

LIVERPOOL COMPACT EBP MOBILITY HELPDESK FOR COMPANIES

❖ HOST COMPANIES

1. What is an international Q Placement?

It is a work placement for a trainee/apprentice which is carried out at a company in another European country. This aids international learning mobility and involves trainees, schools and host companies co-ordinated through Liverpool Compact EBP.

2. a. Who are the trainees?

Learners, who are currently undertaking a recognised vocational qualification, an apprenticeship or have graduated within the last twelve months. Minimum age for the placement is 18 years.

b. Where do they come from?

Through European funding, the Q-placement Project intends to assist employers in 10 European countries to offer Work Experience Placements to foreign Apprentices or trainees.

Participating countries are:

- Spain
- Germany
- Belgium (Flanders)
- Bulgaria
- France
- Italy
- Poland
- United Kingdom
- Romania
- Sweden

3. Which Sectors are available?

A wide range of placements is available in the following sectors:

- Business studies
- Carpentry and furniture
- Chemistry
- Communication image and sound
- Construction and civil engineering
- Electricity & Electronics
- Food industries
- Graphic arts
- Health
- Hospitality trade
- IT
- Maintenance and ancillary production services
- Metalworking
- Personal image
- Physical activities and sports
- Self-propelled vehicle maintenance
- Socio-cultural and community services
- Trade and marketing
- Other manufacturing

If you require more information you can contact Liverpool Compact EBP.

Email	lorraine@liverpoolcompact.org.uk
Contact person	Lorraine Dodd
Telephone	0151 298 9454
Website	http://www.liverpoolcompact.org.uk

4. How long does a placement last?

From 2 weeks up to 6 months. Usually placements last from 1 to 3 months.

5. Should I pay for hosting a trainee?

No, hosting a trainee has no monetary cost to your company

Trainees and apprentices apply for ERASMUS or LEONARDO DA VINCI grants in their own country. This pays for accommodation, food and travel. The sending company is responsible for any further training allowance while abroad.

6. What is the legal framework of international workplace training?

A “**Placement Agreement**” will be signed between companies and trainees/apprentices stating the details of the placement, rights and responsibilities, working hours, length of stay and the job description previously agreed. Liverpool Compact EBP will ensure that all parties are in agreement before any placement commences.

It is the responsibility of the trainee/apprentice to ensure they have adequate health insurance.

7. What are my duties as a Host Company?

Host companies nominate a tutor/supervisor, i.e., somebody in charge of training the trainee/apprentice, assessing his or her performance during the stay and completing their end of placement evaluation forms. A certificate of recognition will be provided by Liverpool Compact EBP to present to the trainee on completion of the placement. More information concerning requirements for Hosting Companies is available on www.qplacements.eu (05 Q-Placements Handbook).

8. What type of support should I expect in my country?

A local Network Partner (the UK is represented by Liverpool Compact EBP) shall provide you with a CV from a potential trainee/apprentice. You have the final word about the trainee to be hosted at your company. If they are suitable, a 'Placement Agreement' will be drawn up to be signed by all parties. Liverpool Compact EBP will be aware of the travel and accommodation arrangements of the trainee. They will coordinate their stay including first day introductions, monitoring visits if required and the placement evaluations.

9. How can I host a trainee?

If you are able to offer a placement to a European trainee/apprentice you can register your interest with Liverpool Compact EBP.

Email	lorraine@liverpoolcompact.org.uk
Contact person	Lorraine Dodd
Telephone	0151 298 9454
Website	http://www.liverpoolcompact.org.uk

10. Can I be a Host Company?

Host companies must comply with local authority Health & Safety regulations, further details can be found in the Q-Placements Handbook visit www.q-placements.eu

Benefits of International Placements

Hosting a trainee has many benefits.

- Valuable multi-cultural experience
- New impulses, ideas and knowledge of international markets
- Possibility of trainee/apprentice bringing new approaches and working methods
- Improved language skills of staff
- Greater cultural awareness and technical knowledge
- Enhancing your company profile and the employment benefits within your sector
- Inclusion on the European Exchange Database
- Possibility of sending your trainees to a partner country to increase their skills and knowledge

❖ SENDING COMPANIES

1. What is international workplace training?

The ability to learn and work in an international environment is an important prerequisite for a successful career in a globalised economy. The international Q Placement model recognises the importance of international expertise in vocational training. This can be acquired with the assistance of Liverpool Compact EBP who will co-ordinate a quality placement abroad, via the Q Placement network, for one of your learners. This training should compliment and enhance the trainee's vocational studies.

2. When is the best time for International workplace training?

An international placement is possible at any time. The minimum period for a placement subsidised by European funds is two weeks.

3. What are the goals of International workplace training and what will be taught?

Besides the expansion of foreign language skills and intercultural skills, trainees acquire confidence traveling abroad, information about a foreign market and corporate culture. The stay abroad must serve the individual educational goals. For longer stays abroad the content should be essentially in line with the framework of the vocational training.

4. How well do apprentices have to speak the local language?

Basics in English are necessary if it is not your primary language. Having the basics to communicate and understand instructions in the host countries language is essential. Your trainee/apprentice can improve their language skills by enrolling on a course prior to placement. Level B1 of the Common European Framework of Reference for Languages (CEFR) is usually sufficient. However, this can vary by industry.

See Self-Assessment-Grid by following the link:

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

5. Who can carry out an International work placement?

Any trainee/apprentice who is currently undertaking recognised vocational training or has completed their course in the previous 12 months. Liverpool Compact EBP can advise and support you should you wish to send a trainee/apprentice abroad.

Email	lorraine@liverpoolcompact.org.uk
Contact person	Lorraine Dodd
Telephone	0151 298 9454
Website	http://www.liverpoolcompact.org.uk

6. Does an International work placement interrupt an apprenticeship?

No. Stays abroad are considered a part of the apprenticeship when a quarter of the training period is not exceeded abroad, and relevant education learning content is taught.

7. Record book and Euro Pass

Trainees must apply for authorised absence from their vocational school or college. During their time abroad, they are not required to attend any comparable professional school; they can spend their time exclusively in the workplace. Any missed coursework needs to be completed to required standards and deadlines. While abroad, the student must complete a record book. To account for the acquired foreign language and intercultural skills, the Euro Pass model should be used.

www.europass.cedefop.europa.eu

8. Insurance

For trainees taking up a placement within the EU the protection of social security (pension, health, care, accident and liability insurance) usually continues. We recommend that advice is sought from the trainee's insurers.

9. What type of support should I expect in my country?

Liverpool Compact EBP is able to provide all the support you will need to prepare for an International work placement.

Email	lorraine@liverpoolcompact.org.uk
Contact person	Lorraine Dodd
Telephone	0151 298 9454
Website	http://www.liverpoolcompact.org.uk

Benefits of International Work Placements

Your trainee/apprentice will:

- Acquire knowledge of foreign languages and intercultural skills - skills that are increasingly in demand in a globalised economy
- Have a first hand view of culture, work and living habits in other countries
- Have the chance to experience working in the international labour market and advance their own career path
- Gain more self-confidence working and traveling independently
- Establish contacts abroad, e.g. when exploring new markets
- Enhance your company profile internationally
- Gain technical knowledge of foreign working practices

The Q Placement Network consists of a range of professional organisations who have created and continue to maintain a database of companies throughout Europe