an interest in the company, and prove that the applicant can meet the requirements of the position.

Tips and examples:

[ec.europa.eu/eures/vivre et travailler/Islande](http://ec.europa.eu/eures/vivre_et_travailler/Islande) - vinnumalastofnun.is

It may be advantageous to target companies engaged in Franco-Islandic relations, see the website of the Franco-Islandic Chamber of Commerce: fris.is/membres

General websites to help applicants understand Iceland's socio-economic situation:

- o Icelandic Employment Agency : vmst.is
- o Eures portal: eures.is

Business directory

- o infoiceland.is/Industries of Iceland



Courses in Italy

Italy maintains a significant industrial tradition even if this sector has been hit hard by the last crisis. The main industry is basically manufacturing, based on machinery and equipment, and on metallurgy, as well as on the food industry and the key *Made in Italy* sectors: textiles, leather goods and clothing. Italy is distinguished by a very wide network of SMEs and family businesses. The tourism sector is highly developed. However, the Italian economy is marked by significant disparities between the regions (in particular between those of the north and those located in the south).

Name and legal framework

Stage or *Tirocinio*

Placements are under the authority of the institutions offering *Curricolari* (training courses), and under the regional authorities for *Extracurricolari* courses, which is to say, outside the training curriculum.

Duration: courses may not last for longer than four months for secondary school students; six months for students of professional institutes; twelve months for university students; and finally six months, to be taken no later than one year after the end of studies, for young graduates.

Administrative formalities

There must be a bipartite agreement between the organization sending the trainee and the host company. A training project has to be attached to the contract and signed by the sending organization, the business and the trainee. Models of course contracts and training projects are predetermined by each region for courses arranged within their areas; otherwise refer to Key Point 7: administrative steps, to find an example of an Italian course contract for professional high school trainees.

Even if the law provides for the possibility of courses after the end of their studies for young graduates, it is covered by a bipartite agreement between the business and the training organization. However, a young French graduate who is no longer registered at university cannot take advantage of a course contract.

If the course lasts for less than three months, trainees must register with the Office of the Commissioner of Police nearest to his home.

For courses of over three months, they must register at the Town Hall in their place of residence.

Remuneration: "*extracurricolari*" internships are compensated.

Practical life

Cost of living: life in Italy is generally a little cheaper than in France, but there are big differences between the north and the south of the country, the cost of living being lower in the south.

Accommodation: lodgings take up the largest share of the budget, especially if students have to stay in Italy during the summer.

A few personal announcement sites: italia.bakeca.it; www.kijiji.it; www.subito.it; www.studenti.it

Tips on finding a course and useful sites

The Italian economy is marked by significant disparities between its regions. There are three areas:

- the north-west, a highly industrialised and prosperous area around Milan, Turin and Genoa;
- a second very dynamic region lies between Venice, Bologna, Florence and Rome, where industry and tourism are strongly developed;
- the south, or "*Mezzogiorno*", marked by an economic slowdown and a high rate of unemployment.

CV and covering letter

In Italy, not everything depends on a CV, as the interview is considered more important when judging the candidate, and recruiters are more sensitive to personal learning and experience.

In the Italian CV, there are the following headings: civil status "*datipersonali*", studies and training "*studi e formazione*", professional experience "*precedentilavorativi*" or "*esperienze professionali*" and other information "*altreinformazioni*" (geographical mobility, language and computer skills).

There is no need for excessive formality, nor photographs, covering letters or photocopies of certificates.

Tips and examples of CV:

www.arealavoro.org/modello-curriculum-vitae-come-compilare-il-curriculum-passo-passo.htm

www.studenti.it/curriculum.html

Examples of CV in Italian can be seen on the site Jobtel: www.jobtel.it

Finding a course: a few websites

- o The Franco-Italian Chamber of Commerce www.ccielyon.com/fr/emploi
- o [www.sportellostage.it/Stage/Visualizza le nostre offerte di stage](http://www.sportellostage.it/Stage/Visualizza%20le%20nostre%20offerte%20di%20stage): offers of courses in Italy, posting a CV, sending the CV to large Italian companies



Courses in Latvia

This small Baltic country in northern Europe was hard hit by the 2008 crisis, but its situation is now much improved. Its economic activity is concentrated primarily in Riga, the capital, and its region.

The agriculture sector is dominated by the rearing of cattle and dairy production. At industrial level, construction, metallurgy, agri-food and the mechanical engineering are booming. Latvia is an important producer of railway equipment, radios, refrigerators, drugs, products derived from wood and products for the steel industry. The country has also developed significant financial services.

Name and legal framework

Praksės

The practice of courses is rather recent and not very widespread in Latvia; it is therefore easier to arrange a course in the context of an institutional programme like Erasmus+.

Courses form part of the professional education programmes at different levels of training. Students can also negotiate those of their choice, provided that they have a direct connection with their study programme. In all cases, the conditions of a course are governed by law, and by the internal regulations of each educational institution. If the student takes a course outside his educational institution, a tripartite contract must be signed (business, student and a partner - company, organization or public or private institution).

The employer is not obliged to pay the trainee.

It is essential to have mastery of at least English.

Normal weekly working hours in Latvia are 40 hours.

Practical life

Cost of living: reasonable and quite cheap compared to France, although prices are higher in the capital, Riga. The rent for an apartment in Riga can vary from 120 to almost 800€ per month, for example.

Accommodation: local communities can provide housing to rent in small towns and villages.

Few sites: www.latvia.travel/en/page/accommodation - www.rentinriga.lv/en/apartment/rent

Tips on finding a course and useful sites

The emigration of young Latvians has been significant in recent years.

- o Course offers in the Lombardy region and elsewhere in Italy: www.4stars.it/home.html
- o Milan Economic Mission: courses for upper-level university students, under contract to their establishments, having a good knowledge of Italian, good mastery of computer techniques and ease in written expression: export.businessfrance.fr/italie/export-italie-avec-notre-bureau.html
- o 'Programme Boomerang' for the descendants of emigrants from Emilia-Romagna. This is promoted by the Emilia Romagna region and implemented by C.I.D.E.S. (*Centro Internazionale Dell'Economia Sociale*). Ideally, candidates would be members of an Emilia Romagna association somewhere in the world, or be involved with one. It allows four-week courses to be carried out in one of the region's companies in a variety of sectors digilander.libero.it/cidesbo/boomerang.htm

More specialised sites

- o Courses at the Federation of Chemistry, reserved for chemistry students and graduates: scuole.federchimica.it/Universita/ProgettoStage.aspx
- o Associazione Industriale Bresciana, information on the search for courses: www.bresciascuolalavoro.it/kitstageAIB/home.html
- o www.oracle.com/it/index.html opportunities in the areas of marketing, trade, etc.

Other routes:

- ÷ www.instage.it
- ÷ www.jobsoul.it
- ÷ www.stageadvisor.it
- ÷ www.sportellostage.it
- ÷ www.jobrapido.it
- ÷ www.linklavoro.it
- ÷ www.4stars.it
- ÷ www.lavoroestage.it
- ÷ www.studenti.it
- ÷ www.lavoroeformazione.it
- ÷ www.careerjet.it
- ÷ www.jobisjob.it
- ÷ www.jobadvisor.it
- ÷ www.corriereuniv.it/cms/stage-e-tirocini

There is currently a shortage of qualified labour in the following areas: mechanics and electricity, automobiles, electricity (engineers), shipyards, civil engineering (technicians), engineering, IT and communications, telemarketing, health and social services. There are therefore places to be taken for trainees.

However, the search for a course can be long and may require multiple applications. Consult the company directories, particularly those for French and international companies established in the country: mainly in the financial, real estate, manufacturing and trade sectors. Contacting companies direct works well in the search for courses in the engineering or scientific fields.

Business languages are Russian and English.

