# Checklist for Welcoming Trainees

*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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## DAY OF ARRIVAL; INTRODUCTION TO ACCOMMODATION

* Hand out keys\*.
* Inform of opening hours of the reception\*.
* Show all the rooms. Check how students divide themselves\*.
* Check blankets, towels and equipment in kitchen\*.
* Show laundry facilities\*.
* Show grocery stores, so they can buy food for their morning and evening meals\*.
* Show location of appropriate restaurants.
* Buy public transport tickets.
* Show public transport stations/stops.
* Hand out time tables for public transport.
* Show the accommodation, hosting partner, and the facilities location on a map. Hand out maps to everyone.
* Present the program in brief.
* Hand out tourist folders about different attractions and events in the city.

**\* Only for companies giving accomodation**

## SECOND DAY; INTRODUCTION TO THE HOSTING PARTNER

* Meet up at the accommodation. Go to the hosting partner's premises using the public transport system
* Check in at the hosting partner's reception – administration of passes
* Presentation of internship coordinators, head teacher, tutors etc.
* The trainees introduce themselves and communicate their expectations.
* Present the program for the day.
* Go through the program for the traineeship period.
* Information about work placements and work clothes
* Inform about Europass / check what documents they have received from the sending partner.
* Introduction to the hosting partner; PowerPoint and walk around the premises.
* Introduction to local customs and Culture.
* Let the students go back to the accommodation by themselves using the public transport system.

## THIRD DAY; INTRODUCTION TO THE WORK PLACEMENTS

* Present the program for the day
* The hosting partner's coordinator informs about work placements
* A representative from the hosting Company presents rules, regulations, working

conditions and general information about the plant.

* Handing out of working clothes or other safety equipment.
* Log in to computers. Show some useful web sites.
* Meet supervisors at work placements.
* Sightseeing in the hosting city – trainees meet other students / trainees from the hosting institution in town.