

# **E-TOOL MOB**

## **FREQUENTLY ASKED QUESTIONS**

### **Q: Who can apply for a LdV mobility project?**

**A:** Three categories of persons are benefiting from Leonardo da Vinci mobility:

1. Trainees in initial vocation training, (IVT) - except at tertiary level - either within a training school or at the work place
2. People in the labour market (PLM) - having finished their vocational training and not being attached to a training organisation anymore
3. Vocational Education and Training professionals (VETPRO), such as: Human resource managers in undertakings, vocational training programme planners and managers, trainers and occupational guidance counsellors, teachers/trainers/other educational staff, persons responsible for training establishments and for training planning, who are connected to organisations involved in professional education and training.

If you are young and enthusiastic with an interest in learning about the workplace environment, an internship will be incredibly beneficial and rewarding for you. You will be able to develop your professional career and to learn to work in an international environment.

### **Q: Can I send as an individual an application to participate in the LdV program?**

**A:** NO. The LdV does not fund private persons directly but through an organisation which organises the placement for the trainees. The trainee has to find a suitable sending organisation in order to be able to get the funding.

### **Q: Is there an age limit for participating in Leonardo mobility projects?**

**A:** No. There is no upper (or lower) age limit for mobility project participants.

### **Q: Do I get paid for my internship?**

**A:** Leonardo da Vinci grants cover costs like travel, insurance, linguistic and cultural preparation, and subsistence costs (lodging and food) in lump sums. The general frame is the same for all countries, but there are variations in the implementation. The organisations can deal with the subsistence allowance in different manners. For all these reasons you may have the feeling that participants from other countries seem to be getting more than you, when in fact they aren't getting the same type of "service".

**Q: What are the minimum or maximum lengths of the internships?**

**A:** it depends on the type of mobility.

Target group	Duration of stays abroad
Trainees in initial vocational training (IVT)	minimum 2 weeks - maximum 39 weeks
People in the labour market (PLM)	minimum 2 weeks - maximum 26 weeks
Vocational Education and Training professionals (VETPRO)	minimum 1 week - maximum 6 weeks

**Q: Where can I go for my mobility?**

**A:** You can spend your mobility in one of the participating country of the LdV program, which is not only open to the EU countries but also to the EEA countries and the associated countries. Participating countries are:

- **European Union** : Österreich (AT), Belgique/Belgie (BE), Bulgaria (BG), Kypros (CY), Ceska Republika (CZ), Deutschland (DE), Danmark (DK), Eesti (EE), Ellas (EL), Espana (ES), Suomi (FI), France (FR), Magyarorszag (HU), Ireland (IE), Italia (IT), Lithuania (LT), Luxembourg (LU), Latvija (LV), Malta (MT), Nederland (NL), Polska (PL), Portugal (PT), Rumania (RO), Sverige (SE), Slovenija (SI), Slovensko (SK), United Kingdom (UK)
- **EEA Countries** : Island (IS), Liechtenstein (LI), Norge (NO)
- **Other Country** : Turkey (TR)

**Q: Are there any minimum requirements I should have?**

**A:** A Leonardo da Vinci scholarship can only be awarded within the scope of a so-called mobility project. Besides the Europe-wide application requirements there will generally be specific application requirements for each project. Enquiries as to these must be made of the respective projects.

**Q: Are there any minimum requirement for my language?**

**A:** To be able to start an internship you should have at least an intermediate level of English or of the language of the country where you will go. Participants normally have a linguistic preparation before their internship, covered by the Leonardo da Vinci Scholarship.

**Q: Is accommodation provided? If so, what types are available?**

**A:** There are different types of available accommodation depending on the project. You could live in an host family, in an hotel or residence or have self catered accommodation in a shared flat with other students.

**Q: What are my responsibilities during my placement?**

**A:** The participants should respect the guidelines issued by the sending organization, such as the ones listed above:

- Respect the discipline and policies of the Company at all times;
- Comply with all Company rules, regulations and working practices;
- Be punctual and respect the official working hours;
- Behave in a proper, courteous and polite manner to all levels of Company staff, clients and contacts;
- Respect cultural differences and customs;
- Undertake all work diligently and responsibly;
- Meet with your personal Placement Supervisor in the Company and discuss any problems you may have in carrying out the work or meeting the placement objectives;
- Comply with all national and state laws.

**Q: Is it possible to change the host organisation after having started the mobility project?**

**A:** This depends on the reasons for changing. The coordinating institution should contact the NA.

**Q: What about the culture of the country I will go to?**

**A:** Every country has its own rich cultural heritage. You will have the chance to discover and appreciate it. But it will be up to you to decide how deeply you want to get to know the country you are going to live in, its traditions and its people.

You will probably remember this experience for the rest of your life, so try to be curious, flexible - adaptable and brave. Everything will be fine as long as you make the effort to try to do your very best.

**Q: How will I feel when I arrive in the new country and during the first few weeks?**

**A:** It's hard to say exactly, it depends mostly on your attitude, but from our experience, first of all you will feel excited of being in a new country, then you will realise its not as easy as you thought it was going to be. You will probably miss your family, friends, familiar daily routine and you will miss the food that you are used to. This is normal; you will experience a "culture shock" and it's acceptable for you to feel disoriented in the first few days or the first week.

After a few days you will begin to feel better and at ease, you will make new friends and colleagues and establish a social life in this completely new environment. You will quickly adjust to the cultural changes and you will be able to adapt to the new way of life. So just try not to make hasty

judgements, during the first week or two. The chances are that you will not want to leave when its time to return home.