Finding a course: a few websites

- ÷ The main site for course offers in Latvia www.prakse.lv
- ÷ Information on employment, the drafting of CV and courses in Latvia (in Latvian) www.nva.gov.lv
- ÷ The French Chamber of Commerce and Industry in Latvia: www.cfl.lv
- ÷ A guide is produced in October each year listing the main Latvian businesses likely to accommodate trainees. It can be downloaded from: www.karjera.lu.lv/eng/news
- ÷ Consult business directories: www.1188.lv

Professional organizations

- ÷ Latvian association of the pharmaceutical industry and chemical products: www.lakifa.lv/en
- ÷ Latvian association of the metallurgical and mechanical industry: www.masoc.lv/en
- ÷ Latvian association of the forestry industry: www.apesnovads.lv/english
- ÷ Latvian Business Association (LTA): test.lta.lv/english.

Useful blog

French language blog specialising in the current affairs in the Baltic and Nordic Countries, posted by the journalist Antoine Jacob: jacobnordiques.blogspot.fr



Courses in Lithuania

This small Baltic country in northern Europe, although badly affected by the 2008 crisis of 2008, has experienced one of the fastest revivals in Europe. The industrial sector is diverse, with electronics, chemical products, machine tools, the treatment of metals, construction materials, household appliances, agri-food, clothing, furniture and domestic appliances. There are also oil refineries and shipyards.

The economic signals are generally set at green in Lithuania. The service sector is developed and employs 66% of the working population (25% for the industrial sector and 9% for agriculture). It should be noted that the country has seen a 20% reduction in its population over the past two decades and the departure of young people continues to worry the government.

Lithuania also has good prospects for development, particularly in the sectors of energy, transport, biotechnology and agri-food.

Name and legal framework

Praktika, Stažotės

An Employment Law covering traineeships came into force on 1 July 2017.

There are two types of course in Lithuania: educational and professional. The first concerns students and pupils. However, the practice of courses is fairly recent, and not yet very widespread in Latvia; it is therefore easier to arrange a course in the context of an institutional programme like Erasmus+.

Anyone under the age of 29 can agree a voluntary course contract with a company for a maximum period of two months.

These courses may be paid, in the form of a grant.

It is essential to have mastery of at least English.

Normal weekly working hours in Lithuania are 40 hours.

Practical life

Cost of living: cheap, or even very cheap for food. 80 € per month may be enough. In restaurants, a main course costs between four and seven euros at lunchtime, a little more in the evening.

Accommodation: typical price for renting a studio: 240€ per month in Vilnius, 200€ per month in Kaunas, 160€ per month in Klaipėda.

Some useful sites: www.trumpam.lt/EN
www.studyinlithuania.lt/en/

Tips on finding a course and useful sites

The search for a course may be long, and may require multiple applications. Consult the company directories, in particular those for French and international companies established in the country: Making direct contact with companies works well in the search for an engineering course or in the scientific field. Business languages are Lithuanian, Russian and English.

Finding a course: a few websites

- ÷ Contact professional associations such as LINPRA (*Association of Engineering Industry*), very active in hosting and the placement of trainees: linpra.lt
- ÷ The Franco-Lithuanian Chamber of Commerce: www.cci-fr.lt/fr
- ÷ Employment Agency: www.ldb.lt
- ÷ Consult the Lithuanian business directory: rekvizitai.vz.lt/fr/ et www.info.lt/en

Professional organizations

- ÷ Lithuanian Association of Textile and Clothing Industries: www.latia.lt/en
- ÷ Lithuanian Association of Biotechnology: www.lbta.lt/en
- ÷ Lithuanian Association of Engineering Industries: <http://linpra.lt/?lang=en>
- ÷ Lithuanian Association of Manufacturers of Wooden Houses: www.timberhouses.lt
- Lithuanian Confederation of Industrialists: www.lpk.lt

Autres sites

- ÷ www.cv.lt
- ÷ www.cvbankas.lt
- ÷ stazuokis.lt
- ÷ www.lithuanianpressas.lt
- ÷ www.vakanyksprebas.lt
- ÷ www.123darbas.lt
- ÷ www.cvonline.lt
- ÷ www.darbaslietuvoje.lt
- ÷ www.topjob.lt
- ÷ www.cvmarket.lt

Useful blog

French language blog specialising in the current affairs in the Baltic and Nordic Countries, posted by the journalist Antoine Jacob: jacobnordiques.blogspot.fr



Courses in Luxembourg

A multicultural country where the inhabitants speak Luxembourgish, French, German and English, Luxembourg welcomes many foreigners. Ranked as head of the richest countries in the world, it is one of the major international financial centres. The capital of Luxembourg is home to several services and European institutions such as the Court of Auditors or the Court of Justice. Apart from the financial sector, Luxembourg is home to large companies in the IT and communications sector (Amazon, iTunes, eBay, Skype, etc) and online video game businesses. Other interesting areas: logistics, biotechnology, environmental technologies or audiovisual production.

Name and legal framework

Praktikum – Stage

There is no real legislation on courses. This requires the signature of a convention or a contract between the student, the company and possibly the training establishment. In Luxembourg, the course convention - *when the course forms part of a course of studies* - differs from the course contract - *which is voluntary and not part of a course of studies*. The main function of the training course is to inform and guide the trainee. The missions entrusted to it must not be comparable to a job described as 'normal' within the company. There is no uniform legal duration for courses which take place in the context of higher education. Remuneration of the student trainee is not mandatory, but is paid at the discretion of the employer. There is no legal minimum or maximum.

Additional information on the site: www.guichet.public.lu

A lot of information on the platform:

stages.youth.lu/page/stages_pour_les_jeunes

Practical life

Language: Luxembourgish *Lëtzebuergesch* is the language used in daily work; it has the status of a national language. French, German and Luxembourgish: all three are used as the country's administrative languages.

Cost of living: quite high in Luxembourg for housing, food and recreation. On the other hand, public transport and fuel are less expensive than in the majority of European countries.

For further information: www.luxembourg.public.lu/fr/vivre.

Accommodation: allow between 1000 and 600€/month for a studio and between 800€ and 800€/month for shared accommodation. On behalf of the *Observatoire de l'Habitat du Ministère du Logement*, CEPS/Instead has produced an interactive map to show the more expensive, or alternatively the most affordable, districts in

Luxembourg City: observatoire.liser.lu

The vast majority of housing transactions are carried out by estate agencies such as: www.athome.lu ou www.habiter.lu

For a rental or shared accommodation: www.appartager.lu

To avoid the costs of agencies, consult offers in local newspapers.

Tips on finding a course and useful sites

Luxembourg occupies an important place in the financial sector: many French and international banks are represented, so it is interesting to visit these banks' websites to access their course offers. Useful information for the researching student courses in Luxembourg can be found on the platform: stages.youth.lu

CV and covering letter

Advice for the drafting of the CV and covering letter are on the portal of Luxembourg Employment: [www.adem.public.lu/fr/demandeurs d'emploi/postuler](http://www.adem.public.lu/fr/demandeurs_d'emploi/postuler).

A CVthèque is available on the site: jobs.lu

General information

- ÷ The French Chamber of Commerce and Industry: www.cfci.lu
- ÷ The Luxembourg Employment Administration may help to find a course: www.adem.public.lu/fr/index.html

Job and course search websites

- ÷ www.jobs.lu
- ÷ www.optioncarriere.lu
- ÷ www.eco.lu: offers of courses and jobs.
- ÷ www.stages.youth.lu: platform for offers and requests for student courses.
- ÷ www.1stage.be: courses in Belgium, France and Luxembourg
- ÷ The University of Luxembourg jobs portal job4students.uni.lu makes the link between university students searching for courses and companies

The Luxembourg press:

The Luxembourg press: daily Luxembourg papers: www.lequotidien.lu; Land: www.land.lu; Luxembourgeois Wort: www.wort.lu/de



Courses in Malta

Malta is a thriving island, which specialises in tourism, English courses, online games, finance and IT. It has a particularly low rate of unemployment.

Many people are employed in the fields of IT and telephone helplines (hot line), and the online games industry is in full growth. It is also possible to look for a course in one of the many language schools present on the island (especially in marketing and customer relations).

