**Checklist for host companies**

*This document is an extract of several documents provided by the European Union to promote, implement and enhance learning mobility for apprentices. More detailed documents supporting companies hosting trainees can be found at the following website:* [*http://www.euroapprenticeship.eu/en/home.html*](http://www.euroapprenticeship.eu/en/home.html)

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The following lists detail the **main tasks** that you as a host organisation, i.e. as the training company or vocational college, have to fulfil to **implement** a work placement abroad. Should you cooperate with an exchange organisation, it will take over some of the mentioned tasks. Nevertheless, this list serves to give you an **overview** of the steps required when implementing a work placement abroad.

***Please note the following:***

* The list is **not** meant to be **chronological**. Although it follows a certain logic, two or even several actions can be undertaken in parallel.
* It is imperative to adjust this list to the **concrete mobility situation**! Maybe some of the steps will not be necessary but you will have to take other measures instead.
* **Close cooperation** and **detailed coordination** between you, the individual mobility participant and the sending institution are vital during the implementation stage.

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| **No.** | **To do** | **Deadline** | ✓ | **Notes** |
| 1. | Meeting the mobility participant at the train station/airport (optional) |  |  |  |
| 2. | Transport to the place of accommodation (optional) |  |  |  |
| 3. | Show/describe the way to the company/college (optional) |  |  |  |
| 4. | First day: introduction to company/college |  |  |  |
| 5. | First day: introduction to staff/class teachers and fellow students |  |  |  |
| 6. | First day: introduction to contact person(s) during the stay |  |  |  |
| 7. | First day: renewed discussion of entire programme (on the basis of the agreement concluded beforehand): learning content, evaluation, certification |  |  |  |
| 8. | First day: presentation of company/college rules (starting times, breaks, end of working/college day, clothing regulations, etc.) |  |  |  |
| 9. | First day: information about recreational facilities (optional) |  |  |  |
| 10. | Support in registration with competent authority (optional) |  |  |  |
| 11. | Responsibility for teaching the learning content (on the basis of the agreement concluded beforehand) |  |  |  |
| 12. | Regular feedback talks with participant (optional) |  |  |  |
| 13. | Regular feedback to sending institution (optional) |  |  |  |
| 14. | Maintain contact with your exchange organisation (optional) |  |  |  |
| 15. | Assessment of learning outcomes (on the basis of the agreement concluded beforehand) |  |  |  |
| 16. | Certification of attained learning outcomes (on the basis of the agreement concluded beforehand) |  |  |  |
| 17. | Feedback to sending institution / feedback talk about learning progress |  |  |  |
| 18. | Signing of the Europass Mobility document |  |  |  |
| 19. | Issuing of a certificate concerning completion of work placement/college attendance |  |  |  |
| 20. | Support for the mobility participant in the organisation of the home trip (optional) |  |  |  |
| 21. | Transport to train station/airport (optional) |  |  |  |
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