



WORKING EXPERIENCES IN EUROPE

By ASTER (Italy)
With the support of the Centre
d'Information Internationale de
l'université de Lyon (France)

ITALY/FRANCE

CONTENTS

INTRODUCTION	3
STAY FORMALITIES, HEALTH INSURANCE, LIABILITY INSURANCE/ACCIDENT INSURANCE	4
FRANCE.....	4
GERMANY	5
ITALY.....	7
POLAND	8
UNITED KINGDOM	11
PRACTICAL DETAILS.....	12
FRANCE.....	12
GERMANY	12
ITALY.....	14
POLAND	14
UNITED KINGDOM	15
SEARCHING FOR A PLACEMENT STEP BY STEP.....	16
HOW TO FIND AN INTERNSHIP	18
INTERNATIONAL INTERNSHIP RECRUITMENT SERVICES or EUROPEAN PROGRAMMES COMMON TO EACH COUNTRY.....	18
STUDENT ASSOCIATIONS INTERNSHIP PROGRAMMES	19
OTHER ORGANISATIONS, EMPLOYERS ASSOCIATIONS AND COMPANY INTERNSHIP PROGRAMMES IN EACH COUNTRY.....	21
HOW TO APPLY: CV, COVER LETTERS, INTERVIEWS	26
SEARCHING FOR HOUSING	28
USEFUL REFERENCES, DATABASES AND WEBSITES ON RESEARCH OF WORK PLACEMENTS	31
THE INTERNSHIP TRANSNATIONAL DIMENSION AND THE INTERCULTURAL IMPLICATIONS.....	36

INTRODUCTION

Internships represent nowadays one of the most widespread way for younger to get work experience and to improve skills and abilities and for companies/organizations to know future motivated employees, so the different national contexts present a lot of similarities even if there are differences in the supporting and information services and in the moment of undertaking it.

In **France** the term to define internship is "stage". Taking a placement during secondary education or university courses is a regular practice, small/large companies, public organizations, local communities and associations are often requested by schools and students themselves to host one or more trainees. Post diploma placements are very rare. "Stages" are compulsory in engineering schools, business schools, vocational courses at university.

In **Germany** the term is "Praktikum" (traineeship). During the years "Praktika" in various types and during different phases of education become very popular in Germany. However in any case it is used to denote a temporary occupational activity related to training for a vocation or studies at a university. A "Praktikum" can have more than one meaning and aim: a period of on-the-job training, a period of work experience, traineeship, a part of a education, practical experience for school leavers, a practical experience for student before, during or after a higher education and moreover during in-company training etc. Large and small companies, public institutions etc. can be contacted by schools, universities and students themselves to become "Praktikumsplatz". Usually a placement agreement (Praktikumsvereinbarung) between the company and the interested student is signed.

In **Italy** the term definition is "tirocinio formativo", it is a training and orientation period that takes place directly inside a firm. The in-company training may represent the work- phase of the personal training and a way to be introduced into the labour market. The beneficiaries can range from students of secondary schools to post-graduated, from unemployed workers to disadvantaged people.

In **Poland** the definition of internship is "staz" and it can be distinguished between internships for students and job placement for graduates. There are non-obligatory (additional internship, not necessarily connected with study course program) and obligatory internships/training (in study course program), paid internships and internships without salary. An internship usually takes place on the basis of agreement between university and employer and training placement - agreement between trainee solicitor and employer.

In the **United Kingdom** normally the definition is 'work placement', 'internship' or traineeship. They can be arranged by the college/university with an employer, by the students themselves or an exchange organisation. Work placements do not normally take place after an educational course (e.g. a university degree) has finished.

The phrase 'traineeship' tends to be used in relation to vocational, work-based training.

As far as the legal framework is concerned, there usually is a tripartite placement agreement signed by the company/organization, the teaching/promoting institution and the student/trainee. It has a specific legal context even if it is not based on a work contract.

The placement agreement defines the framework in which the internship takes place, it has to be detailed, with all the information about the mission of the trainee, the description of the main tasks, the teaching objectives, the working hours, the tutorial system, the evaluation method, the possible pay, etc.

STAY FORMALITIES, HEALTH INSURANCE, LIABILITY INSURANCE/ACCIDENT INSURANCE

As far as entrance and residence permit are concerned there are some differences between the countries, mainly linked to the nationality of the trainee. Let's have a look to the main points for each country:

FRANCE

Entry formalities and the right to stay in France vary according to your birth country. If you are not a national of the 15 European Union countries (before extension), you must take care of them sufficiently in advance. First of all, check that your passport or identity card are valid.

If you are a national of one of the 15 EU countries (before extension), Iceland, Liechtenstein, Malta, Norway or Cyprus: the procedure has been greatly simplified. There are no particular steps to be taken, a valid identity paper is enough. You should make sure that you sign a placement agreement.

If you are a national of one country which became new members on May 1st 2004, (with the exception of Cyprus and Malta) or one of the countries outside the European Union, you need a placement permit.

The placement permit is issued by the foreign workers service to the host company and is compulsory. For this you will need 3 copies of the placement agreement signed by the company, your teaching institution and yourself. Then you must send the agreement to the cultural service of the French Embassy in your country and send a copy to the company which will present it to the "Direction départementale du travail" (foreign workers service) concerned, to obtain the permission to be your host. This permission will only be granted if the placement agreement is as explicit as possible

and is relevant with the usual rules of the "stage" in France, i.e. the course is included in the student's degree course, its duration is less than 12 months, protection against accident at work and health insurance are provided. The permit for nationals of the new EU countries is a temporary arrangement.

Health insurance: the trainee remains affiliated to the scheme to which he subscribed at the time of his registration with his teaching establishment, i.e. student scheme, insured with his parents or voluntary insurance.

Industrial accidents and occupational diseases: in France, all students are insured against this risk by their teaching establishment on condition that a tripartite agreement has been signed. The company is therefore not liable for contributions for the trainee. However, large companies which take on numerous trainees, have generally made provision for this in their organisation.

Civil liability insurance for injury caused to third persons at the place of work, during travel to and from and other movements. The trainee must make sure that at least one of his insurance policies (house, vehicle..) covers this risk. It is possible for a student to apply directly to a company for a placement, they are very used to it especially big companies (see above). But generally those companies are rather demanding on the profile of applicants

GERMANY

For many everyday transactions, you must show proof of a permanent address. So a visit to the registration office is something you cannot avoid. Everybody who lives in Germany - regardless of whether foreigners or Germans - has to go to the Residents Registration Office to register themselves and their address. All you need is a completed registration form and your passport or identity card. The registration deadlines are very short and differ from one federal state (Land) to the next.

Special regulation for "Praktikanten"

Foreign school pupils, students and employees who absolve a „Praktikum" in Germany do not require a visa or a work permit if they are EU citizens and citizens from Iceland, Liechtenstein and Norway and Switzerland. After entry to Germany they have to go to the Residents Registration Office to register themselves and their address.

"Praktikanten" from the Czech Republic, Estonia, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia and Hungary therefore currently need a work permit.

These countries are still for the time being subject to restrictions relating to the free movement of workers. School pupils and employees without a education need a working permit. As before, the EU work permits are issued by the labour agencies. The company "Praktikumsbetrieb" has to apply for it.

Students need a exempt from the working permit. The employer has to apply for it at the Central Placement Office, German Federal Employment Agency. Employees with a

education need a working permit. The employer has to apply for it at the local labour agency.

The residence permit in general:

EU citizens and citizens from Iceland, Liechtenstein and Norway and Switzerland enjoy freedom of movement within the European Union. You do not require a visa or a residence permit (except Swiss citizens) or a work permit.

EU citizens and citizens from Iceland, Liechtenstein and Norway must merely register with the registration office within three months of entering the country, and give details of their right of residence. For this, the following documents are usually required:

- Registration with the registration office
- Residence form in accordance with Article 5 of the EU Freedom of Movement Act
- A passport or identity card
- Where appropriate, evidence of family ties (e.g. marriage certificate, certificate attesting to descent)

When you have registered you will automatically receive a residence certificate from the *Ausländerbehörde* [Aliens Department]. Swiss citizens also require a residence permit and must apply for one.