The island is also famous for its shipbuilding and textile industries, footwear manufacture and even the production of tobacco products.

Name and legal framework

Internship, traineeship

Several training programmes targeting diverse audiences have been put in place by the Maltese Government. The *Student Placement Programme*, for example, is aimed at students. It includes an eleven-week course, taking 30 hours per week, with a remuneration of 6,02€ per hour (2017): mita.gov.mt

Vocational training and courses come under the authority of the Department for Education and Employment. Trainees have a recognised legal status in Malta which regulates the duration, leave and work stoppages: from ten to 39 weeks of a 40-hour week (the legal working week). Some courses give rise to funding. A Skills Certificate may be issued at the end of the course.

Practical life

Language: the official languages are Maltese and English.

Cost of living: overall, the cost of living is a little lower than in France.

An average monthly budget is around 950 euros.

Local transport: student cards at 21€ per month or 55€ for three months.

Accommodation: in Valletta, the capital, allow approximately 500€ for a studio in the city centre and 370€ in the suburbs. However, the cost of rental is currently rising. The universities also have available accommodation.

A few rental sites:

housing.justlanded.com/en/Malta/Flatshare

www.expats.com/en/housing/europe/malta

Tips on finding a course and useful sites

To take a course in a Maltese company, it is not essential to speak and write in Maltese. English is sufficient for normal relations in the world of business. It should also be noted that Italian is understood and spoken by part of the Maltese population.

CV and covering letter

The covering letter and the CV must be written in English. Useful advice on the drafting of these documents is to be found on the site Fish4jobs:

www.fish4.co.uk/career-advice/cv-templates-and-cover-letters

Sectors in which to look for a course

Tourism is a sector with strong potential (there are a lot of hotels, bars, restaurants and travel agencies in Malta, with tourists coming from all over Europe and beyond). Jobs are concentrated on the most populated sites (Portomaso, Saint Julian's, Valletta, Sliema and Saint Paul Bay).

General websites

- ÷ The Franco-Maltese Chamber of Commerce: www.mfccmalta.com
- ÷ The French Embassy in Valletta: mt.ambafrance.org
- ÷ Directory of Commercial Companies with the Maltese Chamber of Commerce: www.maltabusinessbook.com
- ÷ Directory of exporting industries with Malta Enterprise: mim.maltaenterprise.com
- ÷ List of hospitality establishments: www.visitmalta.com/fr
- ÷ Employment and Training Corporation: jobsplus.gov.mt/schemes-jobseekers/traineeships

The Franco-Maltese Chamber of Commerce www.mfccmalta.com offers a paying service of personalised assistance for French students wishing to take a course in a company in Malta. It helps look for a course in the sector of activity required by the student (priority is given to courses lasting more than three months), and provides for the presentation to the host company and support in the search for housing.



Courses in Norway

Norway has remained outside the European Union, while being a major partner with many privileged institutional agreements in the context of the EFTA countries.

The sectors relating to the extraction of oil and gas are well developed, as are the sectors connected with maritime activities. Norway is a highly developed country, with social work and IT both expanding their job offers. The unemployment rate is very low; around 3.5%.

Oslo is a major centre for maritime technology while Bergen is an international centre for aquaculture, the offshore oil industry and sub-marine technology.

Name and legal framework

Internship, trainee, yrkesfag

The concept of training courses exists in Norway under the headings of *internship* or *trainee*.

At vocational college, the term *yrkesfag* is used. Vocational training is often based on the 2+2 system: the first two years are spent in high school with some hours in workshops and short training courses. The following two years take the form of training with a strong presence in businesses. For a short course, high school students sign a contract called *opplæringskontrakt*, while apprentices sign a convention named *lærekontrakt*.

For higher education:

Courses in Norway are normally taken at the end of their studies for young skilled workers and last on average for twelve months. It is often seen as a preliminary work experience before finally going to work. Some programmes, however, allow courses to be taken during studies in the universities of applied sciences, particularly *høyskole*, the more often at Master's level. These courses, validated by ECTS credits, last from three to twelve weeks.

Example at the University of Oslo: www.uio.no/english/search/internship.

Information for trainees in Norway:

www.trainee.no/information-in-english

In all cases, a course contract must be signed with the employer to determine its conditions. Courses are not all paid.

In principle, the working day may not exceed 9 hours or a maximum of 40 hours per week. The usual duration of work contracts is 36 - 38 hours.

Administrative formalities

It is necessary to apply to the National Register to receive an eleven-digit identity number (date of birth plus a five-digit personal number) if the trainee wishes to remain in Norway for more than six months. Registration is carried out at the

local tax evaluation office (*Likningskontor*). This number will be required by many administrative offices, such as when opening a bank account or formulating a course contract.

Practical life

Norwegian society is transparent and well organized. The Norwegians have a highly developed welfare state, where to a large extent education and health services are free of charge. Norway is a rich country by many standards. At the same time, Norwegians are modest, enjoy a simple lifestyle with family and friends. They are very attached to the notions of justice, democracy and equality. Leisure activities which keep them in contact with nature are appreciated, as well as those to do with opening up to the world and travel.

Cost of living: very high. According to the University of Oslo, a student's average budget should be around 1200€ per month to cover basic expenses.

Examples of prices are shown on the site: [www.uio.no/english/Student life](http://www.uio.no/english/Student%20life).

Accommodation: the cost of housing has increased significantly in recent years in the major cities (Oslo, Bergen and Stavanger). More affordable housing can be found on the outskirts of cities and towns and in the countryside.

Consult the 'life and housing' pages of the University sites of the universities to find posts.

Offers on the sites: www.finn.no, www.hybel.no

Tips on finding a course and useful sites

'*Work in Norway*' is an official online guide to finding a job or a course in Norway: www.nav.no/workinnorway/en/Home. The '*Writing a Good CV*' page presents the rules of the CV in Norway.

Examples on these sites: cvnerden.no, uio.no et unginfo.no.

A few avenues to explore

- o Courses in agriculture and tourism: www.workandvolunteer.com
- o The Franco-Norwegian Chamber of Commerce Employment Service: www.ccfno.no
- o Connecting companies <-> trainees: www.ccfno.no/sinformer/stage-vie-emploi
- o www.iagora.com/work/fr/stages-et-emplois/norvege: course offers
- o The Norwegian Universities' websites.



Courses in Holland

Holland is a modern state which has always experienced a low unemployment rate, and where English frequently replaces Dutch as the language of work. The good sense and pragmatism of the Dutch is the guarantee of their efficiency. Among the most highly developed activity sectors are bancassurance and finance, tourism and agriculture; and in industry, agri-food, chemistry, high tech and energy. Multimedia developers and professionals are also in demand.

Name and legal framework

Internship, traineeship take several forms:

- ÷ **Meeloopstage:** initiation course lasting a few weeks
- ÷ **Werkervaringsstage:** a more in-depth professional course
- ÷ **Werkopdrachten** : a professional mission for a company or institution
- ÷ **Afstudeerstage:** the last element in the curriculum, this is a pre-integration course which very often includes the writing of a thesis.

Training courses are common practice in Holland, starting at the time of secondary education. They often form part of the course of studies and therefore depend on the level of education achieved and the speciality followed. There are opportunities for training courses both in vocational education and in higher education, because learning in this way has been widely encouraged for the past 25 years in Holland. It is automatic in the third year in the university curricula of Applied Sciences, spread over a relatively long period (nine months on average) and is often used to support the writing of the thesis at the end of the studies.

The working week is limited to 45 hours, with a maximum of nine hours per day, but many Dutch work part-time, for four days for example.

Volunteering is also practised and allows unpaid activities to be undertaken. As a volunteer, the legal status is a little unclear: the rules depend on the agreements with the organization to whom the voluntary work is given.

Remuneration: courses may be paid but this is not automatic, as their content differs according to their nature (mandatory, pre-employment, research, application, etc). They give rise to the establishment of a written agreement.

