



KIT

**LEGAL ASPECTS AND SOCIAL ISSUES
CONCERNING MOBILITY WITHIN THE EU LABOUR MARKET**

By Careers Europe

UK

CHAPTER 5

HOW TO USE THIS DOCUMENT

This document sets out some of the key issues that may concern someone thinking of moving to another EU country to work. It is in three parts

1] The introduction or overview «What do they have in common?»

- covers things that are generally true for all countries **PAGE 4**

PERMITS AND VISAS? PAGE 4

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This section is helpful for those who are just beginning to think about moving to another part of the EU for work or business.

2] Annexes - Specific pages for each partner country in the project

- some of the things that might be different in that country
- or where special rules or conditions might apply

- France PAGE 15
- Germany PAGE 21
- Italy PAGE 28
- Poland PAGE 33
- United Kingdom PAGE 39

This section is helpful for those who have already thought of moving but need more advice or information about one country or to compare countries.

3] Useful Links and Addresses - for each country

- references and addresses for up-to-date details and contacts

These pages will go out-of-date more quickly: check date last reviewed.

- France PAGE 18
- Germany PAGE 25
- Italy PAGE 31
- Poland PAGE 37
- United Kingdom PAGE 41

This section is helpful for those who have made a decision to move and work in another EU country and now need to make contacts and get precise information and advice.

A note for advisers and trainers

For your own training or professional development you may like to use this document as a starting point for your own research, asking the following questions:

What **issues** do I need to be aware of when advising clients about mobility in Europe?

What **questions** are they likely to ask me and where could I get the answers?

What **barriers** are there to mobility within the EU?

How can advisers most effectively help to overcome them?

NB The information here is reliable as far as we now at the time of writing, but before taking action based on it, you should check the sources and details yourself.

WHAT DO THEY HAVE IN COMMON?

WORKING IN OTHER EU COUNTRIES - KEY ISSUES

GENERAL INFORMATION

	UK	France	Germany	Italy	Poland
Population	60m	60m	82m+	58.5m	38.6
Capital	London	Paris	Berlin	Rome	Warsaw
Language	English	French	German	Italian	Polish
Other	Welsh				
Currency	Pound = 100 pence	Euro	Euro	Euro	Zloty = 100 Grozys
Dialling	+44	+33	+49	+39	+48
Fire	999	18	112	115	112 / 998
Police	999	17	110	113 Police 112 Carabinieri	112 / 997
Ambulance	999	17	112*	118	112 / 999
Medical Emergency	--	15 (SAMU)**	--	118	--

* In some federal German states 19222 is also used to call an ambulance

** the emergency medical helpline

For more information on moving to another country contact their embassy in your own country.

PERMITS AND VISAS?

Those holding full ten-year EU passports can stay or work in any EU/EEA country for up to three months without a visa or work permit.

Longer stays simply require a residence permit. Check the procedure for obtaining this with the consulate or embassy of the country you wish to visit before you leave your own country. The procedures will differ from country to country.

EMPLOYMENT

EU/EEA nationals have the right to live and work in EU countries without a work permit, and the same rights as nationals with regard to pay, working conditions, and

access to housing, vocational training, social security and trade union membership. Families and immediate dependants are entitled to join them and have similar rights.

Exceptions - Isle of Man, Channel Islands (see special entry: UK)

Legal issues and contracts of employment

The employment protection in your country's legislation, however, does not extend to work wholly or mainly outside your own country. The detailed terms and conditions of employment are a matter of agreement between the employer and you. Where possible, get the terms and conditions of employment in writing before you leave your own country.

If offered a contract, check carefully the terms and conditions of employment (including disciplinary procedures and performance conditions). Make sure you fully understand what is written in the contract before signing it. The employer may be able to provide you with a copy in your own language; otherwise you may need to seek help with translation. Check the method and frequency of your pay. Also ask about relocation expenses and accommodation arrangements and whether you will get help with costs and what conditions apply. You are likely to be paid directly into a bank: find out what documentation is needed to open an account - your own bank may be able to help.

Wages, Hours, Holidays

	UK	France	Germany	Italy	Poland
When are wages usually paid?	Weekly or monthly	Monthly, usually 13 month cycle	By collective agreement	Up to 16 payments annually in some sectors. Extra month's wage in December	Monthly
Minimum wage	@ 18-21 £4.10 @ 22+ £4.80 (Note 1)	SMIC , index-linked (Note 3)	None. Collective agreements (Note 4)	Sectoral minimum, set every 3 years	PLN 849,00 (Note 6)
Normal working week	48 maximum (averaged over 17 weeks)	35 hours maximum	48 hours maximum over six days	40 hours, 48 maximum	Max. 8 hours per day, 40 hours per 5 day week or 48 hours with overtime in some cases (See note 6)
Overtime	By collective agreement see www.dti.gov.uk/er/index.htm	Over 35 hours	By collective agreement	130-150% of normal	See above
Holidays	20 days	5 weeks	24 days	Average 25-30	20 days if

(Minimum)				days	employed <10 years, 26 days if >10 years (See note 6)
Public Holidays	8-9 (Note 2)	11 days	10-14 days (Note 5)	10 days	10-11 days
Maternity/ Paternity leave	<p>A basic ordinary Maternity Leave allowance of 26 weeks. For employees with 26 weeks continuous service with their employer before the 15th week before the baby is due are entitled to an additional 26 weeks of additional Maternity Leave. Employees must satisfy certain conditions.</p> <p>Eligible employees can choose to take either one week or two consecutive weeks' paternity leave (not odd days).</p> <p>For more details see www.dti.gov.uk/er/index.htm</p>	<p>For mothers 16 weeks(if no child or just one child), 24 weeks (if already two children)</p> <p>For fathers</p> <p>11days for a unique child. 18 days for more than a child.</p> <p>All info on: www.legissimo.com/fpcongemater.htm www.legissimo.com/fpcongpatern.htm</p>	<p>Parental leave has replaced what used to be called childcare leave and can be organised flexibly. German legislation for this leave provides for many special cases, and this makes it rather complicated, so just a few of the regulations are mentioned here. Besides parental leave, means-tested childcare payments are also available for the first two years of a child's life. Parents are entitled to three years' parental leave per child, of which two must be taken by the time the child is three years of age with the employer's agreement, the third year can be taken up to</p>	<p>Law n.53 of 8 March 2000 and the following decree n.151 of the 26th of March 2001 is the law protecting the right of the parents to take leave from their jobs in order to be with their children. Both, fathers and mothers can ask the permission to take care of their children, even if they are married or not, single or in couple, even if the children are adopted or entrusted to them. Each parent can have parental leave extended for a maximum of 6 months (all at once or spread out) but the couple can't exceed the maximum of 10 months. If you are an only parent you can take leave</p>	<p>Maternity leave - 16 weeks, including 2 weeks of paternity leave (optional)</p>



Education and Culture

Leonardo da Vinci

			the child's eighth birthday. You may work for up to 30 hours per week during parental leave.	for a maximum of 10 months.	
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Notes

1. UK. For more information call the National Minimum Wage enquiry line on 0845 6000 678. Information is also available on the DTI website at www.tiger.gov.uk.
2. UK. Employers are not obliged by law to recognise these.
3. Salaire Minimum Interprofessionnel de Croissance: latest rate from ANPE offices or web site.
- 4.DE: Working conditions, including wages are usually laid down by collective agreements and the Arbeitsgesetz - not only payment but also duties of employees in the different wage and salary brackets, details of working hours, annual leave and special payments such as holiday and Christmas bonuses. NB in the construction industry minimum wages exist for nationals from other EU states working in Germany but posted there by a foreign employer. Other universally binding collective agreements involve traditionally low paid areas e.g. security, hairdressing, industrial cleaning.
5. DE Depending on which federal state you are in
6. PL. October 2005 - minimum wage reference point. The Labour Code, which lays down fairly complex provisions for holiday, overtime and wage entitlements, governs employment laws in Poland - check for full details.