Workers from the new EU Member States may also enter Germany without a visa. They do not need a residence permit. They are entitled to reside in Germany if they can prove by their passport or official identity card that they are a national of an EU Member State. The *Ausländerbehörde* automatically issues them with a "Bescheinigung über das gemeinschaftliche Aufenthaltsrecht" [certificate of right of EU residence]. However, only nationals of Malta and Cyprus enjoy free access to the German labour market. EU citizens from the Czech Republic, Estonia, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia and Hungary are still for the time being subject to restrictions relating to the free movement of workers. Germany has taken advantage of the possibility of transitional periods as regards these eight States on the basis of national law or bilateral agreements. The use of transitional periods will be reviewed once again in 2006. How freedom of movement will then be regulated will depend on developments on the German labour market.

Workers from the Czech Republic, Estonia, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia and Hungary therefore currently need a work permit which is issued as an EU work permit (*Arbeitserlaubnis-EU* or *Arbeitsberechtigung-EU*). As before, the EU work permits are issued by the labour agencies. The *Ausländerbehörde* are not involved. An *Arbeitserlaubnis-EU* is in principle issued for one year. Workers who have been employed for twelve months with an *Arbeitserlaubnis-EU* (or without one, where applicable) are entitled to an *Arbeitsberechtigung-EU* work permit, which is issued without restrictions or time limits.

Health insurance

EU citizens need the European health insurance card in order to be able to claim the necessary medical benefits in kind if they are ill when staying in Germany for a short time. The EU regulations only apply to those with statutory health insurance. Those privately insured should take out private foreign health insurance with their health insurance fund before travelling. This is usually then valid for twelve months and paid for by a single-premium sum.

Accident insurance

Insurance for occupational accidents and diseases accident insurance contributions are paid exclusively by the employer, so employees receive insurance protection free of charge. Obviously, there are underlying reasons for this: the fact that all contributions are paid by the employer is intended to encourage them to do more to prevent accidents in the workplace.

ITALY

All the citizens of the European Community have the right to circulate and reside in the Member Countries and therefore also in Italy. It suffices to carry with you an identity document, such as an identity card or a valid passport. For non-European Community citizens an entrance permit. The permit is released by the Italian Embassy in your country on production of the copy of the agreement drafted with the Italian hosting body.

Paper/Residence Permit

The paper/Residence Permit is released by the *Questura del capoluogo di Provincia* (Police Headoffice of the regional capital)

Citizens Students of the European Union.

The Carta di Soggiorno (permit paper) must be requested in person at the Questura producing the following documents:- certification of the University/Promoting Body, 4 passport size pictures, identity document and its photocopy, model E111 or E128 for medical assistance, an evidence of sufficient financial resources, declaration of residence by the landlord in Bologna, along with a photocopy of an Identity document of the same

As far as Non-European students are concerned it is compulsory to request a Residence Permit within 8 working days from the arrival in Italy. It is necessary to go to the Police Headquarters (Questura) in person and produce the following documents-declaration of the University/Promoting Body, 4 passport pictures, an identity document and its photocopy, a copy of the health insurance approved by the Italian Consulate or by the Italian Embassy copia of the Provenience Country, a 10,33 Euro stamp (Marca da Bollo, on sale in every Italian Tabaccheria), the declaration of residence by the landlord along with a photocopy of the Identity document of the same.

Insurance against industrial damage:

The trainee must begin the training with a suitable insurance cover, the firm must insure the trainee against industrial damage with INAIL, and for civil liability against third parts with an insurance company.

The law says: "the promoting parts must insure the trainees against industrial damage, with the National Institute for security against Industrial Damages (INAIL), as well as with an insurance company for civil liability against third parts. The insurance cover is also for activities that the trainee might carry out outside the firm and fall into the orientation and training project (art.3 M.D.142/98)".

Health Insurance:

In order to enjoy free medical assistance in case of illness or hospitalization it is necessary

to produce the model E111, released in the provenience country, before the departure. The model E111 is valid for all and lasts 6 months: for longer periods it is possible to request an extension or use the model E 128, that is valid from 6 months to 2 years. For E 128 it is necessary a declaration of the hosting body in which is mentioned the residence in Italy. In case of illness the public service of medical care is carried out by ASL Local Health Office. To register at ASL it is necessary to go to the Health Register of the residence area with a valid residence permit . After the registration a medical document will be issued and the trainee will choose a general practitioner.

For the European citizens the registration at the Health Register is free.

POLAND

Permit/entrance rules:

In Poland there is no unequivocal regulations which describe conditions of residence for people who are trying for a professional practice. If they want to have a card of staying, persons who have a practice in our country, come under the same rules that persons studying or working do (in case of taking reward for a professional practice). If you want to have a permission for a 90-day-long staying, so called without a visa, you must go to Wydział Ewidencji Ludności Urzędu Miasta, appropriate for given place of living.

Then you must fold a proposal for an agreement for a residence for a particular time in Urząd Wojewódzki or in a department, which is subordinate to Urząd Wojewódzki.

The documents you need to fold:

1. 1 specimen of filled proposal for getting an agreement for a terminal residence for a citizen of an United Union on the territory of Republic of Poland - the proposal you can get on the web site <http://www.bip.uwoj.bydgoszcz.pl>
2. 2 coloured photos passport like
3. Valid document of journey or other document which will confirm your identity and your nationality

4. Confirmation of registration
5. Evidence confirms having health insurance
6. Statement of having resources that are necessary to cover outlays of residence without the need of using the social help's funds
7. Documents that justify your proposal for getting an agreement for a terminal residence for a citizen of an United Union, for example:
 1. in case of trying to get a permission because of having a will of pursuing or because of pursuing a job, independent occupation or leading an economical activity threw a period of time from 3 to 12 months
 2. written statement of an employer about an intention of letting him pursuing a job or a certificate about pursuing a job, that shows the term of an employment, and so on
 3. a copy from the Krajowy Rejestr Sądowy, if separate rules need that kind of registry in, or other document that confirms pursuing an independent occupation
 4. a copy confirms that you start studies
 5. Certificate of public or non public high school, of starting studies, that defines the period of having these studies (the period must be provides by school's statute), or certificate of looking for a job in Poland
 6. Certificate of fulfilling a registration in an appropriate work office

Payments:

1. Mover is retarded from the riches payment from the proposal that he has entered and from the permission that he has received
2. For giving a document of residence for a citizen of United Union it is taken a charge, that is equal level of charge for giving a polish citizen his ID

When the case will be settle:

According to kpa giving a permission is possible in term of 1 month from the date that the proposal has entered.

Can you repeal the decision and when can you do this?

Repeal you can send to Prezes Urzędu do Spraw Repatriacji i Cudzoziemców; you can have a mediation of Wojewoda Kujawsko-Pomorski in term 14 days from the date that decision has entered

Besides it's worth to know, that:

1. all the other-language-documents that are added to the proposal must be translated on polish by the sworn translator
 2. copies of all the documents must be testified for their conformation with originals
- Health Insurance:** every student who want to go on internship in foreign enterprises should have an health insurance and liability insurance/accident insurance.

In LdV program's contract there are funds assign on this aim (till 125 € for person), so insurance costs will be refund till equivalent 125 €.

Students going abroad must have a form E 111 (after 31 December - European Health Insurance Card). Holder of this document receives free services at health care providers who have concluded a relevant contract with The National Health Fund (NFZ). Form E111 students can receive from regional branch office of the NFZ.

More information is on the website: www.nfz.gov.pl/ue.

Person who want to go on internship in foreign enterprises can use also special card for students (EURO<26 or ISIC). Possession of this card guarantee liability insurance/accident insurance.

Acces to health care during a temporary stay in Poland: A person entitled to health care under EEA rules staying temporarily in Poland may receive health care services on the same conditions as the beneficiaries. During a temporary stay in Poland such a person is entitled to services in a following scope: primary health care specialist out-patient care hospital treatment dental treatment rescue services and medical transport.

In case she/he needs health care, a person from another Member State, staying temporarily in the territory of Poland, is entitled to free health care on the basis of a form E 111 issued in his country, a European Health Insurance Card (EHIC) or a replacement certificate. A holder of one of these documents receives free services at health care providers who have concluded a relevant contract with the NFZ. In case of lack of these documents a patient is obliged to cover costs of a treatment by himself. The same obligation arises in case of a treatment provided by a health care unit which has no contract with the NFZ. In each case health care providers or pharmacists require submitting a copy of a form E 111, EHIC or a certificate.