Main sectors of economic activity

- ✓ agriculture, including floriculture
- ✓ industry: petrochemicals (oil and natural gas), food, metallurgy, transport, the equipment industry
- ✓ services: transport, logistics, distribution, banking, insurance, etc. Holland is the European leader in marine cargo.

Courses on offer will be more often found in the sectors providing jobs such as industrial technology, IT and aerospace.

Practical life

Languages: the mastery of the English language is almost inevitable because it is one of the working languages of daily life in Holland, but it is sometimes necessary to master Dutch as well, depending on the sectors covered.

Administration: Daily life is based on a certain organization of services, and it generally avoids administrative burdens.

On arrival in the country, students must declare their presence and address by making an appointment with the *Belastingdienst* (www.belastingdienst.nl) to apply for the *SOFI-Nummer* needed to obtain a work contract. Without the *SOFI-Nummer* or *Burgerservicenummer* (BSN), a temporary placement agency, for example, cannot accept a candidate's application.

Next, a bank account must be opened (ABN-AMRO, ING BANK, Rabobank, SNS Bank, etc). For health insurance, it is wise to verify that the European Health Insurance Card will be taken into account, unless in the case of an activity regarded as paid work where the employer contributes to health insurance. Some sites which allow rates to be compared: *Independer* (www.independer.nl) or *Kiesbeter* (www.kiesbeter.nl/algemeen). It is also necessary to choose a doctor and pharmacy, because care practices are coordinated between the health professionals.

Learn more about health at:

Rijksoverheid (www.rijksoverheid.nl) and SVB (www.svb.nl).

Cost of living: the cost of living in Amsterdam is significantly higher than the average in France. For housing, an important part of the budget, allow at least 350 / 400€.

In terms of the monthly budget, provide at least 700€. Many reductions are offered to people under the age of 26, for example on transport.

Accommodation: it is difficult to find housing because the demand is greater than supply, in particular in Amsterdam. Social networks are used to post on-site meetings for the many offers of shared accommodation, but fast response is essential. You have to be very responsive to answer them.

Some sites to find accommodation:

www.funda.nl - www.pararius.com/english - www.xpatrentals.com and advice: www.expatpaysbas.com

Tips on finding a course and useful sites

To take a course in the context of a university curriculum in France or Holland, and on the course contract, the reference site is www.nuffic.nl

The Franco-Dutch Network (RFN) and the *Frans-Nederlandse Academie* (ANF) are valuable supports in finding financial aid for the mobility, ('Eole' grants give help towards mobility for those coming to Holland: www.frnl.eu) including in the context of a Master's degree, a PhD or even beyond those.

Websites of the institutions of higher education, to be found on www.studyfinder.nl, contain an *internships* page with offers and advice.

General websites

- ÷ lafrance.nlambassade.org : General information on internships
- ÷ www.government.nl: the Dutch Government's website
- ÷ werk.nl : information on employment, labour contracts and the equivalency of certificates.
- ÷ Le *Residence Wizard* gives the conditions and documents needed for work in Holland: ind.nl/en?pk_campaign=header&pk_kwd=taal-selectie-en

Other websites offering courses

- ÷ www.integrand.nl
- ÷ www.stageplaza.nl
- ÷ www.studentenbureau.nl
- ÷ www.stagemotor.nl
- ÷ www.nationalevacaturebank.nl/bijbanen
- ÷ www.stagemarkt.nl

Information and links to companies

The *Pyttersen Almanac* and the *Staatsalmanac* are works which give the complete list of Dutch companies and organizations, according to their area of activity.

The Franco-Dutch Chamber of Commerce: www.cfc.nl (list of French companies in Holland).





Courses in Poland

The geographical situation of Poland, between Paris and Moscow, Stockholm and Budapest, as well as its important ports connected to the North Sea through the Baltic Sea, give it strategic importance. It is the only European country that has not known a recession since the 2008 crisis. It is a large agricultural country, and has one of the most dynamic economies of Central and Eastern Europe, particularly in the petrochemical, telecommunications, computing and automobile sectors, but also for the manufacture of machinery, the environment, transport, construction, agri-food and IT. There may also be opportunities in the areas of sport and culture. The services sector is also in full expansion (financial services, logistics, hotels, community services, etc).

Name and legal framework

Praktika, Staz

The practice of training courses being little known in Poland, the labour code is generally applied to supervise courses. If it lasts more than 3 months, trainees must register on the month of his arrival at the *Voivode* of his place of residence. The search for courses most often requires the mastery of the Polish language, because it can be difficult to find a person speaking English. Otherwise, it is preferable to apply to international companies through an approach in English or German.

Training courses are sometimes paid. The legal duration of the working week is 42 hours. For an example of a course contract in Polish, refer to Key Point 7: administrative stages, at the beginning of this booklet.

Practical life

Cost of living: this is very cheap, compared to France.

Accommodation: the cost of renting varies, being higher in the larger cities - including Warsaw, the capital, Gdańsk, Wrocław and Krakow. A studio rental in Warsaw costs between 320 and 500€.

Tips on finding a course and useful sites

The search for courses is not particularly easy in Poland but French-speaking organizations such as the Franco-Polish Chamber of Commerce and Industry can help in the process. However, the Polish economic climate is favourable, and many multinationals have relocated to the country.

CV and covering letter

The public service for Polish employment offers advice in the drafting of the CV and covering letter: www.psz.praca.gov.pl

Useful sites: www.cvonline.pl ; www.praca.gov.pl ; www.abcpraca.pl ; www.kariera.com.pl

Useful sources of information

- ÷ Apply to the Careers Offices (*BiuroKarier*) at the Polish universities.
 - ÷ www.psz.praca.gov.pl: Polish Employment Agency (for addresses and advice)
 - ÷ Ministry of Employment: www.mpips.gov.pl
 - ÷ The Franco-Polish Chamber of Commerce and Industry: www.ccifp.pl
Services/Bourse à l'emploi
- Teledreson: teledreson.com/poland

Sites offering jobs:

- o A search engine with a page for students: www.gazeta.pl
- o Another very useful website with a Labour Law page: praca.wp.pl

Sites offering courses

- o www.monsterpolska.pl/praca: posts many offers of courses
- o Many offers of courses on: www.infopraca.pl
- o Eurostudent offers courses and useful information: www.eurostudent.pl
- o Courses on the environment: ecojobs.cz/en/tag/traineeships

Professional organizations

- ÷ A directory of rubber industries: <http://m.caoutchouc-matieres-plastiques.europages.fr/>
- ÷ National Chamber of Furniture Manufacturers: www.oigpm.org.pl
- ÷ Chamber of Automobile Industries: pim.pl
- ÷ Chamber of Construction Industries: piphb.org
- ÷ Chamber of Chemical Production Industries: www.pipc.org.pl
- ÷ Industrial Chamber of Pharmaceutical Products and Medical Devices: www.polfarmed.pl
- ÷ National Chamber of Electronics and Telecommunications: www.kigeit.org.pl
- ÷ Polish Confederation of Junior Enterprises: jadepl.org

The Polish press

GazetaWyborcza: wyborcza.pl; *Rzeczpospolita*: www.rzeczpospolita.pl;
The Warsaw Voice (English) www.warsawvoice.pl



Courses in Portugal

Agriculture, viticulture, marble, cork production, the manufacturing industry, mechanical engineering, textiles, construction, metallurgy, the automobile sector, tourism and the tertiary sector in general are all very important parts of the Portuguese economy.

Many Portuguese companies are looking for highly qualified young graduates for courses which, if they are going well, operate in the same way as pre-hires. In addition, the employment market in Portugal is characterised by a deficit in the intermediate professions. Young people on technical training courses of

the BTS and DUT type are therefore in luck. The high-growth industries are tourism, the environment and automobiles as well as telecommunications, banking/insurance and distribution. Other sectors of activity are also represented: the high technologies - including IT and communications - electronics, wine and oil, marine biology, geology, mining, the footwear and textile industries and the cork and paper industries.



Name and legal framework

Estagio

The trainee may be a student, a young graduate or a job applicant. For students, the rules which apply can be found on the portal of the Portuguese Ministry of Education on the page headed 'Portaria No. 204-B/2013 de 18 de junho'.