BEFORE YOU GO: A CHECKLIST

Before you take up employment you must:

- Have a full passport;
- Have a copy of the contract or terms and conditions of employment and you understand them fully;
- Know the method and frequency of payment of salary;
- Know what travel arrangements are needed and whether you or the employer will pay;
- Have accommodation in the area you will be moving to;
- Have a European Health Insurance Card or have taken out private health insurance
- Have sufficient funds to last until you are paid, or to return home if necessary.

In addition you should:

- Arrange with people in your own country who can serve as references for employers
- Take out a travel insurance policy that covers luggage, accidents and personal liability;
- Go to your local Employment Service office and find out what rules will apply
- Develop the relevant language competencies

EUROPASS

Europass is an initiative to encourage mobility and lifelong learning among workers and learners in Europe. It is a collection of documents designed to record your skills, qualifications and experience in a standard European format. It will help you make your skills and qualifications more easily understood to employers and educational institutions abroad. This is useful whether you're looking for work or study in the EU,

There are five documents: Europass Curriculum Vitae (CV); Europass Language Passport; Europass Mobility; Europass Certificate Supplement; and Europass Diploma Supplement.

To find your national Europass centre, and for more details, visit europass.cedefop.eu.int

SELF-EMPLOYMENT/SETTING UP A BUSINESS

Prerequisites: EEA nationals have the right to set up as a self-employed person anywhere in the EU but some countries may require an additional permit, enrolment with the Chamber of Commerce, or evidence of relevant working experience or qualification. Check the country in question (e.g. Italy, Germany).

Social Security: if you are a self-employed person you may be exempt from paying contributions for up to 12 months providing you continue to pay contributions in your own country and hold the exemption certificate E101.

It may happen that your work, unexpectedly, lasts longer than 12 months. You can carry on being insured under your own country's scheme for not more than another 12 months. Before the end of the first 12 months you should ask for form E102 from the insurance authorities of the country where your contributions are being paid. Use form E102 to ask if you can carry on being insured in the other EEA country.

Tax: you also need to check out your liability for tax and to whom it is payable - see TAXATION.

FINDING WORK

The ability to speak and write the language of the country you are going to is an important requirement for jobseekers!

European Employment Services (EURES)

Vacancies: the public Employment Service in your country will have details of vacancies elsewhere supplied to it through the EURES network - a partnership between all of the employment services in the EEA, to support free movement of

workers. EURES circulates vacancies and offers up-to-date information on living and working conditions in each EEA Member State on-line.

Advice: there are over 500 EURES advisers throughout the EEA, specially trained to promote employment mobility within Europe. They specialise in the practical issues surrounding employment. Contact your local advisers from <http://europa.eu.int/eures>

CVs: if looking for employment elsewhere in Europe you can register your CV on the website's CV-Search service. Registered employers use the service to search for suitable applicants for their vacancies and can contact the jobseeker directly.

Speculative Applications

Common practice in most EU countries and worth trying. Before sending an application, make a telephone call to the human resources manager or to someone else in middle-level to senior management. The objective is to make yourself known, demonstrate your initiative, and to find out what kind of person the company might be interested in. When you telephone, be sure to raise specific points or questions and likewise, when you write, to send your CV typed in the target language if possible, with a handwritten or typed covering letter depending on the preference of that country.

Employers

You can find addresses for employers in Europe by using trade directories such as 'Kompass' in reference libraries, or Yahoo/Google directories. For graduate-level employment with international companies try the database at www.eurograduate.com

Employment Agencies

In many countries these are an important source of vacancies. However, in some cases they may be limited by law as to the type of jobs that they are able to deal with, in some countries such agencies are restricted to dealing solely with temporary jobs. However, it is still important to contact these agencies to find out what type of vacancies are available - check the local equivalent of the Yellow Pages for agency addresses.

Press

Daily newspapers and some regional ones advertise vacancies. Most have websites

Professional Associations and Unions

If you belong to a professional association or union try contacting them for details of links with counterparts in other countries. They can also offer advice on employment issues. To find them you can use Yahoo>Business or Google Directory

TAXATION

Where you pay tax depends principally on whether you are defined as resident in your own country or not during a particular tax year. If you pay in the host country, remember there may be local as well as income taxes. VAT must also be considered. You may also incur import taxes if you move certain household goods. Consult the tax and/or customs and excise offices in your country before you leave. See <http://europa.eu.int/youreurope/> [>"citizen" and select "taxation" from the drop-down menu] for more details.

SOCIAL SECURITY

Your social security rights are the same as those that apply anywhere within the EEA. When you start work you contribute to the social security system and consequently, gain the right to benefits. Social security benefits cover unemployment, illness, invalidity, work accidents, work related illnesses, maternity, widowhood and pensions.

If you are an EEA citizen you should obtain certificate E301 from your social security department before you leave. This will show the amount of social security insurance you have paid in your home country. Take this certificate to your local employment or social security office in the new country in order to make a claim for social security benefits.

Further information in: leaflet SA29 'Your Social Security, Insurance, Benefits and Health Care Rights in the European Community and in Norway, Iceland and Liechtenstein'.

HEALTH

You get urgent medical treatment free anywhere in the EU.

The **European Health Insurance Card (EHIC)** has replaced forms E111, E111b, E110, E128 and E119. It entitles you to free, or reduced cost, emergency healthcare when visiting another EU country, Iceland, Liechtenstein, Norway or Switzerland. The card is intended to simplify procedures if you need medical care. It is not valid if you are going to live and work abroad **permanently** but will otherwise allow you to access any state-provided medical treatment you need while abroad because of an accident or illness.

EU countries have different rules about state-provided medical treatment. You may have to pay part or all of the cost of medical treatment/prescriptions, and then claim a full or partial refund. It's best to take out private insurance covering medical care as well.

Transferring Sickness Benefit

If you are in receipt of Sickness Benefit in your country, you may be able to transfer payment to the other EU country. Ask at your local labour office, or social security office.

Transferring Unemployment Benefit

If you are entitled to unemployment benefit and have been claiming this in your own country, you may continue to receive it for a while in your own country, while you actively seek work elsewhere. Contact the employment service in your own country for details.

Pensions

Under EEA regulations, if you work in two or more EEA countries you can combine state pension contributions paid in each state in order to qualify for a state pension.

LEGAL MATTERS

Once in the other country you will be subject to their laws. In the event of any legal problems you should contact your Embassy.

EDUCATION & TRAINING

You can study within the education system of the new country or at an international school, where it may be possible to follow either a national or international curriculum.

Ploteus. The best source of additional information on all aspects of education in the EU is the European Commission PLOTEUS portal: <http://europa.eu.int/ploteus> This provides links to information about the educational system, learning opportunities, exchanges and grants, on the recognition of foreign qualifications, and tuition fees for each country.

