European Commission

Your first EURES job

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EURES

Social Europe

Your first EURES job

Making it easier to move and work to recruit young people in Europe

2014–15 Guide

European Commission
Directorate-General for Employment, Social Affairs and Inclusion
Unit C3

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Your first EURES job: What is it?

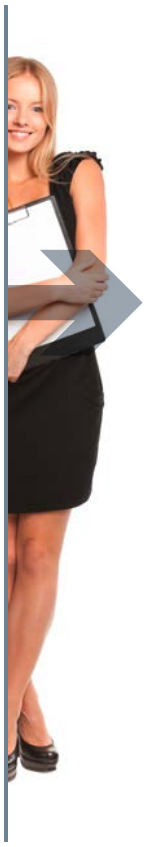
Your first EURES job (YfEj) is a pilot and small-scale job mobility scheme launched by the European Commission in 2011 to help young Europeans in the 28 Member States find a job or work-based training opportunity in another Member State.

It is one of the key actions of the Europe 2020 flagship initiative Youth on the Move and of the Youth Opportunities Initiative. The scheme is part of the Commission's efforts to tackle youth unemployment as set out in the 2012 Youth Employment Package.

YfEj targets young EU nationals within the 18–30 age bracket and employers, in particular small and medium-sized enterprises (SMEs). Some EUR 12 million was earmarked over three budget years (2011–13) to help **5 000** young people find a job, traineeship or apprenticeship in a Member State other than their country of residence. In the 2014–20 budget period, YfEj and other targeted mobility schemes will be funded under the EU Programme for Employment and Social Innovation (EaSI).

Each assignment lasts for at least six months and is based on a formal labour contract signed between the young person and the employer. The recruited candidate is entitled to a salary, awareness of his or her rights and adequate social protection, irrespective of his or her status. Although the assignment could be the first in another Member State, the scheme is **not** limited to first-time jobseekers.

YfEj is run through annual calls for proposals. Selected projects must apply the scheme's rules but may use different methodologies. The aim is to experiment and innovate and to test the effectiveness of a tailor-made job placement service combined with financial support before implementing the scheme on a wider scale.



YfEj geographical coverage

Belgium, Bulgaria, the Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden and the United Kingdom.

'I chose to come to Germany because here profesionals like me are highly appreciated. Although this is my first job related to my studies, they are happy to train people and keep them after training.'

Rosa Corchero, Spanish computer technician working in Germany.

Delivering solutions to youth unemployment

YfEj aims to give young people valuable job and training experience at a time when youth unemployment is more than twice the rate for the population at large.

In September 2013, the youth unemployment rate stood at 23.5 % in the EU-28, compared to 11 % for the population at large. Nearly six million young persons (under age 25) were out of work across the EU-28, of which 3.5 million were in the euro area.

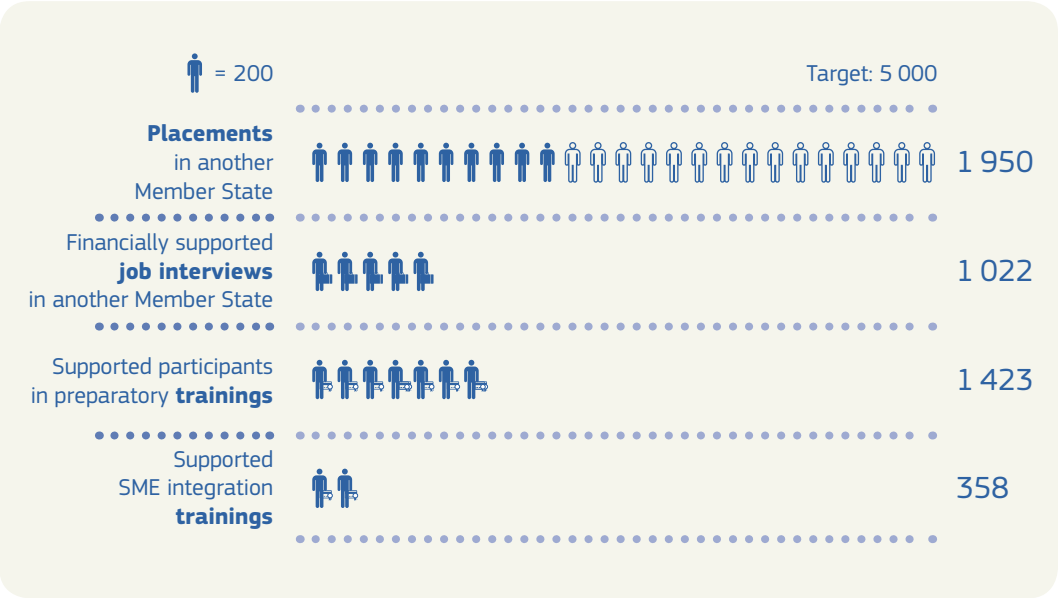
Although YfEj cannot solve all labour market imbalances, it can provide solutions by making it easier for young people to gain work experience in another Member State. It will also help the EU reach its target of having 75 % of 20– to 64-year-olds in the EU employed by 2020, as outlined in the Europe 2020 growth strategy.