Should problems arise between trainees and their employers, they can refer to the Labour Code (*Código do Trabalho*).

The duration of a course can be from one to twelve months; shorter courses (less than four months) are generally unpaid.

If the course is carried out in the context of a specific programme, a predetermined convention is signed by the different parties. If the trainee does not receive any pay, the convention is not mandatory, but remains highly recommended.

Practical life

Language: the official language is Portuguese. You can easily use English or German in the tourist resorts of the Algarve, in the south of the country.

A knowledge of Portuguese is essential in a large number of professional sectors, but is, however, not imperative everywhere. The larger companies also use other languages to communicate, such as English, French and Spanish.

Cost of living: living is relatively cheap in Portugal, although it is a little higher in Lisbon, especially for housing.

Accommodation: allow a budget of 700 to 900€ per month, including approximately 400€ for housing (or even more in Lisbon).

Useful websites are: : www.uniplaces.com/fr/accommodation/portugal
fr.chambrealouer.com/colocation/PT-Portugal

Tips on finding a course and useful sites

Portugal has been hard hit by the crisis and the unemployment of young people remains significant, but the country has recently resumed growth.

Sectors in which to look for a course

- ✓ Tourism is a dynamic sector in Portugal, particularly in Lisbon, Madeira and the Algarve. In Lisbon, in the hotel sector, courses are available for receptionists or in sales but also for cooks or waiters.
- ✓ The environment and renewable energies also offer opportunities. As the Portuguese government wishes to invest in nuclear and wind energy, these sectors are entering a phase of significant development.
- ✓ The automobile industry is one of the country's key sectors. It is possible to try to find an engineering course, especially in mechanical engineering.
- ✓ There are interesting opportunities in the areas of high technology, IT, communications and electronics, wine and oil, marine biology, geology, mining, the footwear and textile industries and the cork and paper industries.

The French presence in Portugal

There are more than 600 French subsidiaries operating in Portugal, in many industrial sectors such as the environment, energy, pharmaceutical laboratories, automobile construction or even aeronautics. As well as in large-scale distribution, the financial and tourism sectors, or transport and logistics. Large-scale distribution is highly developed in Portugal.

Applications

90% of companies in Portugal are SMEs. Direct contacts and word of mouth should be emphasised when looking for courses.

Previously very detailed, the Portuguese CV now looks much more like those of other European countries. Examples of CVs and covering letters are on the following sites: expressoemprego.pt/Carreiras, www.superemprego.sapo.pt

Useful sources of information

- ÷ Institute for the Support of Investment in SMEs: www.iapmei.pt
- ÷ Franco-Portuguese Chamber of Commerce and Industry: www.ccilf.pt
- ÷ Banque du Portugal: www.bportugal.pt
- ÷ Consult business directories: www.europages.com
- ÷ [www.visitportugal.com/Que cherchez-vous](http://www.visitportugal.com/Que_cherchez-vous): contact details for hotels throughout Portugal.
- ÷ The Lisbon Franco-Portuguese Chamber of Commerce and Industry, which can circulate CVs to its member companies. To post a request for a training course go to: [www.ccilf.pt/bourse d'emploi](http://www.ccilf.pt/bourse_d_emploi)

Professional Associations

- Association of Portuguese Companies: www.aeportugal.pt
- Association of Portuguese Industries: www.aip.pt
- Association of Young Entrepreneurs: www.anje.pt

Look at offers and/or make an application

- Capmagellan: a site designed for and by Portuguese descendants with some courses offers: capmagellan.com
- Two websites offering courses: expressoemprego.pt and emprego.sapo.pt



Courses in the Czech Republic

The Czech Republic, a small country in central Europe, has a dynamic, industrialised and well-developed economy, with almost full employment. The local economy is based mainly on the automotive, electrical and mechanical industries, and on construction and services. Tourism is growing, particularly in Prague, and financial services contribute greatly to the economic dynamism. The textile sector is also well represented.

Name and legal framework

Stáž, Odbornápraxe



The practice of training courses is relatively recent and is only partially defined by law. The official definition of the course is 'the execution of a mission'. Training courses take place in the context of secondary or higher education and must be part of the study programme. The Czech labour code provides that courses must be considered as regular work. They are therefore

governed by a contract and receive a salary.

The Education Act (No. 561/2004) mentions courses, called work experience, as part of the training curriculum. In this context it is unpaid. But if this professional practice is part of a productive activity and so enriches the employer, the trainee must be paid (a minimum 30% of the local minimum wage). A course contract must be signed between the training institution and the company, made up of two documents, one setting out the obligations during the course and the other indicating the company's obligations with regard to the trainee. The legal duration of the working week is 40 hours.

Administrative formalities: Beyond a stay of 30 days, foreigners must present themselves to the Immigration Police Service closest to their home, in order to give notice of their presence in the country. On the other hand, if the planned duration of the course is greater than three months, authorisation to stay must be requested from the Regional Service of the Department of the Interior.

Practical life

Cost of living: This is a little lower than in France, at least outside the capital city, Prague. You can eat a hearty goulash for 5.50€ or less in the popular restaurants.

Accommodation: the amount of rent to be paid varies widely between Prague and the larger cities (where it is not easy to find cheap lodgings) and the rest of the country. Moving away from city centres allows lightens the strain on the budget. In the Czech Republic there are buildings which belong to co-operatives. There may be offers of sub-leasing in this arrangement. This approach, as well as a flat-sharing, are common in the country. In Prague, a studio can be rented for between 350 and 570€ depending on area.

Tips on finding a course and useful sites

Useful sources of information

- ÷ It is possible to apply to the National Education Fund nvf.cz of the Czech Republic, an organization which deals with international trade in particular.
- ÷ Czech Employment Agency: www.portal.mpsv.cz
- ÷ The Franco-Czech Chamber of Commerce, to learn which French companies operate in the country: www.ccft-fcok.cz
- ÷ Czech Chamber of Commerce: www.komoracz.eu
- ÷ Consulting business directories: Zlaté stránky (on-line yellow pages): www.zlatestranky.cz; Czechinvestgateway : www.czechinvest.org/en

Professional federations

- o Textile Industry and Leather Garments Association: www.atok.cz/lang-en.htm
- o Czech and Moravian ELA-Association of Electricity and Electronic Production: www.electroindustry.cz
- o Agro-Food Industry Association: www.foodnet.cz

Business federations

- o Association of Small and Medium-sized Enterprises and Craftsmen: www.amsp.cz
- o Czech Confederation of Trade and Tourism: www.socr.cz/english-info

Press Idnes (www.idnes.cz), PravoNovinky (pravo.novinky.cz), Lidovky (www.lidovky.cz), Ihned (ihned.cz).



Courses in Romania

Romania is still a very rural country. It is one of the poorer member states in the European Union, but the country's economy has been catching up at a good rate over recent years. It also has a strong industrial tradition and, thanks especially to its attractive labour costs, there is a certain dynamism, especially in the automobile industry. The tertiary sector is preferred when searching for courses: IT, communications, transport, finance, trade, telecommunications, audit.

SMEs are also very active in the fields of engineering, ICT and video games. Very small French groups have developed, especially in particular in the areas of hotels, catering and tourism.

Name and legal definition

Stagiu

In Romania, the activities related to training courses must never be at the expense of the national labour market.

Working time is legally fixed at 40 hours per week.

For more information contact the *Direcția Migrația Forței de Muncă* www.anofm.md/page/directia-migratia-forței-de-munca-si-relatii-internationale

Practical life

Language: the national language is Romanian. In some parts of Transylvania or Crișana, Hungarian is also spoken. But part of the population is French-speaking, and students often master two foreign languages well: English and French.

Cost of living: Romania is one of the least expensive countries in Europe. A budget of about 180€ per month for meals and 20€ for local transport should be sufficient.

Accommodation: 220 € per month. It is better to seek accommodation once on the spot, finding a short-term solution to begin with.