Health care providers are obliged to provide services as soon as possible and to make a list of persons awaiting treatment. In case of a sudden illness, injury, intoxication, life threat or childbirth the admission is immediate.

A person entitled to health care can receive health care services directly in the field of primary health care and dental care. In case of specialist out-patient care a referral of the doctor who practises within the health care system is required, and in case of hospital treatment - a referral of any doctor. In case of emergency a person entitled under EEA rules can directly go to a specialist, to a hospital or receive rescue services and medical transport in the territory of Poland.

Pursuant to EEA rules, persons staying temporarily in Poland are entitled to health benefits necessary on medical grounds during a stay in the territory of Poland, taking into account the nature of the benefits and the expected length of the stay.

UNITED KINGDOM

Residence permit: EU citizens do not need a work permit to work in the UK. Nationals from Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary and the Czech Republic need to register with the Home Office under the 'Worker Registration Scheme'. This scheme is in place for those who intend to remain in the UK permanently and who would then be entitled to full rights of free movement after 12 months of continuous work. This requirement will only apply in cases where the UK employer is offering a long-term placement and requests the trainee to comply with the legislation. Those on work placements in the UK, whether they are paid or unpaid have the same legal status as employees of the organisation. There is no separate status of 'trainee'. It is important therefore that before any placement begins, exact responsibilities and obligations are clear to all partners. This should involve for example, a contract of employment outlining basic terms and conditions signed by the trainee, the employer or the organisation sending the trainee. The employer should also ensure adequate insurance cover and provision of health and safety procedures. National from all EU, EAA member countries and countries with which the UK has a Reciprocal Agreement covering National Insurance (the latter include Croatia, Canada, Israel, Japan, Macedonia, Serbia and Montenegro, Switzerland, Turkey and the USA):

Trainees will be required to make National Insurance (social security) contributions of about 11% of their salary, unless they hold a certificate issued by the authorities in their own country showing that they are liable for contributions at home. This document needs to be obtained before the trainee leaves their country (unless they have not been working and making contributions in which case they will probably not be exempt, they need to check with their local authority). They will need to apply for a National Insurance number as soon as they arrive in the UK.

Personal Insurance

Trainees are well advised to take out a comprehensive personal insurance. However, incoming trainees are covered in the same way as the UK nationals for industrial accident under the provision of the Health and Safety at Work Act.

Income Tax

If a trainee's gross income does not exceed £4,895 per annum (currently 2005) they are not required to pay income tax. A P38 form is required from the Inland Revenue. But it needs to be noted that an employer is not obliged to make use of the form and may still deduct tax in which case the trainee may be able to reclaim the income tax at the end of the placement but this can be a lengthy process. However, trainees whose gross income exceeds this amount will be liable to pay 25% of their gross salary towards tax. Income tax is generally deducted from your salary by the employer under a system known as PAYE (Pay As You Earn).

Health Care

If trainees are unwell during their stay in the UK pharmacists can give advice for minor ailments. In the event of an accident dial 999 or 122 (free call) and ask for the

ambulance service. Any visitor to the UK is entitled to see a doctor, for which there is no charge. There is a nominal charge for medicines prescribed to be paid at the pharmacy. Those trainees that are on placement for longer than six months are advised to register with a doctor (General Practitioner - GP) in the UK. In order to find out where the nearest doctor's surgery is, or if there are any walk-in services the NHS (National Health Service) direct 0845 4647 can be contacted or their website www.nhsdirect.nhs.uk visited. Nationals of the EU or Norway are entitled to free hospital treatment in the UK but not for dental treatment.

Reciprocal agreements exist with the following countries: Australia, Bosnia, Croatia, Iceland, Macedonia, Serbia and Montenegro, Turkey, Russia and all former Soviet Union states. The same rules apply for entry to Northern Ireland as for the rest of the UK. The currency is still pounds sterling and not Euros as for the Republic of Ireland.

PRACTICAL DETAILS

As far as practical details are concerned here a summary for each country on the average duration, the remuneration, etc.

FRANCE

The duration of the placement may vary and is generally between 4 weeks and 6 months but may not exceed 12 months.

Remuneration The company can pay the trainee an allowance on condition that it does not exceed 30% of the minimum legal salary. If this sum is exceeded, the trainee becomes a company employee and the company must make contributions on the total salary. The company can also grant the trainee payment in kind such as meal tickets and public transport passes. As the remuneration of trainees is not compulsory, many companies do not offer it. It is therefore wise to inform oneself on the possibility of receiving a placement grant from your teaching establishment (e.g. Leonardo grants) or in the context of specific programmes.

The most requested profiles are engineering, scientific, technological and applied arts

GERMANY

Duration and remuneration:

The duration of a Praktikum is flexible and often depends on the offer of the company. In such cases the duration can vary between a few weeks and more than 1 year. On principle the duration depends on the type of "Praktikum". Exception: Foreign students from the Czech Republic, Estonia, Latvia, Lithuania, Poland, the Slovak Republic, Slovenia and Hungary and Non-EU citizens can absolve a Praktikum

for 12 months in Germany if it refers to their university studies (please notice the point Stay formalities and the Annex Studienfachbezogene Praktika).

Usually a Praktikum can be arranged between the employer and the school pupil, the school, the student, the university or with help from a organisation. A placement agreement (Praktikumsvereinbarung: www.hwk-mittelfranken.de/DOWNLOAD/Sonstige/praktivertr.pdf, http://www.praktikant24.de/download/Mustervertrag-Studentisches_Praktikum.pdf) between the company and the interested student will be signed. In Germany the Praktika can be paid or unpaid. Often you can receive a reward or pocket money at the end of the Praktikum, but it depends on the company.

The most popular types of a Praktikum in Germany are the enumerated examples. The most known form is the voluntary Praktikum for school pupils, students or other people who are interested in a Praktikum. The duration for school pupils is normally about 3 weeks, for students about 4 weeks. On principle the duration can be discussed with the company. This Praktikum only means a temporary occupational activity aimed at gaining "practical" experience in the vocation aspired to, or getting to know the professional day-to-day atmosphere. In terms of labour legislation most cases represent an employment relationship entered into for a limited period of time by signing an employment agreement with the company. This form of Praktikum can be served during the vocational training or between training stages.

During the studies in university the students can absolve a Praktikum to improve their possibilities on the labour market. Unemployed people can absolve a Praktikum for 4 weeks in a company with support from the local employment agency. Students or diploma holders can get a Praktikum in form of a Trainee which means a profession- or company-specific program. In some federal states of Germany a "Schülerbetriebspraktikum" in a company is required in the last class of the school. The organization is made by the school and it is unpaid.

The Praktikum may be an integral and thus compulsory part of training for a vocation. This training for a vocation may be either studies at a university or any other kind of training. Depending on the stage at which such a traineeship is received during the vocational training process, it is called a preliminary traineeship (Vorpraktikum), an interim traineeship (Zwischenpraktikum) or an acknowledgement traineeship (Anerkennungspraktikum). The contents and requirement profiles for such traineeships are stipulated precisely in most cases. Hence applicants for such traineeships must make sure beforehand that the traineeship aspired to meets the requirements. The trainee and the company will enter into a traineeship agreement governed by labour law. If the traineeship is part of the vocational training and

compulsory, the duration is usually stipulated. Such traineeships mostly last 6 months.

ITALY

Duration: The training period can vary from 3 to 12 months. The maximum duration of an internship can be: 4 months for students who attend the secondary school, 6 months for unemployed workers, or university students, professional trainings, and post certificate or post graduation trainings, 12 months for university students, who attend courses with university diploma, P.H.D students, post-certificate specialization courses also non-academic courses. (that start within 18 months from the end of the studies), 18 months for the disadvantaged (L. 381/91), 24 months for the disabled.

Remuneration: The firm can provide a scholarship or a reimbursement of expenses for the trainee. The internship can be financed by the Local Bodies, or by National and International bodies. In the case of the "Leonardo da Vinci" programme, the contribution of the European to the trainees varies from € 300 to € 600 per month, according to the country of origin. The firm can integrate the scholarship with a contribution or offering services such as the meals at the firm's cafeteria or the accommodation etc

The most requested profiles belong to the following areas.