A brief list of the institutions, age groups, and any special features for each country are given in the country sections below.

International Schools

You can also study at an international school. Contact the European Council of International Schools for more details: www.ecis.org/

COMPARABILITY OF QUALIFICATIONS

Academic Qualifications

For a direct comparison between your own qualifications those recognised in other countries contact the National Academic Recognition Information Centre (NARIC).

NARIC, an international network, is available in each Member State. For advice on how your qualification fits into a EU member state's education system, contact the NARIC office in the state you are moving to. For more details visit: www.enic-naric.net

Vocational Qualifications

The National Reference Point (NRP) network is a network of centres across Europe that can help and advise you about the recognition of your qualifications.

Professional and Occupational Qualifications

To enable EU nationals to work in other Member States without having to re-qualify for professional or occupational qualifications, the General System for Mutual Recognition of Professional Qualifications was introduced. Two European Directives, 89/48/EEC and 92/51/EEC, cover between them all regulated professions and occupations.

To be eligible for assessment under Directive 89/48/EEC you must have successfully completed a post secondary course of at least three years duration, at a university or establishment of higher education. You must also have successfully completed any professional training required to enable you to practise the occupation concerned.

Directive 92/51/EEC covers occupations below degree level.

Certificates of Experience

If you are a craftsperson wanting to exercise your trade in another Member State you can apply to have your experience certificated under the Certificate of Experience scheme (directive 99/42). Each Member State has a co-ordinator for this. Details can be found at:

www.europa.eu.int/comm/internal_market/en/qualifications/contact.htm

Applicants may be charged a fee for this service.

CULTURE & LANGUAGE

The way of life, customs, educational methods and standards in other countries can be very different. You may feel at a disadvantage if you don't speak the language. Laws on personal and business relationships, trade unions, driving, personal freedom, internal travel, buying and selling and other aspects of daily life can also be quite different from your own country's. Research the situation in the country you are going to thoroughly, and contact some of the organisations listed in this booklet for more information before leaving.

ANNEXES

FRANCE

RESIDENCE PERMITS

Over 3 months: countries that joined the EU in May 2004 or later must still ask for a residence permit - **Carte de Séjour** (except Malta and Cyprus and Switzerland)

EMPLOYMENT ISSUES

Contracts

For detailed advice, including issues such as unfair treatment, contact your employer's local **Inspecteur du Travail, Direction Départementale du Travail et de l'Emploi**.

Self Employment

If your business is in trade or a 'cottage' industry then contact your local **Chambre de Commerce et d'Industrie** or **Chambre des Métiers**.

HEALTH CARE

Provided by: public and private sector institutions; independent private practitioners. Make sure the doctor or dentist is **conventionné**, i.e. they work within the health system.

Who pays? You pay directly for treatment and prescribed medicines: then claim it back from the social security insurance system. You are covered after 60 working hours, once your employer has registered you with the **Caisse de Sécurité Sociale d'Assurance-Maladie**. You get a social security registration card and number, but need to present a **fiche d'état civil** (e.g. your birth certificate). NB: Social security cover for medical treatment is usually partial: additional insurance - the **Mutuelle** - provided by many French insurance companies - is needed to cover the rest.

Feuille de soins: a signed statement of treatment given and medicines prescribed. When you collect your medicine, the pharmacist will hand you back your prescription. Attach it to the **feuille** to claim a refund. Medicine containers also carry detachable labels (**vignettes**), with the name and price of the contents. Stick these on the **feuille**, and sign and date the form. Send your claim for a refund (**feuille de soins**, any prescription, and your E111) to the nearest **CPAM - Caisse Primaire d'Assurance-Maladie** while still in France.

Carte vitale - (gradually replacing the feuille de soins) certifies you are entitled to these rights for 4 years. Refunds are much quicker. Present it at the pharmacy to avoid the procedures described above.

Hospital treatment: If you need this, the doctor issues an **attestation**. You pay for each day in hospital. (May be covered by your mutual insurance scheme but not by social security). Send an **avis d'admission / prise en charge** (notice of admission / acceptance of responsibility form) to the local **Caisse de Sécurité Sociale** with your registration card (if not registered, your **European Social Security Card**)

More information from your local **Caisse de Sécurité Sociale Primaire d'Assurance-Maladie**

TAXATION

Social contributions:

- automatically deducted from your gross salary on your pay slip.

Income Tax:

- paid by an employee either three times a year or in 10 monthly instalments
- assessed on earnings in one year
- payable the following year. In February, fill in and send a '**déclaration d'impôts**' (tax return) to your local '**Centre de Paiement des Impôts**'.
- Contact your nearest **Trésor Public** for further information

Self Employed: See Links

ACCOMMODATION

Renting Accommodation

- Difficult / expensive in main tourist areas, Paris, and other cities.
- **Minimum contract** usually 9-12 months.
- **Deposit** 1-2 months rent.
- May be asked for proof of working - e.g. pay slips.

Advertised in

- local papers and Paris dailies e.g. [Le Figaro](#), [France Soir](#), [Le Parisien](#) .See also "useful links" below.

Agencies immobilières / agences de location et de propriétés .

Addresses in [Les Pages Jaunes](#) or professional association web sites:

- www.cnab.net
- www.fnaim.fr

Legal aspects: l'Agence national d'information sur le Logement :

- www.anil.org/ Check the conditions, e.g. does rent include heating or lighting?

Buying Accommodation

- **Mortgages:** via the local **Notaire** or by an **Agent Immobilier**.
- **Loans:** banks, other financial institutions, and notaires.

EDUCATION

Pre-School	2-6	Écoles Maternelles
Primary	6-11	Écoles elementaires
Secondary	12-16	Collèges
Upper secondary	16-18	Lycées
Higher Education	18+	Universités Grandes Écoles

The pre-school sector has a strong tradition in France. Any child aged 3-6 has a right to a free place in a (public) école maternelle, and some places are available for suitable 2 year-olds. The percentage of French children in these schools is second only to Belgium within the EU.

Higher Education. There are about 90 **universities** (including 12 private, and a number of **instituts universitaires de technologie**) and 350 **Grandes Écoles**. **And specialised schools** depending on other ministries (Ministry of Culture, of Health, of Agriculture and Defence) such as arts schools, performing art schools, health and social schools, agricultural schools, police and army schools...)