Some sites: www.hihostels-romania.ro (Youth Hostels) www.imobiliare.ro/inchirieri-apartamente www.pzonline.ro

Tips on finding a course and useful sites

For most of courses, a good command of Romanian and/or English is necessary. If this is not the case, however, trainees can try their luck at one of the many French companies operating in the country.

The French presence is important in Romania, with some 4,000 companies having their capital partially or wholly French. Many sectors are represented:

construction materials, mechanical construction, automobiles, consumer goods, telecommunications, distribution, banking/insurance, hotels, the pharmaceutical sector, energy. These companies are concentrated in Bucharest, but are also in the Muntenia region or even Timisoara.

General websites

- ÷ The French Chamber of Commerce and Industry in Romania: www.ccifer.ro/fr
- ÷ The possibility of submitting a spontaneous application on the French Embassy in Romania's Economic Services website: www.tresor.economie.gouv.fr/Pays/roumanie/Contact
- ÷ the French Institute accepts trainees ad hoc, mainly for longer courses (at least three months) on Bucarest, Cluj-Napoca, Iasi, Timisoara websites.
- ÷ The Union of French Nationals Abroad sometimes has courses available with its business partners: uferoumanie2015.wixsite.com/ufe-roumanie
- ÷ Directory of major Romanian companies : mcir.doingbusiness.ro
- ÷ National Association of Importers and Exporters (ANEIR): to find the list of Romanian import and export companies: www.aneir-cpce.ro
- ÷ Romanian Yellow Pages website: www.rolocal.ro



Some useful sites

- ÷ Internshipul : internshipul.ro
- ÷ Iagora: www.iagora.com/work/fr/stages-et-emplois/roumanie
- ÷ Stages-emplois : www.stages-emplois.com



Courses in the United Kingdom

In the United Kingdom, the culture of 'odd jobs' is commonplace and may constitute an entry in the search for training courses, but it is better to be on the spot to explore and make approaches, because the labour market is dynamic: candidates need to be in the right place at the right time. The negotiations around Brexit are likely to change the conditions of courses in the United Kingdom in the medium term. With this in mind, it would be advisable to consult the reference sites indicated.

The paramount economic sectors in the United Kingdom are above all in the tertiary sector (78% of jobs): banking and finance, services, consultancy, large-scale distribution and the hotel and catering industry; and to a lesser extent the oil and gas industry, machine-tools, transport and chemistry. Sectors with good potential are computing, IT and communications, biotechnology, aeronautics, defence and renewable energies.

Name and legal framework

Placement, training, traineeship, internship, work experience

Courses in the United Kingdom have no precise legal status. There are several categories; in addition, there are major differences between the four British nations.

- **Scholar scheme**: several months' experience in a company just after secondary studies, in the context of a transitional year before graduate studies.
- **Sandwich and industrial placements**: these take place at a specific period of the studies, are validated by ECTS and may be paid; their duration is often a full year - «*thick sandwich courses*»- or sometimes two to six months - «*thin sandwich courses*». They are often found in some areas: business, administration, computing, engineering and technology, architecture and construction, agriculture and by-products. Generally, this type of course is not mandatory but is subject to the student's choice. Other short courses (+/- six weeks) may form part of the university curriculum and are mandatory.
- **Work-based project**: specific project planned in the curriculum
- **Mandatory professional training**: regulated by a professional body, these training courses are required in law, architecture, medicine, teaching, etc.
- **Work placement or work experience**: an ad hoc period of work which may be arranged by the University with an employer, or often by students themselves. It lasts for up to a year and allows immersion in a company or profession to understand the world of work through observation or active participation.

- **Internship** or **traineeship** : courses for students at the end of their studies or just after graduation, carried out in large companies for periods from one week to twelve months, sometimes during the summer holidays. This type of course is very flexible and has no legal status.
- **Graduate program**: professional experience offered to young graduates after a long, fairly selective, recruitment programme (interviews, assessments, tests). The idea here is to identify future executives, place them in successive different positions and train them.
- **Consortium model** : three or four courses lasting twelve weeks in different businesses.
- **Job shadowing**: short-term, unpaid observation sessions.
- **Work experience program**: designed for job seekers.

Longer courses (between one and nine months) take an increasing importance in higher education with the perspective of a position in a company at the end of the course.

Duration and contract: the duration of a course must be less than one year. A weak point of courses in the United Kingdom could be their uneven quality. To overcome this, the signature of a contract is recommended, in the form of a convention which sets out the different terms (projects, working time, remuneration, insurance, responsibilities). Sometimes, a simple letter of offer (*offer letter*) constitutes a work contract.

For an example of a course contract in English for students, refer to Key Point 7: administrative steps, at the beginning of this booklet:

Rights of trainees

The rights of trainees depend on their status: employee, worker with a contract of work or student.

Remuneration: the possibility of being remunerated depends on the company, the sector of activity and also on the duration. That said, many longer courses are paid. To sum up, a trainee considered as an employee or worker is entitled to the minimum wage but if the course forms part of a study curriculum and is mandatory, there is not necessarily any remuneration. Outside studies, courses are considered to be work, as opposed to volunteering. In the course of the studies, they are governed directly by the educational establishments connected with the professional branches. In this case, they may be accompanied by benefits (meals, transport, financial contribution).

When paid, courses are at minimum wage level: £4.05/hour (< 18 years) to £7.50/hour (< 25 years); but some companies pay the national average, being £8.45 per hour (£9.75 in London)

Practical life

The United Kingdom is a country where the cost of living is high overall for the students.

Accommodation: the offer is very wide, but is expensive, particularly in London where rents can be multiplied by two, or even five when compared to other cities (allow 650€ minimum).

For young people between 18 and 25 years old already in London: www.centrecharlespeguy.com

University residences during the summer (*student halls*):

www.venuemasters.co.uk, www.goodmanbuac.com, universityrooms.co.uk

In emergencies, Youth Hostels: www.yha.org.uk - ish.org.uk

Apartments are often furnished (*furnished flat*), and flat-sharing is very common (*flat sharing*). In all cases, it is better to sign a rental contract (*tenancy agreement*).

The cost of water is high, except in Scotland, unlike telephones, gas and electricity. Finally, an adapter is necessary for electric sockets.

Tips on finding a course and useful sites

The French are much appreciated for work in the hospitality-restaurant sector.

Applications

Advice on successful interview techniques, drafting a CV and covering letter and models: www.prospects.ac.uk, www.thegraduate.co.uk

Advice for job-seeking: www.e4s.co.uk

In French: www.cadremploi.fr/editorial/actualites/actu-emploi/detail/article/comment-faire-son-cv-en-anglais.html

The employment situation

The employment rate has increased in the United Kingdom (74.6% at the end of 2016). The attraction of foreign investors is explained by low labour costs. The rules which will apply following Brexit are awaited on this point.

Office for National Statistics: www.ons.gov.uk/employmentandlabourmarket

Finding a course

Organizations use their web sites and social networks to make offers. For students, it is advisable first to consult the French institution to find whether there are existing agreements with companies.

÷ The Government site contains basic offers of courses for students holding a *Bachelor's degree* (licence): www.gov.uk/find-internship

÷ The British Council (www.britishcouncil.org) makes offers for the summer.

Lists of businesses are accessible via:

÷ The French Chamber of Commerce in Great Britain: www.ccfgb.co.uk/membership/search-for-members



Courses in Slovakia

The strong industrial tradition of Slovakia, its position in the centre of Europe, its attractive taxation and its skilled workforce, while still remaining relatively cheap, make this economically developing country a favoured destination for foreign investment. It is particularly interesting in the key sectors of energy, automobile, telecommunications, services and infrastructure.

The transport and warehousing, trade, administrative services, construction and IT and communications sectors can also provide interesting opportunities.

Name and legal framework

Stáž

It is difficult to find a training course if Slovak is not spoken. One way to try, however, is to seek foreign businesses who have moved there, particularly French companies.

In Slovakia a training course is mandatory for students in some disciplines: health, law and public administration; and for some technical occupations (architecture, for example).