- Business and administration, marketing, firm and finance managing
- Engineering : mechanic, electronic, telecommunications and managing
- Natural science, math and computer science

All the above mentioned profiles request a good knowledge of the foreign languages and computer science (Office e electronic mail).

These are the ten most requested profiles: project manager in particular in the fields of rubber, plastic, wood, furniture, and mechanics, ; process managers in the field of chemistry, rubber and plastic; analysts budget managers in the field of graphics and editing; plant project managers and software project for the mechanic industry; Mechanical engineers; Cad and Cam designers and project managers in particular in the field of plastics, rubber, wood, furniture and mechanic; finally fashion designers in the textile field. Also very interesting are the profiles of quality system managers; laboratory technicians and material technicians; environment technicians security and energy technicians (in the fields of food, chemistry, mechanic and textile industries). Less requested are the profiles in the following fields: humanistic, sociologic, medical, architecture and agriculture.

POLAND

Duration and remuneration:

The average duration of an internship/training placement in Poland varies from a minimum 3 months to sometimes 6-9 months.

They are not paid generally, sometimes they receive pocket money, or rewards. Generally internships do not have required profiles. There are various requires depends on projects. Some offer are for economists, some for chemists, archaeologists.

Foreign internships have one basic require - language; quite important is mark's average.

UNITED KINGDOM

Duration and remuneration:

A work placement is a period of work experience, which can be paid or unpaid, and it is usually part of a course of study. Work placements can be short term (a few weeks), long term (up to one year) or part time.

The phrase 'internship' is increasingly used by large companies and refers to a placement within their organisation, usually over 6 to 12 weeks during the summer holiday.

There are four main programmes available:

a) National Vocational Qualification (NVQ) Training and Foundation Modern Apprenticeships (FMAs): these are available to all 16 to 24 year olds. Both work towards NVQ Level II in a chosen vocational area, but Foundation Modern Apprentices also follow a programme of Key Skills including Communication, Information Technology and Number skills. Trainees/Apprentices can either be employed or have Trainee status, in which case they will receive a Training Allowance (minimum £40 per week depending the part of the country). In some cases the Modern Apprentice will receive a supplement to their allowance from their employer or training provider. FMA takes at least 18 months to complete and leads to NVQ level II and technical certificate. Training available covers a whole range of vocational areas, from clerical work to construction, engineering to equestrian skills. Trainees/Apprentices work towards their NVQ qualification mainly in the workplace with the help of qualified assessors, but may get up to a day a week 'off the job training' at college or in a training centre.

b) Advanced Modern Apprenticeships (AMAs) offer an opportunity for young people to follow a training programme developed for their industry by employers, awarding bodies and government agencies leading to a National Vocational Qualification (NVQ) and technical certificate at Level Three. As an AMA you will be in full time employment with appropriate wage, aiming for technical, supervisory or junior management role. Training lasts at least 24 months, for some it is a stepping-stone to University. In addition to NVQ Level III there are Key Skills including Communication, Information Technology and Personal Development.

Entrants to Modern Apprenticeships must be aged between 16 and 24 with the ability to achieve NVQ Level III, which is broadly equivalent to two 'A' levels at the end of the apprenticeship. Trainees hold employed status within their company. Over 80 different industries have a Modern Apprenticeship training framework approved for use. The estimated duration of training for a 16-year-old entrant is around two years. At 20 plus the training can be reduced considerably depending on previous qualifications and experience.

c) **Work Based Learning (for Adults):** this is available if you have been unemployed for six months or more and are aged between 25-63 years old. The scheme provides quality training and gives you the opportunity to gain qualifications or credits leading towards qualifications.

For further information on any of the above programmes contact a local Careers Service, Jobcentre and Employment Service in the UK, who have up to date details on the training providers offering such programmes in that area.

d) **New Deal:** This new opportunity is available;

- Nationally for 18-24 year olds who have been unemployed for at least six months and registered with the employment service.

- Nationally for people aged 25 or older who have been unemployed for 18 months or more and registered with the employment service.

New Deal offers the individual more opportunities than purely training. Clients enter "The Gateway", a period of up to 4 months intensive guidance. During this time they decide whether to take the employment, further education, training, self employment or voluntary environmental task force options.

New Deal 25 Plus is aimed at 25 year olds or older who have been employed for 18 months or over. Training is mostly work focused and work based, lasting 6 weeks for short job focused training, longer occupational training lasting between 26 and 52 weeks. Also support in setting up in self-employment including test trading while receiving a training allowance.

SEARCHING FOR A PLACEMENT STEP BY STEP

These are the shared "basic rules" to follow in each country in order to search and organize the internship.

Before the internship

- Selection of the companies by consulting the directories, registering on internet sites offering placements, apply for an exchange programme if eligible
- Study the websites of the companies/organization in order to find useful information
- Confirmation of the availability of the University or the Promoting Body.
- Identification of a reference teacher and/or a structure that can facilitate the finding of an internship and its developing stages.

- Choice of a suitable training for the development of the student's skills
- Drafting of a curriculum vitae with a cover letter in the language of the hosting country (or in English), including a list of the attended courses and the exams, so that the firm can have an idea of the trainee's competences (diplomas and degrees obtained in the country of provenience and not necessary known in foreign countries).
- Evaluation of the financial aspects of the internship (public financing, a contribute offered by the firm) and other conditions such as working hours, insurance.
- Checking of the entry requirements for the foreign country and personal documents

Before you leave it is necessary to have:

- Written confirmation of the firm where the training is going to take place, beginning and ending dates. Placing topics and conditions, the firm tutor.
- The internship convention is signed by all the involved parts (University/Promoting Bodies, firm, candidate).
- Insurance contract with policy reference number and telephone contacts in case of emergency.
- Basic information about the hosting country and the town of destination. (climates, culture, cost of life).
- Practical information on the hosting country
- Accommodation details (address, costs, description) and transport

During the internship you have to:

- Respect the regulations in terms of hygiene, work security, working hours and firm regulations.
- Do the activities stated in the internship project in synergy with the firm tutor .
- Keep in touch with the reference teacher or the tutor of the Promoting Body.
- Respect the privacy clause that implies also the non diffusion of information about the internship project outside the firm without the previous authorization of the hosting organization.
- Communicate changes and accidents
- Signal any damage immediately.
- Fill in the monitoring forms as well as those for the final evaluation.
- Have the firm tutor fill in the final evaluation form.
- have the standard documentation signed for the acknowledgement of the internship after its completion such as a training certificate.

After the training/internship

- Preparation of the final report

- Hand in any document to the organizing structure (University/Promoting Body) for the registration of the credits.

HOW TO FIND AN INTERNSHIP

INTERNATIONAL INTERNSHIP RECRUITMENT SERVICES or EUROPEAN PROGRAMMES COMMON TO EACH COUNTRY

Here are some information on international organisations, recruitment department or services present in each country with a national agency/office in charge with internships and international mobility for trainees.

Leonardo da Vinci EU programme

First of all we have to mention the Leonardo da Vinci programme that offers the possibility to carry out a training/scholarship in one of the Member States of the European Union, and in those that are part of the European Economic Space. To take part to the initiative it is necessary to apply to the organizations with approved projects for the international students recruitment. In Europe you can apply to the National Agency. Every organization will specify in its selection competition the length and the typology of the trainings in the foreign countries, along with the requisites and the deadlines for the applications. The firms where the trainings will be carried out are singled out by the organizations in the context of cooperation agreements. The part taking to the programme is free, the scholarship Leonardo da Vinci represents a direct financial contribution to help the "mobility expenses": travel, insurance and accommodation. The training length depends on the study qualification. It is designed for people who are still studying -secondary school students, higher education students, young degree holders- but also for job seekers, workers and those taking a professional placement.

For detailed information on this EU programme and the list of the different national agencies and their websites in each language please consult:

http://europa.eu.int/comm/education/programmes/leonardo/new/leonardo2_en.html

Eurodyssee

Eurodyssee is an exchange programme of the Assembly of European Regions (AER) launched in 1985 offering young people aged between 18 and 30 from the participating regions the opportunity to carry out a traineeship experience placement of three to six months in a business in another participating region. The main agents of this programme are therefore Young People, Businesses and the Regions. The site allows you to see how to take part in the programme, either as a Young Person, as a Business or as a Region.

<http://www.eurodyssee.net>

Applicants must be residents of a region taking part in the programme and should make enquiries with the regional representative.