USEFUL LINKS AND ADDRESSES - FRANCE

French Embassies abroad www.mfe.org/Annuaire/repdipfr.asp

FINDING WORK

Public Employment Service: ANPE www.anpe.fr

French Employers:

- 'Le Guide des Entreprises qui Recrutent'
- 'Le Guide des Opportunités de Carrières'
- Kompass Directory: www.kompass.fr
- www.lesannuaires.com/annuaire-entreprise.html

Employment Agencies:

- A directory of private agencies:
www.ego.fr/inner/cabderec/search.php3
- APEC - for executives (but also young graduates): www.apec.fr
- AFIJ - helps young graduates to find their first jobs: www.afij.org
- Other large agencies include :
- www.adecco.fr
- www.vediorbis.com
- www.manpower.fr
- Temping agencies in France: www.yakeo.com/fr/interim/

:

The Press (& TV)

- The main daily newspapers with websites:
- Libération www.liberation.fr
- Le Figaro www.lefigaro.fr
- Le Monde www.lemonde.fr
- Others at: www.radiotv.org/PRESSE/France.html
- **Demain**: TV channel dedicated to employment and job offers
www.demain.fr/

Professional Associations and Unions

Directory of some professional associations

<http://products.kompass.com/fr/Administration%20-%20Associations/Associations%20professionnelles/ODQwNjIyNzM2NDU=-prd.php>

Chambers of Commerce

- French Chambers of Commerce abroad: www.uccife.org/
- Chambers of Commerce in France www.cci.fr/

Seasonal Work

- Disneyland Paris, Normal net Recrutement B P 110
BP100, 77777 Marne La Vallee Cedex 4
Website: www.disneylandparis.com Email: dlp.casting.fr@disney.com
- [CIDJ - Centre de Documentation et d'Information Jeunesse](http://www.cidj.fr)
- www.cidj.fr has most seasonal vacancies
- [ANPE www.anpe.fr](http://www.anpe.fr) also has information on seasonal jobs

Self Employment

- www.service-public.fr in chapter "Etrangers en France"
- www.apce.com/index.php to establish own business
- www.cci.fr/ for local chambers of commerce
- www.apcm.com/

HEALTH CARE AND SOCIAL SECURITY

More Information from:

- www.service-public.fr in the chapter dedicated to foreigners
- Eures: <http://europa.eu.int/eures> in the chapter "living and working conditions" <http://europa.eu.int/scadplus/citizens/fr/fr/1099.htm>
- Sécurité Sociale www.ameli.fr
- (in foreign languages at) www.ameli.fr/277/RUB/277/omb.html

ACCOMMODATION

- 'La Centrale des Particuliers': property for sale or rent.
- 'De Particulier à Particulier': private adverts for accommodation.
- www.paruvendu.fr - in the small ads
- www.petites-annonces.fr/ - in the small ads

- www.colocation.fr - flat sharing
- www.appartager.com - flat sharing

EDUCATION

- **Ministry of Education** www.education.gouv.fr
- **ONISEP**: information on studies and occupations www.onisep.fr

GERMANY

RESIDENCE PERMITS & REGISTRATION

1. Einwohnermeldeamt / Meldeämter:

Anyone living in Germany, other than in a hotel, must register, and update their registration, at the nearest Einwohnermeldeamt on each change of address. Look in the local telephone directory under *Stadtverwaltung*. To register you need:

- Your passport
- A copy of the lease or rental agreement
- A completed registration form - usually in the waiting room.

2. Ausländerbehörde:

To spend more than 3 months in Germany you need an Aufenthaltserlaubnis (residence permit) To register you need:

- Proof of employment (a contract or letter of employment)
- Two passport photos
- A copy of your residents' registration
- Your passport.

FINDING WORK

Bundesagentur für Arbeit

The 800+ regional and local Arbeitsagenturen all display vacancies and deal with unemployment and other benefits.

Private Employment Agencies in Germany

Check under **Arbeitsvermittlung** in the telephone directory or look in **Gelbe Seiten** (Yellow Pages) www.gelbe-seiten.de See Links below.

The Press

All the main daily newspapers and some regional ones - e.g. *Berliner Zeitung*, *Aachener Zeitung*, *Stuttgarter Zeitung*, advertise job vacancies

Chambers of Commerce

A useful source of company information. See Links

Professional Associations and Unions. See links

Seasonal Work

There is seasonal work on farms, in hotels and in vineyards. See Links

Speculative Applications

Find addresses for employers by using trade directories such as "Kompass Register-Germany" in reference libraries. See also web portals e.g. Staufenberg **See Links**

Self Employment

To be self-employed you must get a residence permit before entering the country, from the appropriate representative of Germany. The self-employed get a residence permit if qualified for the occupation they intend to work in. (If you are starting a business and invest less than €1m and create less than 10 jobs your case is examined to see if it is in the economic or regional interest). Non-EU citizens also need a work permit. Self-employed **construction** workers must also register at a **Handwerkskammer** and a **Gewerbemeldestelle**.

SOCIAL SECURITY

Employees: compulsorily insured under German law. The social insurance covers unemployment, health, pension, accident and long-term care.

Krankenkassen. You choose a health insurance company (Krankenkasse), and your employer registers you with them. Your family (wife/husband, if not working, children) can be included. The Krankenkasse registers you for unemployment and pension insurance, etc. Contributions are paid monthly from your salary direct to the Krankenkasse. Your employer should also register you for accident insurance with a '**Berufsgenossenschaft**' [occupational health and safety agency]. On starting work, you contribute to the social security system and get the right to benefits.

Unemployment

If unemployed register with the local employment office or Arbeitsagentur.

Pensions

Your employer will register you and deduct the contributions from your wage/salary

HEALTH CARE

PROVIDERS

Doctors, Dentists, Chemists: As well as family doctors in general practice, there are specialists: ophthalmologists, ear, nose and throat specialists, paediatricians, etc. Doctors are listed by specialisation in local "Yellow Pages" (www.gelbe-seiten.de). But it is often best to see a family doctor first. They can then refer you to an appropriate specialist from the local network. Chemists can also sometimes recommend doctors. There is a "doctor consultation" fee of EUR 10 for every quarter of the year.

Appointments. With doctors and dentists, make an appointment beforehand by telephone. For acute illnesses or accidents, you will get an appointment immediately or on the same day. Otherwise, you will wait for several days or even weeks, particularly for dentists or specialists.

General opening and surgery times: usually within normal office hours.

Weekends. Few open on Saturday, and only emergency services on Sunday. On public holidays, doctors usually appoint a locum.

Emergency. If you suddenly need a doctor in the night, at weekends or on public holidays, the emergency doctors and doctors on call will help you. A telephone-answering machine will generally list the surgery hours of the doctor concerned, followed by the locum for the night and/or weekend or public holidays. Or look in the daily newspaper under "Ärztlicher Notdienst" or "Ärztlicher Bereitschaftsdienst".

Apotheken-Notdienst: If you need medication urgently, lists of chemists open at night or on public holidays are in the daily newspapers under this heading. See www.apoindex.de or your local chemist's door / window for the address of a chemist with an emergency service. There are extra fees for night-time / weekend services.

WHO PAYS?

Krankenkassen: Health care is organised through insurance companies e.g. the Allgemeine Ortskrankenkasse (AOK), the Barmer Ersatzkasse (BEK) etc. You must have such insurance if employed. Your family can be covered too.

TAXATION

If you are liable, you must register with the local tax office/Finanzamt. German taxes are higher than average, including regional and local taxes. Income tax also includes church tax and the "Solidaritätsbeitrag" - to support former East Germany.

ACCOMMODATION

Find **short-term accommodation** through tourist offices: 'Verkehrsverein'

Rented accommodation

Usually unfurnished. Can be hard to find and very expensive, particularly in the south. Advertised in local papers under '**Immobilien**'/'**Mieten**' (usually the Wednesday / weekend editions), or on agents' or newspapers' websites, **See Links**.

A deposit: 2-3 months' rent is usually asked for by the landlord/rental agency.

The **tenancy agreement**: check carefully your rights and obligations. You must normally redecorate before you finally move out or pay for this out of the deposit. There are normally extra costs for electricity, rubbish collection etc. Making a noise before 8.00 a.m. or after 8 p.m. (e.g. playing a musical instrument) is forbidden. So are pets, usually.