However, apart from the sectors of health, agriculture and forestry, there is no particular legal framework, and so it is the labour code which applies.

Foreigners must register at an Emigrant Police Station within ten days of arrival in the country, if the stay to take a course lasts less than three months (and if the first night was not spent in an hotel), or must request a registration of residence for longer stays.

Remuneration is not paid when the student follows a compulsory course which will validate ECTS. When a temporary employment contract has been signed with a student, the course is paid and may not last more than twelve months.

The legal duration of work in Slovakia is for a maximum 40-hour week; according to the institutions, the normal duration of the work varies between 37½ and 40 hours.

Practical life

Language: the official language is Slovak. But depending on the region, Hungarian, Czech, Ukrainian, Ruthenian, and Romany are also spoken. Moreover, Slovaks often speak better German than English.

Cost of living: the cost of living in Bratislava, the capital, is almost the same as in a provincial town in France; but Bratislava is much more expensive than the other Slovakian cities, in particular with regard to housing.

- ÷ The Franco-British Chamber: francobritishchamber.com
- ÷ Information on professional associations: jobcentreprusoffices.co.uk
- ÷ Companies house : www.companieshouse.gov.uk
- ÷ Department for Business, Energy & Industrialstrategy : www.gov.uk/government/organizations/department-for-business-energy-and-industrial-strategy
- ÷ Kompass : fr.kompass.com

Recruitment agencies:

The Centre for International Exchanges (CEI) offers courses for students (hotels, tourism, secretarial, etc) on payment of a subscription: www.cei-london.com

Non-profit placement agencies ÷

- ÷ Placement UK: for 1st or 2nd cycle students with course contracts. Free placement. The trainee receives an allowance of £750 per month. Posting on the training course offer site: www.placement-uk.com
- ÷ The Graduate: information on businesses recruiting graduate-level trainees. Gives the possibility of applying for a course offer directly from businesses: www.thegraduate.co.uk
- ÷ Prospects: for postgraduates, a database of recruiting companies: www.prospects.ac.uk/jobs-and-work-experience/work-experience-and-internships

Course offers

- ÷ www.workexperience.org: for offers of courses: download the Student Guide
- ÷ Training courses in companies: www.milkround.com - targetjobs.co.uk/ internships
- ÷ Internship has training course offers: www.internship-uk.com
- ÷ graduatetalentpoolsearch.direct.gov.uk/gtp/index: offers for young graduates
- ÷ The Guardian newspaper: jobs.theguardian.com/landingpage/2867562/jobs-internship-html
- ÷ www.ispo.co.uk - www.thebigchoice.com - www.gradjobs.co.uk - www.workuk.co.uk - www.studentjob.co.uk - www.ukstudentlife.com - www.rec.uk.com - www.indeed.co.uk - www.internshipmapper.com
- ÷ The university 'career offices', such as: www.thecareersgroup.co.uk

Accommodation: to rent a studio allow between 350 and 700€/month; for the rental of a room in a boarding house, say 100 to 300€/month.

Sites to find accommodation:

accommodation.travelslovakia.sk - www.ckm.sk/sk



Tips on finding a course and useful sites

French, German, Dutch and more recently the Czech companies have made substantial investments in Slovakia.

To find a course, aim at the major automobile industrial companies (PSA Peugeot Citroën - Volkswagen - Kia) and the electronic industries.

Useful sources of information

- ÷ The Franco-Slovak Chamber of Commerce: www.fsok.sk
- ÷ The American Chamber of Commerce in Slovakia: www.amcham.sk
- ÷ The Useful Addresses in Slovakia guide: www.slovaquie.fr/annuaire/index.htm

Autres sites

- o www.globalplacement.com
- o www.profesia.sk/en/Internship.
Information about the CV in Slovakia.
- o www.stage-emploi.com/stage/Slovaquie
- o www.ponuky.sk
- o www.iagora.com



Courses in Slovenia

Situated between the edge of the Balkans and the Mediterranean, Slovenia is a small country where the Slavic, German, Romance and Hungarian cultures meet. A former republic of Yugoslavia, its economy is very efficient in central Europe.

Traditional industries are forestry, textiles and the metallurgical industry. But the mechanical industries (automobiles, machine tools) and the high added-value industries (electronics, pharmacy and chemicals) are highly developed.

The services sector has experienced strong growth - ICT, financial services, commerce, tourism (there is spa tourism in the Pomurska region). Infrastructure development projects are numerous in energy, rail and recycling activities. Finally, the manufacturing industry, transport and logistics, hospitality, arts and entertainment and real estate activities are developing, as is the construction sector.

Name and legal framework

Pripravištv (training course) - ***Delovnapraska*** (work placement) - ***Delovneizkušnje*** (work experience)

The practice of training courses is quite current in Slovenia as a means of professional integration.

If the course forms part of a vocational training programme or is carried out just afterwards, the signing of an employment contract is provided for by collective agreements covering taking a first job following achieving a professional qualification.

The maximum duration of the course is fixed at one year for higher education graduates and at six months for others. The work carried out in the context of a course can give a right to remuneration.

If the course is voluntary, with a contract signed between the employer and the trainee, this is rarely paid.

The legal duration of the working week is 40 hours in Slovenia.

Declaration of stay

The trainee is required to report his presence at the police station closest to his home, within a period of three days of his arrival (if staying in a hotel, they will deal with this). He will also report his departure from the country.

If the stay lasts for over 90 days, he must request an attestation declaring residence.

Practical life

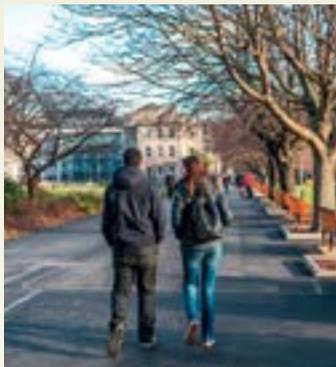
Language: the official language is Slovenian, with two official bilingual areas: in the south, Italian and Slovenian; and in the north-east Slovenian and Hungarian.

Many Slovenes also master Serbo-Croatian and English. In the border region with the Austria, some speak German.

Cost of living: lower in Slovenia than in France. However, imported products or products bought in small quantities (books, household appliances, etc) are rather expensive.

Accommodation: rent of a studio varies between 250 and 400 € in Ljubljana, on the coast and in the tourist sites. Elsewhere, it is approximately 20% less expensive.

Tips on finding a course and useful sites



Consult company directories, in particular those for French and international companies established in the country.

Offers of courses and jobs are published by the Slovenian Employment Service, on the EURES portal. Application can also be made to temporary employment agencies for students.

the CV must be concise and structured, written in Slovene or English; there is no standard format. Depending on the company, a Europass CV may be sent: www.europass.si

Useful sources of information

- ÷ The Slovenian Employment Agency website: english.ess.gov.si
- ÷ The Slovenian Chamber of Commerce and Industry: eng.gzs.si
- ÷ The Ministry of Labour website: www.mddsz.gov.si/en
- ÷ The Eures portal: www.ec.europa.eu/eures

Professional federations

Association of Insurers: www.zbs-giz.si/en

Association of the Country's Banks: www.zbs-giz.si/en

Business directories

AJPES : www.ajpes.si

PIRS : www.pirs.si

Course offers

- ÷ Portal for jobs, projects and courses in Slovenia: slovenie.enligne-int.com
- ÷ offers of courses in the pharmaceutical sector: www.preventivna-platforma.si/emcdda-nudi-pripravnistvo-s-podrocja-drog



Courses in Sweden

Snowy, cold, pinetrees and nightfall at 3:30 pm in winter ... Sweden is not like this. If Ikea is the country's iconic brand and knew how to be exported all over the world, employment in Sweden is also alive and well in the service industries, while construction and industry have been in slight decline over the last few years. The unemployment rate decreased to 6.6% in 2017 with a strong demand for qualified staff with a diploma in higher education, or at least a high school diploma.