The participating regions are: <http://www.a-e-r.org/COMMUN/A33bis.html>

Sesame

This service for exchanges and agricultural placements in the world, is an association which offers placements in France each year for young foreigners, as well as courses elsewhere in the world for young French people.

Participants must be aged between 18 and 30. They must be or have been students in a school of agriculture, have experience of an agriculture anyway and be familiar with the language of the host country. The placement search and follow-up services must be paid for. The placement participants are paid.

<http://www.agriplanete.com>

STUDENT ASSOCIATIONS INTERNSHIP PROGRAMMES

There also a variety of organisations linked to student associations that offers placement programmes in specific fields, here are the main ones present in each country:

IAESTE, The International Association for the Exchange of Students for Technical Experience: www.iaeste.org

In technical-scientific, architecture and engineering fields this programme for participants wishing to take a placement in their own country or for those who have already found a host company in a foreign country. In the case of the latter, the company must pay fees to IAESTE.

To register with the association, contact the IAESTE representative in your own country or the IAESTE office in your establishment if there is one. All, or nearly all European countries are represented.

BEST, Board of European Students of Technology is a constantly growing non-profit and non-political organisation. Since 1989 it provide communication, co-operation and exchange possibilities for students all over Europe. 68 Local BEST Groups (LBGs) in more than 20 countries are creating a growing, well organised, powerful, young and innovative student network. BEST strives to help European students of technology to become more internationally minded, by reaching a better understanding of European cultures and developing capacities to work on an international basis. It offers also services like an international career centre to broaden the horizons for the choice on the job market, its priority is to offer high quality services for students all over Europe. www.best.eu.org

AIIESEC, International Association of Students in Economic and Business Sciences: <http://www.aiesec.org>.

In management and economy field A.I.E.S.E.C. founded in 1949 and present in 85 Countries, favours international exchanges promoting two kind of training. One is the social training, with non governative organizations (Y.D.E.P.-Youth Development Exchanges Programme), the other is the in-company training/internship, with the firms (I.T.E.P.-International Traineeship Exchanges Programme). The trainings, that can last from 8 to 78 weeks, are for school students or just graduated students in economics. The selections take place at the beginning of the academic year and include a language test and an interview with the teaching and managing staff. The travel expenses are on the trainee, AIIESEC provides for the accommodation, the firm guarantees an "expenses reimbursement" for the activities. Beside the abovementioned projects, AIIESEC offers also programmes for architects, engineers, doctors, etc. at the moment the activities of AIIESEC are thought and organized for more than 60.000 students operating in more than 800 Universities. All, or nearly all European countries are represented. The placement search and on-site follow-up services must be paid for. Participants must be registered with an establishment which is a member of the AIIESEC or register with the association by contacting the AIIESEC representative in their country.

ELSA, European Law Student Association deals with placement programme in the field of law <http://www.elsa.org>

E.L.S.A. is a student and young Law graduated association. Among the various initiatives the programme STEP (STUDENT TRAINEE EXCHANGE PROGRAMME) is quite relevant. It is an interesting opportunity for those who want to work abroad for some time, at a lawyer's office or at the law office of a foreign firm. From February to March, the associates receive a list of European offices and firms that are looking for trainees. Candidatures can be sent by filling in a form and sending a C.V. The choice among the trainees is carried out by the interested offices and firms. Among the requested requisites there is clearly the knowledge of the language spoken in the Hosting Country. Usually there is a reimbursement that covers (at least) food and accommodation expenses.

I.F.M.S.A. I.F.M.S.A. (INTERNATIONAL FEDERATION MEDICAL STUDENTS ASSOCIATION) www.ifmsa.org operates in the medical field. It is an international association that promotes trainings for medical school students, and surgery as well as for young doctors (under 28) within six months from the graduation. Selections take place at the beginning of the academic year. The trainees receive free food and accommodation.

OTHER ORGANISATIONS, EMPLOYERS ASSOCIATIONS AND COMPANY INTERNSHIP PROGRAMMES IN EACH COUNTRY

FRANCE

Regional Chambers of Commerce can provide list of companies. Here are some websites addresses for specific regions:

www.ccip.fr

www.ccielyon.com

www.ccif-marseille.com

This one is the general one www.acfci.cci.fr

The official site of the National Employment Agency (ANPE) can provide tips and useful information to contact French companies www.anpe.fr

To introduce students and young graduated AFIJ provides links with French companies offering internships www.afij.org

Contact French representing organizations in your country: The French consulates, "la Mission Economique Française" (French Chamber of Commerce in foreign countries), <http://www.missioneco.org>

"la Chambre de Commerce et d'Industrie française" (French Chamber of Commerce and Industry) (www.uccife.org)

Consult company directories:

A directory of European companies (available in several languages):

www.europages.org

A worldwide company directory: www.kompass.fr

The directory of French importers and exporters: www.telexport.tm.fr

Consult the sites of big French companies with subsidiaries all over the world

http://www.expatries.diplomatie.gouv.fr/bouquet/default.asp?id_dossier=131&parent_id=13

GERMANY

The Chamber of Commerce Union provide useful information on German companies listed by economic and geographical areas and helps to find a Praktikum. www.dihk.de, www.ahk.de. The following websites are also helpful to find companies in Germany: www.abconline.de, www.firmenfinden.de, www.hoppenstedt.de, www.staufenbiel.de

The website from the Federation of German Trade Unions (DGB) offers helpful informations about internships and jobs in Germany but also a list of companies with the so-called title "fair Praktikumsbetrieb" etc.

www.students-at-work.de

www.dgb-jugend.de

The German Federal Employment Agency offers a database on the internet for companies and students and everybody who is offering or searching for internships or jobs in Germany. www.arbeitsagentur.de.

abi-Berufswahlmagazin: www.abimagazin.de

uni-Magazin: www.unimagazin.de

A lot of large-enterprises offer the possibility for students or diploma holders to absolve a Praktikum or a special trainee before, during or after university at their companies. The website www.top500.de presents a list of the 500 top German companies with further informations. Examples for companies with trainees/Praktikum in Germany:

Siemens Germany offers possibilities for school-leavers, students and diploma holders: www.siemens.de

Procter & Gamble Service GmbH Germany provides over 100 Praktikaplätze for students in Germany.

Three billion times a day, P&G brands touch the lives of people around the world. Our corporate tradition is rooted in the principles of personal integrity, respect for the individual, and doing what's right for the long-term.

Contact:

Procter & Gamble Service GmbH

Sulzbacher Straße 40-50

65824 Schwalbach am Taunus

0049 - 6196 - 8901

E-Mail: companyinfo@de.pgsonsumers.com

www.pgcareers.com/praktika

Merck KGaA Germany Merck operates in the Pharmaceuticals and Chemicals business sectors. Merck provides Praktika, trainees etc. for students, diploma holders etc.

www.merck.de

Fraunhofer-Gesellschaft zur Förderung der angewandten Forschung e.V.

The Fraunhofer-Gesellschaft is your partner for contract research in all fields of the engineering sciences.

www.fraunhofer.de

Lufthansa www.be-lufthansa.com/jobs_und_karriere.html

Adidas-Salomon:

www.adidas-group.com/de/careers/emerging_employees/work_placement/default.asp

Deutsche Telekom: www.telekom.de/sas/karriere

Bayer AG: www.mybayer.job.de/wms/byhr/index.php?language=1

Information about local possibilities to find a Praktikum are available from:

Career Preparation/Career Service for Students, Academic Staff and Employers
Ludwigs-Maximilian University Munich www.s-a.uni-muenchen.de

The Martin-Luther-University Halle-Wittenberg provides in co-operation with the Federation of German Trade Unions (DGB) Saxony-Anhalt a regional database on the internet for companies and students and everybody who is offering or searching for internships or jobs: www.koop-dgb.uni-halle.de

Job-chance-berlin.de offers internships and jobs on the internet for companies and graduates or students: www.job-chance-berlin.de

The regional database on the internet for companies and students who is offering or searching for internships or jobs is a co-operation between four universities in south-east Lower Saxony (Fachhochschule Braunschweig/Wolfenbüttel, Hochschule für Bildende Künste Braunschweig, Technische Universität Braunschweig, Technische Universität Clausthal), the Federation of German Trade Unions (DGB) and the Bildungsvereinigung ARBEIT UND LEBEN Niedersachsen e. V. www.praktikum-niedersachsen.de

ITALY

Among the employers' associations UNIONCAMERE is particularly interesting with its Progetto Polaris, that is a project for the Orientation, Alternance and joint work between the companies and the training Systems. The web page P.O.L.A.R.I.S. www.polaris.unioncamere.it represents the contact point between students, schools, universities, companies and cameral operators and offers ed offers different services.