Buying Accommodation

Mortgages: banks, Sparkassen, insurance companies (Versicherungen). A Bausparkasse will normally only consider you if you have had a savings account for the last seven years.

Advertised in local papers under '**Wohnung/Haus Verkauf**', or on (**see Links**). Check if the estate agent is a member of the Ring Deutscher Makler or Verband Deutscher Makler.

EDUCATION

Compulsory 6-16

Pre-School: 3-6 Kindergarten

Primary: 6-11 Grundschule

Secondary: 11+ Three alternative streams:

- **Gymnasium** - for those aiming at university
- **Realschule** - general education up to the age of 16
- **Hauptschule** - practical preparation for work

Higher Education

- **Universität** - universities and university-level colleges;
- **Fachhochschule** - polytechnic - more applied studies
- **Colleges of music, sport and art**

USEFUL LINKS AND ADDRESSES - GERMANY

Foreign Office

Auswärtiges Amt www.auswaertiges-amt.de

German Embassies abroad

www.auswaertiges-amt.de/www/en/aamt/zentrale/index_html

IMMIGRATION AND RESIDENCE ISSUES

Einwohnermeldeämter: find them at

www.meldeamter.de/einwohnermeldeamt.html

Bundesverwaltungsamt

Barbarastr. 1, 50735 Köln

Tel: + 49 221 758 0 Fax: + 49 221 758 2823

Email: poststelle@bva.bund.de

Website: www.bundesverwaltungsamt.de

EMPLOYMENT & SELF EMPLOYMENT ISSUES

<http://www.germany.info/relaunch/index.html>

Industrie- und Handelskammer Frankfurt am Main:

<http://www.frankfurt-main.ihk.de>

(link: Starthilfe und Unternehmensförderung → Starthilfe für die Existenzgründung
→

Basisinformationen für Existenzgründer)

FINDING WORK

Public Employment Service:

www.arbeitsagentur.de > [Ihre Agentur für Arbeit](#)

www.arbeitsagentur.de

>Arbeit- und Ausbildungssuche > Stellenangebote suchen

Employers: www.staufenbiel.de (includes Employer database)

Employment Agencies

- Bundesverband Personalvermittlung e.V. at www.bpv-info.de
Vermittlersuche
- Euroleaders: www.euroleaders.com
- Stepstone: www.stepstone.de
- Jobnet: www.jobnet.de
- Jobpilot: www.jobpilot.de

The Press (& TV)

- Die Welt - www.welt.de/go/stellenmarkt
- Die Zeit - www.jobs.zeit.de
- Frankfurter Allgemeine Zeitung <http://stellenmarkt.faz.net>
- Süddeutsche Zeitung <http://stellenmarkt.sueddeutsche.de>
- Frankfurter Rundschau (link 'Anzeigen' and 'Stellen')
- Handelsblatt - <http://handelsblatt.jobturbo.de>

Professional Associations and Unions

Professional associations

www.ausbildung-plus.de/anbieter/info_zq/ausbildung/103.html

Unions: www.dgb.de/mitglied_werden/

Chambers of Commerce

Deutscher Industrie und Handelskammer www.dihk.de/inhalt/ihk/index.html

Central Association of German Handicrafts

www.zdh.de/handwerksorganisationen/handwerkskammern/deutschlandkarte.html

Addresses: chambers of commerce and professional associations:

www.ausbildung-plus.de/anbieter/info_zq/ausbildung/103.html

Seasonal Work

Zentralstelle für Arbeitsvermittlung (ZAV) Villemombler Strasse 76, 53123 Bonn

Tel: + 49 228 713 0 Fax: + 49 228 713 11 11

Email: bonn-zav@arbeitsagentur.de

Website: www.zav.de

(link: Ihre Agentur für Arbeit → besondere Dienststellen → Zentralstelle für Arbeitsvermittlung)

HEALTH CARE AND SOCIAL SECURITY

www.krankenkasseninfo.de/krankenkassen/index.html - health insurance companies

ACCOMMODATION

Süddeutsche Zeitung

www.sueddeutsche.de/immobilien/mietenvermieten

Frankfurter Allgemeine Zeitung - link 'Immobilienmarkt'

<http://forward.immobilienscout24.de/3025BUTde/marktplatz/faz/mieten.jsp>

Immobilien Scout 24: www.immobilienscout24.de

Meine Stadt - www.meinestadt.de

EDUCATION

Ministry of Education and Science: www.bmbf.de (also in English),
<http://www.bmbf.de/en/index.php>
Deutscher Akademischer Austauschdienst: www.daad.de

COMPARABILITY OF QUALIFICATIONS

The German NARIC:

Zentralstelle für ausländisches Bildungswesen
im Sekretariat der Kultusministerkonferenz (KMK)
Lennéstr. 6, 53113 Bonn
Tel:+49 228 501 0 Fax: +49 228 501 777
Email: zab@kmk.org Website: <http://www.kmk.org/zab/home.htm>

[Directive 89/48]

Bundesministerium für Wirtschaft und Technologie
Villemombler Str. 76, 53123 Bonn,
Telefon: +49 228-615-0 Telefax: +49 228-615-4436
Website & Mail: www.bmwi.de/Navigation/Service/kontakt.html

CULTURE & LANGUAGE

DAAD - learn German
www.daad.org/?p=63190
Goethe-Institut
www.goethe.de

ITALY

RESIDENCE PERMITS

Residence permits / work registration papers are no longer needed .

Self Employment

You need

- a residence permit
- enrolment in a Chamber of Commerce.
- 3 years experience in the work.

FINDING WORK

The Employment Service: Centro per l'Impiego

The Employment Service is organised on a regional and provincial basis and you can find the address of the nearest 'Centro per l'Impiego' in the telephone directory, or Yellow Pages (www.paginegialle.it) or at www.welfare.gov.it/

Private Employment Agencies

Must be authorised by the Ministry of Labour. Find them [**agenzie di lavoro temporaneo / agenzie del lavoro**] in *Pagine Gialle*: www.paginegialle.it.

The Press

The main daily newspapers all advertise job vacancies. See Links below.

Professional Associations and Unions

Chambers of Commerce: See Links.

Seasonal Work

Find out more from the Euroguidance Resource Center: www.centrorisorse.org

Trade Unions

Italian General Labour Trade Union (Confederazione Generale Italiana del Lavoro - CGIL) www.cgil.it/

Italian Trade Unions Workers (Confederazione Italiana Sindacati Lavoratori - CISL) www.cisl.it/

Italian Labour Trade Union (Unione Italiana del Lavoro - UIL) www.uil.it/

HEALTH CARE

PROVIDERS

Doctors and Dentists

Your Local Health Unit [**Azienda Sanitaria Locale - ASL**] will give a certificate of entitlement (without which you may have to pay for treatment). It is issued by the National Health Service and allows to receive medical treatment and to take advantage of public (out-patient departments, clinics and so on...) and private hospitals. Ask for a list of practitioners, then take the certificate to one of them. S/he will charge you a fee. For certain, listed medicines you will be charged a standard fee.

SOCIAL SECURITY

Sistema di previdenza sociale: covers old age, disability, sickness, unemployment benefits and health care. Administered by the Istituto Nazionale Previdenza Sociale (INPS): www.inps.it

Your employer deducts national insurance payments to be made to INPS.

