

MOBILITY HELP DESK FOR STUDENTS, TEACHERS AND APPRENTICES

Internship to industry (Sweden)

Gothenburg Technical College in Sweden was the project leader of the EU project, *Internship2Industry*. This website provides manuals, documents and tools to help coordinators, companies and trainees to organize work place training abroad. <http://www.internship2industry.eu/trainees/eng/1-before-the-internship/>

Internationella Programkontoret (Sweden)

<http://www.programkontoret.se/sv/Malgrupper/Studerande/Praktik-utomlands/>

The International Programming Office for Education and Training is a governmental agency which promotes academic exchanges and cooperation across national borders. The staff is available to give information, answer questions and help students and organizations to fill in applications for funds. Their website is also a good source of information about EU projects.

FREQUENT ASKED QUESTIONS ABOUT INTERNATIONAL WORK PLACE TRAINING WITHIN THE Q-PLACEMENT NETWORK

Who can participate?

Internships are open to trainees and apprentices of last courses or recently graduated students. Minimum age for the placement is 18. To get funds from EU, you need to ask your school.

Do I need to speak a foreign language?

Yes. Knowing languages is a requirement to be able to manage independently in another country and to take advantage of work place training abroad. You should have sufficient knowledge of the working language for the trainee. In some countries working language for the trainee will be English. Hosting company will specify which working language is needed for the placement. The main objective of the work place training abroad is not learning languages although it is a clear benefit and it is useful to practice languages, gain fluency and safety, etc.

Where can I go?

- Bautzen (Germany)
- Dobrich (Bulgaria)
- Ghent (Flanders, Belgium)
- Gothenburg (Sweden)
- Itzehoe (Germany)
- Liverpool (United Kingdom)
- Lodz (Poland)
- Midi-pyrénées (France)
- Plovdiv (Bulgaria)
- Reggio Emilia (Italy)
- Terrassa (Catalonia, Spain)
- Timisoara (Romania)

How can I find a company?

Your coordinating organization will support you to find the most suitable company according to your skills. In Q-Placements Network students don't search for a company by themselves.

The Q-Placements network, composed by chambers of commerce, public and private institutions, has created and maintains an updated database of companies in different parts of Europe. These companies have gone through a selection system, have been visited and must comply with minimum standards. The functions and responsibilities of the company can be found on Q-Placements Handbook (www.q-placements.eu)

Based on the profile of the candidate (student or trainee) we will try to find a suitable company. It is important that the placement offered by a hosting company makes a good match with the profile of the candidate. Availability of placements and preferences of candidates are taken into account.

What type of tasks am I supposed to carry out?

This will be agreed upon with your host company tutor. A training agreement will be signed by the host company, your school and yourself, before leaving. The agreement includes a work plan and a description of which tasks to be carried out. It also specifies work hours and further details.

Who can support me at destination if anything goes wrong with the host company?

A host organization within the Q-placement network will support you at destination whenever you need it.

How can I find accommodation?

The Coordinating organization in the host country is responsible to search for good accommodation providers. Either you arrange the accommodation by yourself or the hosting organization may be able to help you.

Will I get some type of certificate after the stay?

If the stay is successful, you will be issued a certificate by the host company. If you are benefiting of a Leonardo Grant you will also be issued an official Europass certificate.

How long does the stay last?

From 2 weeks up to 6 months. Most frequently internships last from 1 to 3 months.

How can I find a sending organization?

Partners in the Q-placement network are intermediary organizations for mobility projects in the school/work based VET system.

If you are a student, your school can be the sending organization.

If you are an apprentice working in a company, the company can be your sending organization

What's the deadline to apply for work placement abroad?

This is an ongoing program. Placements depend on the internships available at each moment.

How can I finance my stay? How can I search for funding?

Q-Placements Network allows students and recent graduates to join work place training abroad without any public institution or funding by a European program. You can pay the travel and accommodation by yourself. Salary is not compulsory for companies.

To get funds from EU, you need to ask your school. Only organizations can apply for grants at www.programkontoret.se

Contact details

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