IFOA, Training Centre and Services of the Chambers of Commerce, has been operating since 1972 to train young resources in the emerging professional profiles and the most requested on the work market. The project, activated as trainings and internships allows graduated and undergraduate students to carry out a training/internship in the industrial field. www.ifoait.it Via G. D'Arezzo, 6 - Reggio Emilia - tel. 0522 329210, fax: 0522.284708

Confindustria and Work Department have promoted the project Minerva-Vulcano www.minerva-vulcano.it. This web page is like a large "community on line" where education and the working world can meet and communicate every day. The Training Data Base (BDS) collects and shares (after a quick and free registration) the training offers of the firms divided in regions and professions.

Here are the addresses of some national companies that offer training opportunities within their organization structure:

BAYER www.bayer.it The maximum training length at Bayer's is 6 months for any kind of study address. The trainee receives a weekly contribute and in case he/she is not resident in Milan or in Italy, an expenses reimbursement.

BENETTON www.benetton.com/career Offers three months trainings at the leading firm in the field of clothing. Technical-scientific studies are preferred.

BMW ITALIA www.bmw.it at human resources The Italian branch of Bmw offers the possibility to graduated in engineering, administration and foreign languages.

BULL www.bull.it at training at Bull. A computer programming firm generally offers 6 months trainings also to graduated students in Economics and administration. The undergraduate or the graduate candidate can apply anytime by sending a curriculum.

TELECOM ITALIA www.wireline.telecomitalia.it In the section "JOB " of Telecom Italia-Wireline are available information on the selection project and on professional development, the offers are on line and it is possible to send your la CV. The training lasts 6 months at the after-sales.

CARREFOUR ITALIA . www.carrefouritalia.it Training/internship of a maximum length of 6 months for students and just graduated students at one of the various firm competences at the firm's headquarters or in the shops. The training is followed by a Manager who i also the Tutor and introduces the trainee in the working environment., thus facilitating his/her entrance at work and professional choices. A monthly reimbursement is offered.

BARILLA www.barillagroup.it Trainings for young graduates and undergraduates are the main admission channel to start a career at Barilla. The trainings are bound to specific projects that are developed in the various firm's areas and averagely last 6 months so that the trainee can fit better in the organization and make the best of the training experience. During the training a tutor follows the trainee. The training availability has to be stated in the application form. New training selections for every firm area are made anytime during the year.

ENI www.eni.it, see under "lavora con noi-stage" (work with us - training) The web page of the ENI group has a section dedicated to the students about where to apply to attend a training, courses or a master course. On the same page you can also check

the job offers for young graduated students in scientific disciplines. The training programme, run by Eni Corporate University, is for young graduated students with the following requisites: Specialized degree or equivalent title of the old rules in Economics and Administration and Engineering obtained not longer than 18 months before the application at one of the Universities with an agreement with Eni; voto. The graduation grade cannot be under 100/110 (or 90/100); certified knowledge of English; not older than 29. Trainings/internship last 6 month and are at Eni's structures or at its partner companies. Every trainee is followed by a firm tutor who assists her/him during the project shared with the University of the trainee. A contribution to expenses is included.

ENEL www.enel.it Enel offers short but meaningful experiences in its organizative structures, to graduated students and students attending specialization courses. Applications are selected among those sent by the Universities or by the Specialization Schools that are part of special conventions. The trainings last to a maximum of 12 months, and include moments of technical studies and practical training, through the partaking to innovative activities and firm projects.

UNITED KINGDOM

Placement UK is a free service designed to help European undergraduates find internships in UK. Work placements are open to any EU undergraduate, or graduate studying for a further degree. The student's institution must provide the student with a placement agreement for the whole duration of the placement. For more details see www.placementuk.org/

Trident Transnational organises full-time work placements with UK-based companies for European and international candidates aged 18 to 30 years. European Union and European Economic Area (EEA) students and graduates can apply for the work experience and working holidays programmes of 6 to 52 weeks' duration. For more details see the Trident Transnational website www.trident-transnational.org/

European Work Experience Programme Ltd offers paid work placements for people aged 18 to 28 years old and who are from the European Union and nationals from Norway, Iceland, Switzerland and Liechtenstein. Most of the positions are in the catering and sales industries, within the Greater London area and throughout England. For more information see www.ewep.com/ .

Eagle UK Work Experience Programme arranges work experience placements for students within British and Irish companies. For more details see www.eagle-uk.demon.co.uk/

Students undertaking a full degree course in the UK can search for work placements on the National Council for Work Experience website www.work-experience.org.

It is also possible for students to approach companies directly. Contact details for companies can be found in directories such as the Yellow Pages www.yell.com, which list businesses by type of business and location.

www.support4learning.org.uk/home/index.cfm

This site contains an extensive list of organisations and companies who can offer work placements in diverse fields.

www.step.org.uk/

An organisation which places undergraduates into small -medium sized companies.

www.hcima.org.uk/HAVE/Page.asp?ID=1

The HAVE Project is a scheme that has been designed for students of any discipline who don't have a structured work placement as part of their course and who work in the hospitality, leisure, sport or tourism industries, either part-time or during vacations. HAVE will help you to get the most from your part-time job and will also assist you with the collection of evidence of your personal development. To find out more about the scheme visit the dedicated website and start to prepare your portfolio for the future.

www.enhanceuk.com/

ENHANCEUK assist businesses of all sizes across London and the Southeast regions with our specialist resourcing capacity within recruitment by offering the expertise of Graduate calibre candidates for issues such as the following:

To solve possible skill shortages through short term placements

Manage development projects over an on-going contractual period

Source and select the very best talent for permanent placement opportunities

www.ciee.org/

CIEE (Council on International Educational Experience) provides quality work experience and exchange programs and services for individuals, employers, communities and educational institutions.

HOW TO APPLY: CV, COVER LETTERS, INTERVIEWS

In order to contact the company/organisation you have to arrange some "tools" aiming at introducing you and supporting your candidature: the CV, the cover letter and the interview.

It is important to pay attention and remember that there are differences between European countries in drafting both CV and cover letters.

The European CV, available in all languages on the CEDEFOP site is tending to tone down the cultural differences in composing a CV

<http://europass.cedefop.eu.int/>

Anyway it is useful to underline some differences:

In France it's better to write by hand the cover letter and to define clearly the motivation and the "added value" you can bring to the company in terms of skills, know-how, etc. You don't need to enclose any documents or certificates. On the contrary in Germany you have to enclose certificates and documents.

In Italy it's better to typewrite the cover letter and to write the Cv on a two-page maximum without enclosing documents and certificates.

In the UK the cover letter has to be typewritten in a very detailed way making clear the motivation and the business sector/area of activity. No enclosure of certificates/documents.

As far as the Cv is concerned in France is general rule to enclose a photo, to describe hobbies and personal interests and to present in a very detailed way the previous experiences. In Germany you have to pay particular attention to the chronological order of the different educational and professional experiences. In UK you have to pay attention to the graphic layout and to describe everything in a single page. Don't forget that every application must be accompanied by testimonials.

Here some useful websites address linked to each country where to find examples in the different languages:

FRANCE

French internet sites to help you implement a CV and a cover letter:

<http://www.letudiant.fr/> ; <http://www.e-go.fr/>

<http://www.parisetudiant.com/etudes/jobs-stages.php>

Examples of French agreements

http://www.stagesouest.com/Uploads/Pdf/Convention_stage.pdf

http://www.capcampus.com/etudiant/classique/job/stages/contrat/exemple_de_convencion_de_stage.asp

GERMANY

www.arbeitsagentur.de - Informationen für Arbeitnehmer - Arbeitssuche - Bewerbung/Vorstellung - Jobprofi

www.europaserviceba.de - Länderinformationen - Deutschland -Arbeiten

www.berufsstrategie.de - internet application

<http://www.jobware.de/>

www.bewerberpool.de

www.bewerbungen.de

www.bewerbungsberatung-albrecht.de

www.bewerbungslexikon.de

www.bewerbungspartner.de

www.focus.msn.de/D/DB/db.htm

www.ulmato.de

ITALY

www.corriere.it/lavoro see under tools at the voice C.V. and interviews.

www.primolavoro.it at the section information pages, F.A.Q for the c.v, and for a better presentation at a job interview

www.jobtel.it see under practical exercitations: curriculum vitae and job interviews

www.studenti.it/lavoro/orientamento see under useful guides, detailed files and more information about CV, the cover letter and the job interview

www.informagiovani-italia.com tips and useful information to improve your CV and job interview

www.cambiolavoro.com useful tips, information, CV samples , interviews.

www.linklavoro.it tips, dossiers, information about the introduction in the working world, CV samples, cover letters.

