

We would like to thank you for your willingness to consider to take in one of our apprentices for a work placement abroad. In this context we would like to give you a brief overview of the EU Program providing grants for such projects – with support of Arbeit und Leben Hamburg – official sending organisation and our cooperation partner, working on behalf of the City of Hamburg, offering and administrating the scholarships for the professional stays abroad.

**First of all: by hosting a dual vocational trainee in your company there is no cost for you and all necessary insurances are covered by the program! You will host a young person, already trained in his profession in his second year who can support you and your colleagues in a competent way**

**(At the end of the text you can find tasks/learning outcomes included in the apprenticeship “industrial clerk”)**

The program is called Erasmus+ and it aims to foster international transparency of qualifications, job profiles and to support practical work experience abroad. Erasmus+ is the European Commission's Program for education, training, youth and sport for the period 2014–2020.

**Traineeships for vocational education, apprenticeships, and recent graduates:**

#### **Overview**

Erasmus+ supports traineeships (work placements or study periods abroad) for students currently enrolled in vocational education and training (VET). These opportunities are also open to company-based apprentices and to recent graduates. Participants will be hosted either in a workplace or in another VET institution with periods of work-based learning as part of your studies.

#### **Duration**

**Traineeships may last between 2 weeks and 12 months.**

#### **Conditions**

Before start, participant/trainee, sending institution (sending company, means your colleagues in the German branch and sending institution Arbeit und Leben Hamburg mentioned above - make a Learning Agreement and sign a Quality Commitment. This document sets out the learning goals, rights and responsibilities and how the traineeship will be formally recognised.

#### **Financial Support**

EU grants are designed to cover costs for travel and subsistence during the time abroad. Though EU-funded, grants are managed by the sending organisation in question and they are responsible for making payments to individuals.

#### **National Agencies**

The following explanations can be interesting for trainees and trainers in your company as well as every country belonging into the EU takes part in the program also having funding for mobility of students and staff.

To bring Erasmus+ as close as possible to the participants and make sure it works well across different countries, the EU works with National Agencies to manage the programme, operating on its behalf.

The National Agencies are based in Programme Countries and their role involves:

- providing information on Erasmus+
- selecting projects to be funded
- monitoring and evaluating Erasmus+
- supporting applicants and participants
- working with other National Agencies and the EU
- promoting Erasmus+
- sharing success stories and best practices

**All national agencies in Europe: <http://erasmus-plus.ro/erasmus-plus-national-agencies/>**

#### **Facts and numbers:**

The seven-year programme has a budget of €14.7 billion, which represents a 40% increase compared to previous spending levels and shows the EU's commitment to investing in these areas. According to the Regulation of the Programme, the overall budget is allocated to the different actions as follows, with a margin of flexibility not exceeding 5% of each of the allocated amounts:

77,5 % to education and training, from which the following minimum allocations shall be assigned:

43% to higher education, representing 33,3 % of the total budget;

22% to vocational education and training, representing 17% of the total budget

Of the allocations referred to for education and training and youth, at least 63% shall be allocated to learning mobility of individuals, at least 28% to cooperation for innovation and the exchange of good practices and 4,2 % to support for policy reform.

Our students are being trained in the so called dual system, which means they have a vocational training contract with a company and work there for 3 days per week, and it is compulsory to attend vocational college for 2 days per week during their 3-year training. That means: practical part 75 % of the initial vocational training/apprenticeship is taking place in the company, EQF-Level 4.

#### **PROFILE OF SKILLS AND COMPETENCES at a glance (industrial clerk), which will be part of the Learning Agreement included in the placement abroad**

-Sell a company's products and services

-Carry out marketing activities ranging from the analysis of market potential to the provision of customer service

-Advise and look after customers

-Determine the requirement for products and services, procure materials, means of production and services and plan their use for the production of goods and services or sales and distribution

- Support the process of order handling, for example in the production of goods and services and logistics
- Deal with business management issues within all functions of a company (financing, investment, profitability, cost planning, cost analysis and tracking etc.)
- Deal with accountancy operations
- Evaluate key indicators and statistics performance monitoring and for the management of business operations
- Use instruments for human resources recruitment and selection, plan personnel deployment and deal with human resources administration tasks
- Plan and organise work processes
- Use foreign language documentation, correspond and communicate in typical situations with customers in a foreign language
- Work in a team and project-oriented manner within business operations using current information, communications and media technology
- Exhibit communication, cooperation, discussion-chairing, presentation, problem-solving and decisionmaking Skills

Please don't hesitate to keep in touch if you have any further questions.

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