

HELPDESK IN EUROPEAN MOBILITY FOR STUDENTS AND TEACHERS

FREQUENTLY ASKED QUESTIONS

1. Which benefits may I get from a stay abroad?

- Acquire knowledge of foreign languages and intercultural skills - skills that are increasingly in demand in a common European economic space.
- Give an "outside the box" view to look out for culture and learn about work and living habits of other countries.
- Increasing your employability and differentiating from other students or apprentices when seeking for a job.
- Ensure to know the habits and culture of another country immediately.
- Lead to more sovereignty and self-confidence in dealing with foreign cultures.

2. Who can participate?

Internships are open to trainees and apprentices of last courses or recently graduated students. Minimum age for the placement is 18.

3. Where can I go?

- **BAUTZEN** (Germany)



You can see and experience a lot in Bautzen. Above all, it is renowned for its historical town centre with its skyline of mediaeval towers. Bautzen is the centre of the Upper Lusatia (Oberlausitz). The uniqueness of the city lies in the variety of its attractions - the well-preserved and painstakingly restored historical old-town, interesting German and Sorbian cultures and the surrounding countryside which offers the visitor a wide diversity of landscapes and leisure activities.

- **DOBRICH** (Bulgaria)

Locked between the lower Danube and the Black Sea, Dobrich is a district capital covering 8 municipalities – a modern, calm and green city, famous for the fertile soil and energetic young people. Looking far into the future, Dobrich is building up its image of a modern, fast growing European city, making a name as a centre of innovation, creative energy, and beauty.



- **GHENT** (Belgium)

Ghent is the capital of East Flanders, one of the five provinces of Flanders. It is an historic city and at the same time a contemporary one. The modern daily life of the city's active inhabitants plays itself out against a gorgeous historical backdrop. It is one of the most authentic destinations worldwide. Ghent borders (clockwise from the North) on the Netherlands and in



Belgium on the provinces of Antwerp, Flemish Brabant (both in Flanders), Hainaut (Wallonia) and West Flanders (Flanders).

- **GOTHENBURG** (Sweden)

Surrounded by seagulls and fishing boats on the west coast of Sweden, you will find Gothenburg, the second largest city of Sweden. Meet a population with a social and humoristic attitude, a beautiful nature and architecture with roots from the late 18 th century. The city is lively, regardless of the seasons.

Whether you feel like exploring the parks or the idyllic archipelago, It is all reachable within an hour of travel. In fact, the public transport system is well developed and makes it very easy to get around in, and outside the city.



- **ITZEHOE** (Germany)



Itzehoe, surrounded by forest, is placed right near the river STÖR. The "Green City's" roots, founded in active trade and commerce, are perceptible everywhere. While strolling through the city with its many green oases you may find that Itzehoe could retain even in times of increasing globalization the charm of a city of the middle class. In addition to modern retail and service offerings much more independent dealers and craftsmen can be found here than in other comparable cities, some with over a century of tradition.

- **LODZ** (Poland)

Lodz is situated in the middle part of Poland. With the population of about 740.000 inhabitants Lodz is the third-largest city in Poland. The Lodz agglomeration has more than 1 million inhabitants. At the beginning of the 19th century it became one of the Europe's biggest and fastest growing textile industry centre. Today it is a city of modern technologies, where a landscape of industrial architecture mixes with modern office buildings, production halls, culture and sports buildings. Lodz is a city of young and active people.



- **LIVERPOOL** (United Kingdom)

Liverpool, the very name conjures up images of a world-beating musical heritage, two of the Premiership's biggest football teams, a glorious maritime history and not one, but two majestically different Cathedrals. This Northwest city and the surrounding City Region is



certainly all those things, but it is also so much more. Liverpool is undergoing a thrilling renaissance, recognised by its hugely successful year as European Capital of Culture. Liverpool offers the finest collection of museums and galleries too.

- **MIDI-PYRÉNÉÉS - TOULOUSE** (France)

Situated between the Atlantic Ocean and the Mediterranean Sea, the Midi-Pyrénées region represents 8 % of the French territory. Toulouse is the capital. It is the 3rd university town of France with 110 000 students. The city is widely specialized in the aeronautical and spatial activities as well as in research. It is also famous for rugby and its team, the "Stade Toulousain". The region has also 25 great Tourist Sites representing a major interest on the historic, cultural or natural plans.



- **PLOVDIV (Bulgaria)**



Plovdiv is located in the Southern/Central part of Bulgaria and is the second largest city in the country. The town is situated on the two banks of the Maritza river. Its houses reveal the remarkable urban culture of Bulgarian builders, as well as their sense of harmony and their creative power. The brilliant architecture with its noble, stylish simplicity could be called rightfully the Baroque of Plovdiv. There is a kind of magic in Plovdiv in all seasons.

- **REGGIO EMILIA (Italy)**

Reggio Emilia (170.000 inhabitants), the city where the Tricolore national flag was born, is a city of young people and youth. The economy of the province of Reggio Emilia was for a long time based on agriculture. In the twentieth century Reggio Emilia and its territory saw also a rapid development of small industries, particularly in the sector of mechanics for agriculture. A few of those industries became large companies, with an international market. Reggio Emilia is also the place of some fashion groups of various range and importance.