Name and legal framework

Praktikplats, internship

Although Sweden is an English-speaking country, Swedish is still spoken more than any other language, which may be a handicap for complete beginners in this language.

The careers advice services in the Swedish universities are in permanent contact with companies to find places for training courses. Students can also contact the companies direct to present their applications; the larger firms even have trainee programmes with concrete offers online.

Talent Accelerator

This is a one-year programme supported by *Business Sweden* for young graduates with little or no professional experience (less than a year). The trainee spends six months in Sweden and six months in another country while participating in seminars and workshops to continue his training. The contract lasts for two years, with the second year devoted to working on the ground in improving one of the two sectors studied in the first year, or in discovering a third professional sector. There is more information on www.business-sweden.se/en/about-us/Careers/trainee-program

All the information concerning the trainee's social protection are set out in the contract signed by the employer and the trainee. The employer is obliged to register the trainee to ensure his mandatory provisions (health, disability, unemployment insurance) within eight days of the signing of the contract.

The Swedish Parliament has limited the weekly duration of work to a maximum of 40 hours. Here too, many branch conventions exist, and the average working time is around 38 hours per week.

Remuneration:

There is no minimum wage in Sweden, following the example of many European countries. On the other hand, there are conventions signed by professional branches, and approximately 90% of the salaries are therefore controlled.

Practical life

Cost of living: it costs about 850 € per month for a student to live comfortably in Sweden, but this amount depends on the city of residence. Examples of prices are shown on the site: [studyinsweden.se/life in Sweden /cost of living](https://www.studyinsweden.se/life-in-sweden/cost-of-living).

Accommodation: the rental market is not very well developed in Sweden and it is often difficult to find accommodation, in particular in large cities such as Stockholm, Gothenburg, Malmö, Uppsala and Lund.

To find out more about student accommodation:
[studyinsweden.se/life in Sweden /accommodation](https://www.studyinsweden.se/life-in-sweden/accommodation).

Sites to find a rental and obtain advice:
[studentboet.se/en](https://www.studentboet.se/en) - www.blocket.se/

Tips on finding a course and useful sites

Advice when drafting a CV:

[sweden.se/society/how-to-apply-for-a-job-in-sweden](https://www.sweden.se/society/how-to-apply-for-a-job-in-sweden)

As in other Scandinavian countries, the practice of the training course is not very widespread, in the sense we understand in France. Very often, students have work experience in business during the summer holidays, and are paid. For French students, it is therefore better to target French companies located in this country systematically.

See: www.ccifrance-international.org

In addition, the mastery of a Scandinavian language is very often expected in addition to English.

Useful sources of information

The reference site for foreigners who wish to take a course in Sweden [www.studyinsweden /Life in Sweden/Internship in Sweden](https://www.studyinsweden.se/life-in-sweden/internship-in-sweden)

Useful links to search for a course

- o www.praktikguiden.se
- o www.fuf.se/praktikantprogrammet/about-the-internship-service-of-fuf
- o www.praktikplats.org
- o www.praktikant.nu (in Swedish)
- o www.arbetsformedlingen.se (Swedish Employment Agency)
- o jobs.goabroad.com/search/sweden
- o www.jobsinstockholm.com
- o www.traineesearch.com

To find company directories

- o Database of companies belonging to the French Chamber of Commerce in Sweden: www.ccfs.se
- o The Swedish Chamber of Commerce in France: ccsf.fr
- o La chambre de commerce et d'industrie en Suède: www.swedishchambers.se
- o Directory of Swedish Export and Import Businesses (in English, free): chambertradesweden.se
- o For those who have mastered Swedish: the national employment site : www.arbetsformedlingen.se
- o [Business Sweden/Invest](https://www.businesssweden.se) for markets and investments
- o Roschier: legal expertise, courses for students www.roschier.com/careers/trainee-programs-sweden



Organizations

Some student associations are very well integrated in Sweden and can help to find a course: iaeste.se/in-english - aiesec.se

The French Embassy and the French Chamber of Commerce and Industry in Sweden, both located in Stockholm, may be contacted.



Courses in Switzerland

Small, mountainous and prosperous, a popular destination for tourists, Switzerland occupies a special place in Europe. It is known for its banks and its first-class industry. The unemployment rate there is particularly low, around 3.2%. In 2014, the Swiss people responded favourably to the vote against mass immigration. Switzerland therefore operates today a preference for its own nationals at the time of recruitment. It does, however, call on a large share of immigrants who form nearly 30% of its active population. The services sector takes first place with more than 77% of employees. Large groups of pharmaceuticals and agri-food companies are based in Switzerland, such as Roche, Novartis, Nestlé, COOP, Migros, etc/ It is a multilingual country (German, French, Italian and Romany) and English is very widely spoken. Switzerland is a confederation whose organization is cantonal.

Name and legal framework

'Stage' - 'Praktikum' - 'Tirocinio'

The concept of the training course is very developed in Switzerland and observation periods of a duration of two weeks maximum may be taken between the ages of 13 and 15. Vocational training has an important place in the educational system: young people have to carry out regular periods in business. It is therefore possible to take a professional course in Switzerland when in vocational training, a student or young graduate. The courses are held under Swiss work contracts, whose legislation is much more flexible and liberal than in France.

Remuneration: the trainee must be compensated and even if there are no minimum allowances, the cantonal authorities ensure that the compensation paid is not less than a basic salary.

The legal duration of weekly working time varies from 45 to 50 hours, but the collective agreements are rather of 42 hours per week.

Administrative formalities: The contract may be written or oral and sets out basic conditions such as hours of work, tasks to be performed, remuneration, duration of the contract, etc. The employer pays the contribution for the risk of accidents at work.

Practical life

Cost of living: the Swiss labour market is very popular with large international groups and wages are high (on average 60% higher than in Paris) but with a cost of living 17% higher than in France, according to OECD figures.

The purchasing power of people living and working in Switzerland is higher than the European average.

Accommodation: rents are high and depend on the geographical location. The rent for an apartment in the centre of Geneva or Lausanne will be much higher than in their suburbs, or in a small town.

There are rental announcements on many sites, such as:

www.homegate.ch ; www.immobilier.ch ;
www.immostreet.ch ; www.immoclick.ch ;
www.newhome.ch (the cantonal bank estate agency sites) ; www.anzeiger.ch

For flat-sharing, see the following sites:

ColocAppart.com (the first Swiss-made flat-sharing site), sharehome.ch ,
wgzimmer.ch or even EasyWG.ch

Tips on finding a course and useful sites

CV and covering letter

www.espace-emploi.ch/jobsuche/bewerbungstipps ;
www.orientation.ch/dyn/10702.aspx (CV) ;
www.orientation.ch/dyn/10693.aspx (covering letter)

Useful sources of information

- ÷ For students: www.etudiants.ch
- ÷ The Franco-Swiss Chamber of Commerce for Trade and Industry: www.ccifs.ch
- ÷ www.b2s.ch: Association to put students and companies in touch

Useful links to search for a course

- ÷ www.suisse.enligne-ch.com/annonces_os.php
- ÷ www.optioncarriere.ch/emploi-stage.html: portal for jobs and courses
- ÷ www.jobcenter.info/praktikum-schweiz.html
- ÷ www.lingue-stage.ch
- ÷ www.intermundo.ch
- ÷ www.stages-emplois.ch

La presse

Tribune de Genève www.tdgemploi.ch ;
Berner Zeitung www.bernerzeitung.ch ;
Basler Zeitungen bazonline.ch

In France, the Euroguidance network covers lifelong guidance. It consists of two axes - initial and continuous training - under the supervision of several ministries: National Education, Higher Education, Research & Innovation and Labour. It is coordinated by the Erasmus + Education Training agency. The 5 national resource centres for the Education part - located in Lille, Lyon, Marseille, Strasbourg and Onisep - are the authors of this brochure. They inform and advise all audiences on studies and internships, funding, European programmes... They also train French and foreign professionals to answer these questions and produce documents to encourage and facilitate mobility in education and training pathways in Europe.

www.euroguidance-france.org

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