YfEj activities were initiated in 2012 with four initial projects that had a combined goal of 2 000 placements. Five new projects that joined in the second quarter of 2013 sought to place about 1 500 young people. These projects jointly aimed to achieve 3 500 placements. By the end of 2013, they had achieved 55 % of their combined target and 39 % of the YfEj's overall target. A new wave of projects has been initiated in 2014 to ensure another 1 500 work placements.

The majority of placements (2013Q4 data) was for young people who were unemployed at the time of hiring. Around 38% of the jobs filled were high skilled occupations and the non-manual occupations made up nearly 39% of the vacancies filled. As in previous quarters, service workers and shop and market sales workers proved the most popular occupational group. Low-skilled manual jobs accounted for a smaller percentage of all vacancies.

Most young job-finders were younger than 27. Young people who had finished at least secondary or vocational education made up 60 % of YfEj job-finders.

Overall YfEj results (2012Q3 — 2013Q4)



Implementing YfEj: Employment services and contact details

YfEj is implemented by employment services and other labour market organisations with experience in work placement activities established in any Member State. These may be public, private or third sector employment services which were selected and received grants from the European Commission (referred to as 'YfEj employment services').

The European Commission has overall political and financial responsibility for the management of YfEj. It is also responsible for promoting the scheme, for providing guidance and support to the labour market organisations selected to participate and for ensuring the overall monitoring and evaluation of activities.

The 'YfEj employment services' are responsible for the implementation of the activities set out in this guide. Driven by result-oriented objectives, they provide **information, recruitment, matching, placement and post-placement support to both young people and employers**.

Labour market needs and conditions will, to a large extent, determine job placement opportunities and workforce flows. These can vary over time. YfEj cannot commit to providing every interested young jobseeker with a job in another Member State or every employer with the mobile workforce he or she is looking for across borders.

YfEj's objective is to help fill job or work-based training vacancies and thus contribute to enhancing the balance between supply and demand in the EU labour markets.

More information about the 'YfEj employment services'**, their support activities and contact details can be found at:**

http://ec.europa.eu/social/yourfirsteuresjob

http://eures.europa.eu

'The scheme was very helpful for us as it both supported the employees in their travel and relocation costs, and provided us as employers with financial backing to support our integration programme for employees.'

Winfried Schönauer, CEO of Vivat, a residential housing company for the elderly in Germany.

Who can benefit and how to participate

YfEj targets young jobseekers and companies (mainly SMEs) seeking to fill vacancies. The following pages explain rules for participating, along with requirements applicable to ***jobs*** as well as to ***traineeships*** and ***apprenticeships*** (both new to YfEj as of 2014).

Young people

YfEj is open to **18- to 30-year-olds** who are EU nationals and legally resident in any Member State and seeking a job, traineeship or apprenticeship in an EU country other than their country of residence.

This age bracket was chosen because although the transition from study to work is usually between age 18–24, many young people up to their 30s still face hurdles finding work.

All applicants must be 18–30 years old at the time they submit an application for the job or work-based training. Any candidate may qualify for a job, traineeship or apprenticeship offer and for financial support, as long as the candidate has applied before turning 31.

Jobseekers' profile

YfEj is not exclusively tailored for first-time jobseekers. All young people who meet the above criteria are eligible, regardless of education level, work experience or economic or social background — as long as they comply with the labour laws of the recruiting country and with the vacancy specifications. Young people with both high and low qualifications can benefit.