Unemployment

Register with the local **Centro per l'Impiego (Employment Centre)**, who will take your claim for unemployment benefit [**indennità di disoccupazione**].

TAXATION

You may need the services of an accountant [**commercialista**]. Trade Unions offer advice.

Tax Offices

Find a local **Agenzia delle entrate** (www.agenziaentrate.it)

Imposta sul valore aggiunto - IVA [Value Added Tax - VAT]is 20%.

Further information: **Ufficio Provinciale Imposta sul Valore Aggiunto (Local VAT Office)**.

Local taxes

ICI: Imposta comunale Immobili - 4-6% on the value of your property. Householders also pay for rubbish disposal [**Nettezza Urbana**] and water [**Acquedotto Comunale**] both calculated on the area of the property.

ACCOMMODATION

Renting Accommodation

- Advertised in newspapers under **appartamenti da affittare**.
- Look also for "to let" [**affittasi**] signs on properties.
- Estate agents: **agenzie immobiliari** also offer property to rent

- Contracts are usually for four years.
- *Residents* are protected from eviction, subject to conditions.

Buying Accommodation

Ville & Casali, a national property magazine. Also national property agencies See Links

Estate agents in your own country may offer property to buy in Italy. They usually work in conjunction with a local Italian agent.

Mortgages [ipoteche] can be arranged with banks. You can also contact your bank's agency in Italy about their international services. You will also need to consult a public notary.

EDUCATION

Compulsory: 6-18/19

The last 2-3 years can be a vocational training course or apprenticeship.

Pre-School 3-5:

Scuola dell'infanzia : Approximately 96% of all three to five year olds attend, organised in groups of 15 -25. There are state and private schools.

Primo ciclo (first cycle): 6-14 (However reforms are set to make the system more complicated.)

- Scuola primaria 6-11
- Scuola secondaria di primo grado 11 - 14

Secondo ciclo (second cycle): 14-19 : alternatives:

- Liceo Classico/ Scientifico - 14-19 humanities /maths, science
- Liceo Artistico/Istituti d'Arte - 14-17/19 art /music orientated
- Istituto Tecnico - technical /business studies, management and services
- Istituto Professionale - 14-17/19, vocational education

Higher Education 19+

- Universities - offering the full range of studies
- Università politecnici (technical): architecture and engineering
- Istituti universitari (university institutes): one specific field

There is also a variety of non - university higher education, in specialist subjects e.g. Fine Arts / Design / Drama / Music /Physical Education/ Journalism etc.

It has to be stressed that a new ongoing Reform will introduce some changes. For further information: www.istruzione.it

USEFUL LINKS & ADDRESSES - ITALY

GENERAL INFORMATION

Ministero degli Affari Esteri [Foreign Ministry] www.esteri.it

Euroguidance Resource Centre: www.centrorisorse.org

EMPLOYMENT ISSUES

Contracts

See national collective agreements at

www.cnel.it - Consiglio Nazionale Economia Lavoro.

FINDING WORK

Newspapers

- Corriere Della Sera www.corriere.it
- La Repubblica www.repubblica.it
- La Stampa www.lastampa.it
- 11 Sole/24 Ore www.ilsole24ore.com

Vacancies on-line:

- Bollettino del lavoro: www.bollettinodellavoro.it/
- Jobonline: www.jobonline.it
- Jobpilot: www.jobpilot.it
- www.cliccalavoro.it/

Chambers of Commerce

- www.cameradicommercio.it

Self Employment

See under Your Europe : <http://europa.eu.int/>

HEALTH

Ministero della Salute (Ministry of Health)

www.ministerosalute.it/assistenza/approfondimento/

ACCOMMODATION

- **Buying:** National property agencies
- *Gabetti:* www.gabetti.it
- *Tecnocasa:* www.tecnocasa.it

TAXATION

Ministero delle Finanze (Ministry of Finance): www.finanze.it

EDUCATION

Ministero dell'Istruzione, dell'Università e Ricerca Scientifica
(Ministry for Education, the University and Research):

www.istruzione.it/index.shtml

www.miur.it

COMPARABILITY OF QUALIFICATIONS

Academic

NARIC information centre (mornings only):

Carlo Finocchietti

CIMEA (Centro di Informazione sulla Mobilità e le Equivalenze Accademiche)

Fondazione Rui, Viale XX1 Aprile 36, 00162 Rome

Tel: +39 06 8 632 1281 Fax: + 39 06 8 6 32 2845

Website: www.fondazionerui.it Email: info@fondazionerui.it

Vocational

CIMEA (Centro di Informazione sulla Mobilità e le Equivalenze Accademiche)

Fondazione Rui, Viale XX1 Aprile 36, 00162 Rome

Tel: +39 06 8 632 1281 Fax: +39 06 8 6 32 2845

Website: www.fondazionerui.it Email: info@fondazionerui.it

European Directives, 89/48/EEC and 92/51/EEC.

Co-ordinator: Presidenza Consiglio Ministri

Ministero Coordinamento Politiche Comunitarie

Via Giardino.Theodoli 66, 00186 Rome

Tel: +39 06 67 79 53 22 Fax: +39 06 67 79 52 95

Email: a.bianchiconti@palazzochigi.it

CULTURE

Ente Nazionale Italiano Turismo (ENIT)

Via Marghera 2, 00185 Rome

Tel: +39 06 49711 Fax: +39 06 446 3379

Website: www.enit.it Email: sedecentrale@enit.it

POLAND

RESIDENCE PERMITS

Anyone staying for more than 3 days must fill in a **registration form** at the local Commune Administration Office within 48 hours of arrival. If staying in a hotel they will do it for you; if renting accommodation, the landlord will.

If you don't intend to work here, you need no more than your passport for up to 90 days. After this, you must also **register for temporary residence** at the municipal or parish office. A temporary residence permit is granted, initially for 6 months, if you intend to work or are involved in any other economic activity.

EMPLOYMENT ISSUES / FINDING WORK

The Employment Service

Wojewódzki Urząd Pracy Regional Labour Offices

Powiatowy Urząd Pracy - Local Labour Offices

Find your nearest Powiatowy Urząd Pracy at www.praca.gov.pl.

Employment Agencies

Look for private agencies' own websites - see Links below. The Ministry of Labour and Social Policy also keep a register of recognised private agencies: www.praca.gov.pl/npp.

The Press

The main daily newspapers advertise job vacancies. See Links, below.

For a comprehensive media portal go to www.media.onet.pl

Professional Associations and Unions

About 14% of workers were in a union in 2002, mostly workers in the public sector and employees of formerly state-owned companies. Collective agreements with unions cover pay, conditions and benefits (see Eures)

Chambers of Commerce

Seasonal Work

Self Employment

If starting and managing a company in Poland you don't need a work permit

For more information on setting up your own business here contact

- Polish Information and Foreign Investment Agency

- www.paiz.gov.pl
Polish Agency for Enterprise Development (PAED)
www.parp.gov.pl/en/

PAED offers a hotline for information on a range of subjects relevant to starting a business in Poland including the tax system, access to technology, finding business partners and sources of finance.

SOCIAL SECURITY AND HEALTH CARE

Health care is covered by insurance (compulsory or voluntary). The National Health Fund (**Narodowy Fundusz Zdrowia**, NFZ) is responsible for assuring these services and reimburses the cost of medicines on a means-tested basis. With a European Health Insurance Card health care, including dentistry, is free.