POLAND

In Poland there are no national services which can offer supporting information to foreign grant holders in order to find accommodation etc.

UNITED KINGDOM

www.ca.courses-careers.com/cv.htm

www.ca.courses-careers.com/letter.htm

www.connexionscard.com/x/c/cxc.jsp?P1=CVSM

www.careerswales.com/

www.careers-scotland.org.uk

SEARCHING FOR HOUSING

FRANCE

As far as accommodation is concerned once in France or before coming, you can contact regional offices or CROUS or CRIJ

www.cnous.fr

www.cidj.com

If your placement is only for a few months in a university town, it is preferable that it should begin in March or summer rather than September. The best solution is that your company tutor should find accommodation for you. Public university residencies managed by the CROUS (Centre Régional des Oeuvres Universitaires et Scolaires), (regional university and school tasks centre), you may be able to find an available room there during summer. Enquire at the CROUS in the region in which you will be staying: <http://www.cnous.fr>

Private university residencies: apartments can be found here throughout the year: <http://www.adele.org/>

Hostels for young workers and students exist in all towns. Enquire at the "Point Information Jeunesse" (youth information centre) in the town where you will be staying: <http://www.cidj.asso.fr/>, see "Youth information near you" or on: <http://www.ufjt.org>, the union of hostels and services for young workers.

Accommodation in private homes: offers to be found at the youth information centre and the CROUS as well as in free newspapers and small ads.

Temporary accommodation:

In Youth Hostels, see the "Fédération Unie des Auberges de Jeunesse" (United Youth Hostels Federation): <http://www.fuaj.org/>,

In a "Centre de Rencontres Internationales" (International Meeting Centre): <http://www.ucrif.asso.fr/>

For all further information, especially concerning accommodation grants:

"Centre d'Information et de Documentation pour la Jeunesse" (Youth Information and Documentation Centre): <http://www.cidj.asso.fr>, see accommodation.

GERMANY

If you are planning a temporary stay in Germany, it might be a good idea for you to contact one of the local temporary residence agencies, the so-called Mitwohnzentralen. The market for furnished accommodation ranges from a room in a shared flat to complete apartments. As many of these services are offered online, it is easy to find the Mitwohnzentralen in the internet:

www.mitwohnzentrale.de - accommodation offers/furnished accommodation offers

www.homecompany.de - short term accommodation

www.studentenwerke.de - German student union/accommodation offers

www.mieterbund.de - German Tenants' Protection Association

www.suchezimmer.de -room and flat rent

You will find a broad range of accommodation on offer in the Wednesday and Saturday editions of the daily newspapers (www.mediamonster.de - German Press). Weekly 'advertisers' also provide a useful overview of the regional housing market. Ask your future employer for the Internet addresses of the newspapers. Frequently, advertisements are also available online one or two days after the newspaper is published. Obviously, you can also place your own advertisement. In some instances, your employer will help you find accommodation, and ideally offer you a company apartment.

ITALY

As for accommodation there are various possibilities:

Those who want to live in an apartment must check the ads published in the local newspapers and specialized press or on internet as on www.postoletto.it, www.studenti.it in the section "cerco casa/appartamenti" (I'm looking for a house/apartments). Some Universities run specialized structures as "il Cercalloggio della Mutua studentesca", "la Bussola di Venezia" and "il Postoletto di Bologna". The Students Associations, information boards in the faculties and the "Informagiovani" structures represent useful alternatives. There are also estate agents specialized in renting. The rent of an apartment or a room is regulated by a contract that is stipulated by the owner and the student. For assistance in finding an accommodation, the drawing of contracts and the access to the information you can contact the "Sindacato Unitario inquilini e assegnatari" and to "Sindacato inquilini casa e territorio".

Universities residences can offer accommodation at fair prices, a bedsit costs about 180-200 Euro per month. University residences are run by "Enti Regionali per il Diritto allo Studio" that are in every University town. These structures offer about 30.000 accommodations in residences, students houses, and conventioned houses. The accommodations are given through a yearly competition and the list is drawn according to the money earned, merits and particular personal conditions (the disabled, foreigners, etc)

Another alternative are the religious houses. All information can be found in the "Guida dello Studente delle Università" o through the Catholic diocesan administration office.

POLAND

In Poland there are no national services which can offer supporting information to foreign grant holders in order to find accommodation etc.

UNITED KINGDOM

Renting accommodation in UK towns and cities is relatively easy. Student accommodation in UK is more often than not affordable, comfortable and safe. The British Council has some good advice on how to go about organising accommodation www.educationuk.org/

The British Council recommend that you find accommodation before arriving in the UK. If however you have not been able to do this or you are confident enough in a foreign country to wait until you arrive there are some short term options such as Youth Hostels and other Short-Term Accommodation. When you first arrive in the UK it will probably be easiest and cheapest to stay in a youth hostel for a few nights until you can find more permanent accommodation. There is often a limit on the number of nights (usually three) you can stay in a youth hostel, particularly in peak season. Apply for an international youth hostel card before you leave your home to

save formalities once you arrive. Lists of youth hostels can be obtained from the local tourist offices, *YHA - Youth Hostel Association Services (England and Wales)* www.yha.org.uk/, the *Hostelling International Northern Ireland* www.hini.org.uk/ or the *Scottish Youth Hostels Association* www.syha.org.uk The local tourist office will also be able to suggest small hotels and bed and breakfast establishments that may also be suitable as temporary accommodation. Hotels vary greatly in price, so check the tariff before booking-in. Bed and Breakfast accommodation is usually cheaper than a hotel. *Venuemasters* www.venuemasters.com/ takes the responsibility for accommodation in over 60 universities outside the universities term-time.

Rooms, Flats and Houses

Accommodation in the United Kingdom is usually expensive in the London area and southeast England. Generally speaking, the further north you go, the more affordable accommodation becomes. For more permanent accommodation, you can rent a room, flat, bedsit or a house. Rented accommodation is available either furnished or unfurnished. Flats, bedsits and houses are advertised in the local newspapers. When looking for accommodation you can also contact an estate agency or a letting agent. You can find contact details for agents in the local *Yellow Pages* www.yell.com. Properties for rent are usually offered on a minimum or short-term six-month lease, with a returnable bond or deposit paid in advance. Some landlords also require references, so be prepared for this. Alternatively, you could rent a room in a house shared with a family or perhaps other young people. This is the cheapest option, and again details of this type of accommodation can be found in the local newspaper. If there is a university or college locally, student notice boards may also advertise rooms to rent.

USEFUL REFERENCES, DATABASES AND WEBSITES ON RESEARCH OF WORK PLACEMENTS

International

www.internationalplacement.org , for international mobility, created to favour the placing of trainings and internships at a transnational level. It offers the following free services to trainees and firms: on-line placing, information and useful tips, specific information about the trainings in the various European countries.

www.eurostage.org , where you can find information about trainings, educational systems, and firms, trainings descriptions. Students can leave their application choosing the country. The firms can see the list of applications of the foreign students and send their training offer.

www.centrorisorse.org, the web-page *Studiare e lavorare in Europa* has been realized by the "Centro Risorse Nazionale per l'Orientamento" - "Area Formazione Lavoro" that has been operating since 1993 on appointment of the Department of Work and Social Policies - UCOFPL and of the European Commission - DG Education and Culture. The web page represents the meeting point of all the on-line pages that are interested in training, this makes it a very interesting opportunity for those who are interested to have a work experience or even a simple holiday in Europe.

www.emploi-international.org The aim of the Emploi-International.org web site is to place candidates seeking employment abroad and to fill international vacancies. It enables any company, whether domiciled in France or abroad, to post international vacancies on the site. It also enables any candidate for employment abroad of French nationality, nationals of the European Economic Area residing in France or abroad, or nationals of a third-party state ordinarily residing in France, to submit their applications.

