

## MOBILITY HELPDESK FOR COMPANIES Q-PLACEMENTS

The Q-PLACEMENTS network is the European host companies' network for the promotion of international workplace training for IVET students and apprentices.

### 1. What is an international Q Placement?

It is a workplace training which is carried out in companies in other country than the one where the trainee usually lives.

### 2. Benefits of international assignments

Hosting a trainee offers many advantages. It is a good way in order to:

- Acquire intercultural skills at your company and for your employees - skills that are increasingly in demand in a globalized world
- Give an "outside the box" view, learn about other cultures, work and living habits of
- Establish contacts abroad, e.g. to explore new markets and meet other techniques thanks to the trainees
- Gain good trainees and skilled workers for your company
- Present yourself as an attractive employer
- guarantee that international competences are built or perpetuated in the workforce
- Increase the attractiveness to customers and professionals by internationalization
- Familiarize yourself with foreign techniques

### 3. How can I host a trainee?

A Hosting Company is a company in which the trainees can complete their traineeship. The Q-Placements network partners – composed by chambers of commerce, public and private institutions – have created and maintain an updated database of companies in 10 different parts of Europe.

Contact your closest coordinating organization in your own country, being Voka Kamer van Koophandel Oost-Vlaanderen if you are interested:

<http://www.voka.be/oost-vlaanderen/>

<http://www.voka.be/oost-vlaanderen/diensten/q-placements/>

[Dominique.vandenhove@voka.be](mailto:Dominique.vandenhove@voka.be) or 09/266.14.59

Voka Oost-Vlaanderen will fix a meeting to become acquainted and to discuss your needs and wishes concerning international trainees. A short questionnaire will be filled out so that your offer can be entered into the Q Placements database. This means that you can be contacted when an interesting profile, that matches your interest, is available. In no case does this oblige you to accept the proposed trainee.

#### **4. Who can be a Host Company?**

Companies in the Q placements network have to go through a selection system, have to be visited and must comply with minimum standards (especially in terms of health and safety). Required functions and responsibilities can be found on [Q-Placements Handbook](#)

#### **5. Who are the trainees and where do they come from?**

International workplace training is open to trainees and apprentices of last courses or recently graduated students (employees or job-seekers). The minimum age for the placement is 18 years. Participants can have also been enrolled in evening classes at later ages.

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

You can find more information about the network and participating organizations on the [Q placements website](#).

## 6. Which professional families / skills are available?

A wide range of professional studies are available. Inter alia, the following:

- 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 have any questions, please don't hesitate to contact Voka East Flanders.

## 7. How long will the internship last?

From 2 weeks up to 6 months. In some countries trainees can spend up to a quarter of the regular training period abroad. Internships most frequently last from 1 to 3 months.

## 8. Do I need to pay anything for hosting a trainee?

No, you should not. The database is free of charge. Also, salary is not compulsory and hosting a trainee is hence free for your company. Trainees/apprentices and graduates (employees or jobseekers) mostly benefit from Erasmus or Leonardo da Vinci grants, accorded at their countries of origin, to pay for accommodation, food and travel.

In case there is a sending company (in the dual system of Germany and France, apprentices already working in a company can be sent abroad as well), this company is further committed to pay a training allowance while the trainee is abroad.

## 9. What is the legal framework of international workplace training?

A "Placement Agreement" (not a labor contract) shall be signed between the company and trainee or apprentice accounting for details of the traineeship, rights and duties of both sides, e.g. work time, length of the stay and a previously agreed working plan. Health insurances shall be taken care off at the country of origin of the trainee or apprentice before leaving.

It is recommended to also have a contract with the sending company (cfr. Dual system) in order to avoid any ambiguity.

## 10. What are my duties?

Host companies have to appoint a tutor, i.e., somebody in charge of training and guiding the trainee/apprentice, undertaking the follow-up and assessing his or her performance during the stay.

A certificate of recognition shall be issued if the stay is successful.

More information concerning requirements for Hosting Companies is available in the [Q-Placements Handbook](#)

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

Your local coordinating organization, Voka Oost-Vlaanderen, shall provide you with a profile fitting to your company's needs. In no case are you obliged to accept the suggested trainee. If you choose to accept the proposed trainee, the coordinating organization shall proceed to write a "Placement Agreement" in consultation with you and the trainee, which will define all elements of the placement.

In the Q placements network there will always be a sending (country of origin of the student) and host organization (at destination) involved in the placement. Both institutions will seek for accommodation, coordinate the placement and follow the intern during his or her stay. Voka Oost-Vlaanderen will always be your first contact point for all questions and problems that you might have.

## 12. Contact details of the Q placements coordinating organization in Belgium

<b>Email</b>	<a href="mailto:dominique.vandenhove@voka.be">dominique.vandenhove@voka.be</a>
<b>Contact person</b>	Voka Kamer van Koophandel Oost-Vlaanderen
<b>Website 1</b>	<a href="http://www.voka.be/oost-vlaanderen/">http://www.voka.be/oost-vlaanderen/</a>
<b>Website 2</b>	<a href="http://www.voka.be/oost-vlaanderen/diensten/q-placements/">http://www.voka.be/oost-vlaanderen/diensten/q-placements/</a>