Specialist out-patient care

The doctor (a general practitioner) may refer you to diagnostic tests to confirm the diagnosis before referral to a specialist or hospital. No referral is needed for out-patient access to the following: obstetrician, dentist, dermatologist, venereologist, oncologist, eye specialist, psychiatrist, nor for anyone who is: suffering from tuberculosis, infected with HIV, a war invalid or a victim of torture, or addicted to alcohol or drugs (i.e. for treatment of addiction).

TAXATION

Income tax exists in the form of income tax on companies, income tax on individuals (19% - 30% or 40% - more information below) and lump sum taxation forms.

Base for calculation of tax in PLN (2006)		Amount of tax
above	up to	
	37.024	19% of the assessment base minus the amount of 530,08 PLN
37.024		6.504,48 PLN + 30% of the excess above 37.024 PLN
74.048		17.611,68 PLN + 40% of the excess above 74.048 PLN

Indirect taxes include Value Added Tax (0% - 22%) and excise tax as well as Gambling and Lottery tax.

More information on: www.mf.gov.pl

ACCOMMODATION

Finding accommodation

Information from estate agencies, the Internet, or adverts in local newspapers and national weekly magazines, e.g. "Kontakt".

Ministerstwo Transportu i Budownictwa [Ministry of Transport and Construction] - has a central register of licensed estate agents.

Rented Accommodation

Costs. A two-room apartment in a large city costs roughly PLN 900 per month, not including gas, electricity, water, etc. Elsewhere: PLN 400 - 600 per month.

Rental agreements are for 3 years. Expect to make a deposit of 100 - 200% of the monthly payment. You'll also need proof of identity.

Buying Accommodation

In large cities - e.g. Warsaw, Krakow and Poznan - the price per square metre for a new apartment is PLN 2700 - 4600. In smaller towns, prices are from PLN 1800 per square metre. You can buy apartments for less (around PLN 1000 per square metre), but then they often need renovation.

EDUCATION

Compulsory: 6-16

Pre-primary education: 3-6

Kindergarten: divided into four forms by year group. 6-year olds can also spend a year within the so-called 0 grade, preparing for primary school.

Primary: 7-13

Primary school education lasts 6 years.

Lower secondary school (Gymnasium): 13-16

Parents must register their children with schools nearest to their homes.

The school year has two terms, between September and June.

Compulsory tests and examinations take place at the end of primary school (at 13), and at the end of lower secondary school (at 16).

Upper secondary and post-secondary education:

- **Liceum ogólnokształcące** [general upper secondary school] 16-19
- **Liceum profilowane** [specialised upper secondary school] 16-19
- **Technikum** [technical secondary school],16-20
- Final qualification from these three is the **matura**
- **Zasadnicza szkoła zawodowa** [basic vocational school]16-18/19 .

Higher education

There are 500+ universities and higher education institutions including teacher training colleges and some private establishments.

Schools of Higher Education including universities and polytechnics

Cover a range of academic subjects but also include some specialist colleges, e.g. art, agriculture, physical education, theology and economics. Courses - 4-6 years - confer the title of **magister**, a prerequisite for doctoral study.

Higher Vocational Schools [wyższa szkoła zawodowa]: 3-4 year courses of applied vocational studies, leading to a diploma of vocational qualifications and the professional titles of **licencjat** or **inżynier** (engineer). The most popular specialisations include business administration, education, and engineering.

USEFUL LINKS & ADDRESSES - POLAND

Ministerstwo Spraw Zagranicznych [Ministry of Foreign Affairs]

www.msz.gov.pl/

EMPLOYMENT ISSUES / FINDING WORK

Ministerstwo Pracy i Polityki Społecznej [Ministry of Labour and Social Policy]

www.mps.gov.pl

The Press (for vacancy adverts etc.)

In Polish:

- Gazeta Wyborcza - www.gazeta.pl
- Rzeczpospolita - www.rzeczpospolita.pl
- Nasz Dziennik - www.naszdziennik.pl
- Trybuna - www.trybuna.com.pl
- Nowy Dziennik - www.dziennik.com
- Życie Warszawy - www.zw.com.pl/

In English:

- Warsaw Business Journal - www.wbj.pl/
- Warsaw Voice - www.warsawvoice.com.pl/

On-line

- <http://praca.onet.pl/>
- Internet Recruitment Service - www.jobs.pl/
- Top Jobs on the Net - www.topjobs.pl/

HEALTH CARE

Centrala Narodowego Funduszu Zdrowia - Biuro Współpracy Międzynarodowej
(Central Office of the National Health Fund - The International Affairs Office)

ul. Grójecka 186, 02-390 Warszawa

tel. +48 (22) 572 62 68 fax +48 (22) 572 63 19

e-mail: ca17@nfz.gov.pl

Ministerstwo Zdrowia [Ministry of Health]

www.mz.gov.pl/

EDUCATION

Ministry of Education & Sport

www.mein.gov.pl

COMPARABILITY OF QUALIFICATIONS

NARIC in Poland:

Biuro Uznawalności Wykształcenia i Wymiany Międzynarodowej
(Bureau for Academic Recognition and International Exchange)
ul. Smolna 13, 00-375 Warszawa
Phone: +48 22 828 81 61 Fax: +48 22 828 81 61 ext. 239
E-mail: biuro@buwiwm.edu.pl Web site: www.buwiwm.edu.pl

LANGUAGE AND CULTURE

- Institute of Polish Language and Culture for Foreigners, Warsaw University www.polonicum.uw.edu.pl
- The School of Polish for Foreigners in the University of Łódź www.sjpdc.uni.lodz.pl
- portal of Ministry of Foreign Affairs www.poland.gov.pl/
- portal of Ministry of Cultural and National Heritage www.mkidn.gov.pl
- portal on Polish culture www.culture.pl/en/culture
- governmental portal about culture in European policy www.kultura.gov.pl/

UNITED KINGDOM

(England, Scotland, Wales & Northern Ireland)

RESIDENCE AND WORK PERMITS

A work permit is required for the **Isle of Man**, and **Alderney** in the **Channel Islands**. For details **see Links**

EMPLOYMENT ISSUES / FINDING WORK

Jobcentre Plus

National employment service with offices throughout the UK, who can help you find work locally, nationally or internationally. Look under *Jobcentre Plus* or *Jobcentre* in the directory or call Jobseeker Direct, +44 (0)845 606 0234.

Vacancies on-line at www.jobcentreplus.gov.uk

Employment Agencies (also known as "personnel consultants")

Recruitment & Employment Confederation (REC): a trade association of recruitment agencies, provide a list of licensed agencies. **See Links**. Graduates should register with *My Prospects* at www.prospects.ac.uk

The Press

National and local daily **newspapers** advertise job vacancies. **See Links**

Professional journals/magazines 'Benns Media', a directory, lists trade magazines and journals. Find it in the local public reference library.

Professional Associations and Unions

Consult the reference book '*Trade Associations and Professional Bodies of the UK*' in the local reference library. The Trade Union Congress (TUC) web site lists all affiliated unions and has advice on employment rights etc. **See links**.

Seasonal Work/Voluntary Work

This type of work is more readily available during the summer months, typically, in hotels, factories, farms, holiday centres, etc.