Specific for each country

FRANCE

To have more information visit www.infostages.com managed by the Centre Documentation Information Jeunesse, website address www.cidj.asso.fr
Égide manages the French government's international cooperation initiatives: reception of foreign scholarship holders and invited guests, preparation of international expert assignments. Égide can also assist other organizations involved in international exchanges (research laboratories, universities, local governments, etc.)
www.egide.asso.fr

Consult the general and specialised French press. The specialised press is highly developed in France. Here some examples about general information:

Le Monde, a daily newspaper available free on internet www.lemonde.fr

L'Express, a weekly paper available free on internet www.lexpress.fr

About economic information:

La Tribune, a daily paper available free on internet www.latribune.fr

Les Echos, a daily paper available on internet, payable www.lesechos.fr

L'Usine nouvelle, a weekly paper on executives, on company activities
www.usinenouvelle.com

L'Expansion, a weekly paper on economic life in France, employment opportunities for executives...www.lexpansion.com

You can also consult specialized papers or websites: some examples

L'hotellerie for catering and hotel job and "stage" opportunities
<http://www.lhotellerie.fr/>

Le moniteur for construction and works job and "stage" opportunities
<http://www.lemoniteur-expert.com/>
Computer services and activities <http://www.01net.com/emploi/>

GERMANY

These websites are all free internship databases on the internet for companies and students and everybody who is offering or searching for internships or jobs. A registration is often necessary to use the databases. These databases also provide useful information about a "Praktikum", application documents, job interviews etc.. In some websites you can also get information about higher education, `students live` etc.

www.prabo.de

www.praktikum.de

www.praktikum-online.de

www.praktikum-service.de

www.praktikum.info

www.praktika.de

www.studserv.de

www.praktikums-boerse.de

www.unicum.de

www.hobsons.de

www.campus-topline.de

www.jobs3000.net/

www.karriere.de

www.jobber.de

www.jobboerse.de

www.jobpilot.de

www.wiwo.de/praktikumsboerse - website of the German Wirtschaftswoche

www.fairjobbing.net

www.karriere.unicum.de

The following websites offer internships, trainees and jobs especially for students and graduates. This links also provide useful data of different companies.

www.akademiker-online.de

www.berufstart.stepstone.de

www.unister.de

This website provides students the possibility to search for internships or jobs in the building industry/ engineers, architects or automobile etc.

www.bau.net/inserate/

www.deutsche-bauzeitung.info

www.automotive-job.net

This website offers a internship database especially for the marketing industry, advertising industry, communication and internet branch for companies and students.

www.absolutebeginners.de

www.werbeagentur.de/service/jobboerse

This website offers jobs and internships for school pupils and students. It also presents information about regularities for school pupils.

www.schuelerjobs.de

The Mediamonster provides a database for the whole German Press.

www.mediamonster.de

ITALY

www.sportellostage.it , free public service by ACTL from 1999. It began as a pilot project in cooperation with the Department of Work, FSE, Regione Lombardia and Corriere Lavoro, offers to young people, companies and intermediate Bodies a service for the promotion and the diffusion of orientation trainings and internships with operative support and specialised assistance. Under training offers there are detailed descriptions of the offers made by many Italian firms with information about the length, the requested study title and reimbursements, etc
ACTL also organizes work orientation workshops, seminars and congresses .

www.eurocultura.it, cultural association that offers various services as well as information and assistance for the research of trainings in the countries of the European Community. Issues the newsletter "Muoversi" via e-mail on international mobility.

www.jobadviser.it , trainings and job opportunities with firm descriptions , send applications directly to the company for the most interesting opportunities, follow the tips on how to write a C.V. and the cover letter. There is also an updated calendar of the Career Day and a section about trainings and internships.

www.linklavoro.it, the right page to find a job , clicking on the info section and services-trainings it is possible to enter the data base and at the training research page it is possible to visualize the Italian companies that offer training opportunities with the opportunity of a direct access to the web page of the chosen firm. The research can be carried out checking the regions or the industrial field of interest.

www.info-stage.it ,The training Portal , set up with the aim of putting the students in touch with the firms that offer training and internship opportunities.

www.jobtel.it, portal of orientation and work placement as well as the introduction of young people in the working world. At the section "chances and opportunities" there

are lists of - trainings and internships. There is also a useful and reasoned guide to the main web pages and a good list of training opportunities, useful tips, general information about the world of work, dossiers about various themes and samples of CVs and cover letters, etc.

www.4-stars.it FourStars is an association specialized in the field of training and work, in particular in the field of orientation and selection of human resources, with the appointment of the Regione Lombardia, FSE e Welfare. During its three years of activities it has placed an average of six thousand people, an average of 150 trainings activated every month, with more than a thousand associated firms. Moreover Fourstars organizes free orientation and training courses, for undergraduates and graduated students. In the last minute training section there are training offers and it is possible to send or update your c.v. on line.

POLAND

The country is lagging behind as far as internship organization system is concerned, no internet websites on these topics are available, no website on addresses of national companies offering internships or magazines on the subject. At the moment Poland is not considered an interesting country in which apply for an international working placement, the language is still the a major problem

UNITED KINGDOM

Here some useful information websites in UK:

www.apprenticeships.org.uk/

Apprenticeships are a structured programme of training leading to a recognised qualification, covering a wide range of occupations. Trainees get the opportunity to work for an employer, learn on the job, build up knowledge and skills and gain qualifications and earn some money at the same time. Apprenticeships are available at different levels. Foundation Degree can be undertaken following an Advanced Apprenticeship.

www.dfes.gov.uk/

Department for Education and Skills

www.hcima.org.uk/content/jobs_placements/documents/jobs_contacts.html

Journal of Vocational Education and Training is a fully-refereed international journal that publishes scholarly articles addressing the development of practice and theory in work-related education, wherever that education occurs.

www.activate.co.uk/

This website combines jobs for students with jobs for graduates. The site also contains a search engine for holiday jobs and other types of jobs.

Worth trying recruitment agencies too. Many of these can be found in the Yellow Pages.

www.doctorjob.co.uk/WorkExperience/

Gives basic information about the UK situation regarding work placements and advice on how to go about looking for a placement.

www.bbc.co.uk/radio1/onelife/work/options/placement_before.shtml

Advice on work placements

www.ruralnetuk.org/employability/seekres.htm#exp

Links for people with disabilities

www.chamberonline.co.uk/

British chamber of commerce

www.nebpn.org/

The NEBPN is the umbrella organisation and national voice for Education Business Partnerships working in the UK.

www.blis.org.uk/jobs_Search.aspx

BLIS Jobs - the job site for people with languages

www.grb.uk.com/work_experience.0.html

Graduate Recruitment bureau

www.careerscope.info/gapzone/

Information on work experience is disseminated to student, employers and practitioners through their website www.work-experience.org. This website also allows students attending a UK university to search for suitable placements.

THE INTERNSHIP TRANSNATIONAL DIMENSION AND THE INTERCULTURAL IMPLICATIONS

An internship in another country is a great instructive opportunity as far as professional, linguistic and interpersonal skills are concerned.

Even if the internship is experienced in a "neighbour" country the intercultural dimension hasn't to be underestimated.

The concepts of "time" - punctuality, working hours, time management, etc- "hierarchy"- relations with colleagues and superiors - "social relations" - formality/informality in communication- "efficiency", "authority", "competence", etc, are cultural aspects difficult to know in a short time.

You need to get in touch with the everyday working life of the country and of the specific working context, there are a lot of elements to be considered also the sectorial micro-cultures (public company, big or small/medium sized company, non-profit corporation, etc)

Some useful information on intercultural matters are inside "Intercultural Learning T-kit n° 4" on www.training-youth.net/tkits.htm or "All different - All equal, education pack" by the European Youth Centre on www.coe.int/t/E/human_rights/ecri

This kit was produced in April 2006 by *Barbara Forni* of ASTER (Italy) with the support of *Elisabeth Gros* of the Centre d'Information Internationale de l'université de Lyon (France)

It is based on the national reports produced by the "Ergo-in-Net" project's partnership.