- **TIMISOARA (Romania)**



Documentarily attested of over 730 years, Timisoara is the capital of Timis County. In 1781, Timisoara was granted privileges and was declared a free town, the credential document containing the acknowledgement of the coat of arms and of the seal. The coat of arms is divided by a horizontal line into two parts, the upper one being divided in its turn, by a vertical line. On the December 20th 1989, Timisoara was declared the First Free City of Romania .

4. Do I need to speak a foreign language?

Yes. Knowing languages is a requirement to be able to develop yourself in another country independently 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. There are work place training programmes (such as Leonardo) that already include language preparation.

If your language level is low, there are many ways to improve your level and practice :

- In your school or the Official Language School
- In language schools, language intensive courses abroad, family stays abroad, conversation groups, international work camp, youth exchange, etc...
- Through music, movies, TV, Internet, Skype, social networks, etc.

5. How long does the stay last?

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

6. How can I find a company?

Your coordinating organization will support you at destination by finding the most suitable company according to your skills.

In Q-Placements Network students and graduates don't search for a company by themselves. The Q-Placements network partners composed by chambers of commerce, public and private institutions have created and maintain 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 and have functions and responsibilities can be found on Q-Placements Handbook (www.q-placements.eu)

Based on the profile of the candidate (student or trainee) the most suitable company is being selected or based on the placement offered by a hosting company the most appropriate candidate is being selected. Availability and preferences of candidates are also taken into account.

7. What type of tasks am I supposed to carry out?

This will be agreed with your host company tutor. A work plan will be discussed and agreed on the tasks to be carried out. You will know your company and your tasks before leaving. Plus an agreement will be signed with your sending organization, and the host company and yourself.

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

A host organization at destination will support you whenever you need it.

9. How can I find accommodation?

You will be helped by your sending organization at origin by means of a host organization at destination country.

The Coordinating organisation in the Host Country is the responsible to search for good accommodation providers .

The Coordinating Organisation of the Sending Country will send to you these accommodation options through your sending organisation.

You will be responsible to arrange the accommodation by yourself.

10. How can I find a sending organisation?

- If you are a student vocational course or higher level vocational school your IVET school can be the sending organisation
- If you are an apprentice working in a company, that company can be your sending organization
- If you are a recent IVET graduate Terrassa City Council and Terrassa Chamber of Commerce are also institutions with their own mobility grants that could be your sending organization

11. How can I search for founding?

- If you are an IVET student of Intermediate Training Cycle the suitable
- program of the European Commission for you is Leonardo , as long as your IVET school is taking part of it.
- If you are an IVET student of Advanced Training Cycle the program the
- suitable programme of the European Commission for you is Erasmus , as
- long as your IVET school is taking part of it holding Erasmus Charter.
- If you are a recent graduate:
- The City Council of Terrassa launches every year a call for candidates for IVET students of Intermediate and Advanced Training Cycles to do work place training abroad.

The call includes 2 scholarships of 1,500 euros each.

The requirements to be admitted are:

- Living in Terrassa
- To be registered in IVET studies in an IVET school of the city
- To graduate as VET Technician or VET Advanced Technician during the year 2012/2013.
- to be over 18 years old or to become 18 during the year of the call for candidates.
- Express personal availability to undertake work experience abroad in the period that may be specified after to the grant award.

Last call for candidates deadline was 6th July 2012.

You can find more information of the last call at the Electronic Office of Terrassa City Council

3.2 Terrassa Chamber of Commerce promotes European projects of work place training abroad financed by the European Commission Leonardo.

The Council of Vocational Education and Training of Terrassa cooperates with Chamber of Commerce being in charge of disseminating information among students and teachers of IVET schools and the selection of recent graduates who will benefit from this grants. Please ask to the Council of VET of Terrassa when will next deadline to apply for the next grants.

There are many other institutions that finance work place training abroad. Send us your enquires about how to find funding and we will guide you in finding the most appropriate program that fits your profile best (see "How can I get more information?")

Q-Placements Network also allows students and recent graduates to join work place training abroad without any public institution or funding European program.

12. 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 certificate.

13. How can I be better informed?

IVET students and IVET teachers information, support and guidance to the Council of Vocational Education and Training of Terrassa.

You must arrange for an appointment through these annals channels:

- By telephone to the Council of VET of Terrassa
- In person to the office of Council of VET of Terrassa
- By email addressed to Council of VET of Terrassa
- Through online questionnaire at the Electronic Office of Terrassa City Council

PAME timetables are announced at Terrassa City Council website specifying summer/winter timetables.

In order to help you to explain clearly to us what is your enquire about European mobility you ask for guidance through online questionnaire of the Electronic Office of Terrassa City Council. In this questionnaire you can specify your profile (age, studies), motivations and availability to take part in work place training abroad. This way you can provide you better guidance to your enquire.

❖ CONTACT DETAILS

Contact details for counselling service on European mobility for VET students and VET graduates and VET teachers of the Council of VET of Terrassa:

Address	Carrer de la Rasa , 24 Terrassa 08221
E-mail	consellfp@terrassa.cat consellfp@terrassa.cat
Contact person	Marta Mencía González
Telephone	937391405 937391405
Web site	www.terrassa.cat / consellfp
Timetable	https://aoberta.terrassa.cat/oficines/infoEntitat.jsp?id=2053

In Q-Placements web site www.q-placements.eu can find further information about the members of the network, news, etc.. On this site you can download Handbook and User's Guide for students/trainee or User's Guide for School Tutor in Catalan language about quality procedures.