HEALTH CARE

PROVIDERS

The **National Health Service** is free, except for prescribed medicines, dental services, eye tests and spectacles. If you have a low income or already receive other state benefits, you may get help with these costs. Contact the local Jobcentre Plus or social security office.

Doctors: Register with a local National Health Service (NHS) doctor (general practitioner). NB: some NHS doctors also practise privately: make sure you are treated as a *NHS* patient or you may pay the full cost. Your doctor can refer you for **hospital treatment** or to see a **specialist**.

Dentists: most are private and charge for treatment.

Opticians: provide eye tests and spectacles, and charge for this.

Pharmacists/Chemists: provide medicines prescribed by your doctor

NHS Direct: tel. helpline / website for basic medical advice and information. **See links.**

TAXATION

As well as income tax and VAT there is a local "council tax" which pays for public services in your area and is assessed on the value of your property.

National Insurance Contributions

Deducted from your wages (or paid direct by the self-employed). Everyone is issued with a national insurance number (NINO) Your employer will arrange this and deduct contributions from your salary.

ACCOMMODATION

Rented Accommodation

Rents are highest in London and the South East.

Find it from adverts in local **newspapers**, (sometimes also in local shop windows), in **estate agencies/accommodation agencies** and **on-line**.

Housing associations, non-profit making organisations whose rents are publicly subsidised to keep them affordable. They also make it possible to part-rent or part own a home.

Expect to pay one month's rent in advance plus a refundable bond for furnishings. An agency will also charge a fee.

Contracts:

- Assured tenancies with long-term security of tenure
- Assured shorthold tenancies for a minimum of 6 months.

Legal Issues. You have legally-protected rights against e.g. eviction without a court order etc. **See links**

Buying Accommodation

Find it from: **estate agents** (or **solicitors** in Scotland) and advertisements in **newspapers**, including **on-line**. **See Links** below

Mortgages: maximum loan is about three and a half times your annual earnings, typically repayable over 25 years. From banks, building societies etc.

EDUCATION

Compulsory 5-16

There are differences in the system (e.g. age ranges and organisation) in different parts of the UK especially Scotland. You should check the relevant authorities for Wales, Northern Ireland, or, especially, Scotland (see links).

State Nurseries, Private Nurseries, Playgroups	Primary Schools	England - Comprehensive Schools, Specialist Schools, City Technology Colleges	As in Secondary Education and colleges and sixth form colleges	Universities Institutes of Higher Education Colleges
		Northern Ireland - Grammar Schools Secondary Schools	As in Secondary Education	
		Scotland and Wales - Comprehensive Schools	As in Secondary Education	
Pre-School Education	Primary Education	Secondary Education	Post Compulsory Education	Higher Education
Age 2 to 5	Age 5 to 11	Age 11 to 16	Age 16 to 18	Age 18 upwards

USEFUL LINKS & ADDRESSES - UK

WORK AND RESIDENCE PERMITS

Channel Islands and Isle of Man:

Guernsey Social Security Authority
Edward T Weadon House, Le Truchat
St Peter Port, Guernsey, GY1 3WH
Tel: +44(0)1481 732 500

For details of employment rights in the other Channel Islands contact either:
The Controller of Social Security
32 La Motte, St Helier, Jersey
Tel: +44(0)1534 280 000

Isle of Man JobCentre, Division House
31 Prospect Hill, Douglas, Isle of Man. IM1 1PJ
Tel: +44(0)1624 685 680

Application forms (ECC1) and further information from:
Immigration and Nationality Directorate
European Community Group
B6 Division, Block C Whitgraft Centre
Wellesley Road, Croydon, CR9 1AT
Tel: +44 (0)870 241 0645

FINDING WORK

Employment Services

Jobcentre Plus, Moorfoot (L10), Sheffield, S1 4PQ
www.jobcentreplus.gov.uk

Employment Agencies

Recruitment & Employment Confederation [REC]
36 - 38 Mortimer Street , London, W1N 7RB
Tel: +44(0)800 320588
www.rec.uk.com/
www.jobseekers-uk.com/

The Press

- The Guardian www.jobsunlimited.co.uk
- The Independent www.independent.co.uk

- The Times www.the-times.co.uk/
- The Daily Telegraph www.appointments-plus.co.uk
-

Professional Associations and Trade Unions

- TUC www.tuc.org.uk
- www.worksmart.org.uk/unionfinder/index.php

Chambers of Commerce

The British Chambers of Commerce London Office
1st Floor, 65 Petty France, St James Park
London, SW1H 9EU
Tel: +44(0)207 654 5800 Fax: +44(0)207 654 5819
Website: www.chamberonline.co.uk
Email: info@britishchambers.org.uk

Voluntary work

The International Voluntary Service (IVS)
Old Hall, East Bergholt
Colchester, CO7 6TQ
Tel: +44(0)1206 298215 Fax: +44(0)1206 299043
Website: www.ivs-gb.org.uk/

TAXATION

HM Revenue & Customs:
International Division (Double Taxation)
Victory House, 30-34 Kingsway, London, WC2B 6ES
Tel: +44(0)207 438 6622
www.hmrc.gov.uk/rates/index.htm

HEALTH CARE

Department of Health, Primary Care Branch
Room 7E04, Quarry House, Quarry Hill, Leeds, LS2 7UE
Tel: +44(0)113 254 5834

NHS Direct

Telephone helpline: 0845 4647
www.nhsdirect.nhs.uk/

LEGAL ISSUES AND OTHER ADVICE:

Citizens Advice Bureau

www.citizensadvice.org.uk/

EDUCATION

England

Department for Education and Skills

Mowden Hall, Staindrop Road

Darlington, County Durham, DL3 9BG

Tel: +44 (0)870 0012345

Northern Ireland

www.deni.gov.uk/

Wales

www.learning.wales.gov.uk/

Scotland

www.scotland.gov.uk/Topics/Education

COMPARABILITY OF QUALIFICATIONS

Academic Qualifications

NARIC, ECCTIS Ltd

Oriel House, Oriel Road, Cheltenham, Gloucester, GL50 1XP

Tel: +44(0)1242 260010

Website: www.naric.org.uk

Email: naric@ecctis.co.uk

Vocational Qualifications

National Reference Point for Vocational Qualifications

ECCTIS Ltd, Oriel House, Oriel Road

Cheltenham, Glos., GL50 1XP

Tel: +44(0)1242 260225

Website: www.uknrp.org.uk/

Professional and Occupational Qualifications

Carol Rowlands (coordinator for the directives)

Department for Education & Skills

Room 3b, Moorfoot, Sheffield, S1 4PQ

Tel: +44(0)114 259 4151 Fax: +44(0)114 259 4475

Website: www.dfes.gov.uk/europeopen

LANGUAGE & CULTURE

British Council, 10 Spring Gardens, London, SW1A 2BN

Tel: +44(0)207 930 8466

Website: www.britishcouncil.org

Email: general.enquiries@britishcouncil.org

British Tourist Authority, Thames Tower

Blacks Road, London, W6 9EL

Tel: +44(0)208 846 9000 Fax: +44(0)208 563 0302

Website: www.visitbritain.com/

This kit was produced in May 2006 by *Marcus Offer* (NICEC fellow) with the help of *Cécile Besrest-Butler*, *Careers Europe*, UK It is based on the national reports produced by the “Ergo-in-Net” project’s partnership.