Applicant checklist

- Legal resident of a Member State
- Age 18 to 30 at the time of submitting an application
- Seeking a job in another Member State
- Jobseeker or job changer but not necessarily first-time ***mobile*** candidate
- Can have high or low qualifications at the time of application

For information on ***transitional*** measures in place for workers from Croatia, please go to: http://ec.europa.eu/social/main.jsp?catId=466&langId=en

'The scheme has been incredibly useful and I would happily recommend it to anyone. It was hard to move because I still have my family and girlfriend in Greece, but I feel like I have started my new life under the best circumstances possible.'

Alexandros Giannoulakis, Greek nurse in Finland.

Employers

All legally established businesses, particularly SMEs, or other organisations in the Member States can participate in the YfEj scheme. However, only SMEs may receive financial support.

The scheme is also open to enterprises headquartered in the EEA countries Norway, Iceland or Liechtenstein or in third countries which are legally established in any Member State before participating.

All organisations must comply with labour and fiscal laws applicable in the countries where they are established.

Placement with European institutions and bodies and other international policy, economic, social and scientific organisations (such as the UN, the OECD, the Council of Europe or similar) as well as with supra-national regulatory bodies and their agencies is ineligible.

Focus on SMEs

For the purposes of YfEj, an SME is defined as a business employing up to 250 people. These companies are the main target business group because of their contribution to European economic growth, particularly in creating new jobs. SMEs accounted for 85 % of net new jobs created in the EU between 2002 and 2010. During this period, net employment rose by an average of 1.1 million new jobs each year.

Even in times of economic turmoil, SMEs can still make a significant contribution to job creation and growth. It is a known fact that businesses and SMEs operating in more innovative economies have weathered the crisis better.

However, SMEs do not often recruit staff or accept trainees or apprentices from another Member State. Small companies often cannot afford the cost of relocation and/or training and mentoring services to ease the transition of mobile workers. Yet, for some occupations, a diverse foreign workforce is exactly what is needed to boost SMEs' innovation capacity and competitiveness.

The financial support provided by YfEj is mainly meant to help SMEs recruit and better integrate talented young people from other Member States.

Other employers

Large companies or other organisations that qualify but fall outside the definition of 'SMEs', along with employment services, may also participate in YfEj, but ***without*** any YfEj funding support. For the most part, these employers tend to have well-established staff integration and mentoring services already.

Which work placements are eligible?

To be eligible for support under YfEj, work placements 'are meant to be occupied by any person who undertakes genuine and effective work for which he or she is paid under the direction of someone else.' This is defined in the Commission's 2010 Communication on 'Reaffirming the free movement of workers' and reinforced in European case law.

A job is a position in any organisation held by an employee; traineeships and apprenticeships (work-based trainings) consist of a limited period of hands-on training spent at a workplace. (All terms are further explained in the glossary of key terms and abbreviations, pages 21–22).

General rules

Under the YfEj scheme, in principle any job, traineeship or apprenticeship compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework. However, traineeships and apprenticeships forming part of mandatory professional certification requirements (as is the normal practice with regulated professions such as law, medicine and architecture) are ***not*** covered by YfEj.

In ***all*** circumstances, the eligible work placements must comply with the following standards:

- be located in a Member State other than the country of residence of the young jobseeker, trainee or apprentice;
- be subject to open and transparent information on the rights and obligations of the trainee/apprentice, the employer, other labour market stakeholders, and, where applicable, the educational/vocational training organisation;
- comply with national labour and social protection laws and ensure adequate protection and benefits (such as social security, health and accident insurance) for mobile workers and mobile trainees or apprentices;
- ensure pay (a salary) and a written contract;
- specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, work hours, rights and obligations, remuneration and social security provisions;
- last for at least **six months**;
- be a full- **or** part-time work placement (no less than 50 % full-time equivalent, as per national law or collective bargaining provisions).

For **traineeships and apprenticeships**, the following **additional requirements** should apply:

- at the time of taking up a placement, candidates should be unemployed — in other words, not contractually bound to any employer, either in their country of residence or elsewhere;
- participant companies or other host organisations should be willing to recruit trainees or apprentices from other Member States and comply with both national and YfEj standards that apply to traineeships or apprenticeships.

All employers that take on an apprentice or trainee through YfEj are required to:

- offer skill-enhancing on-the-job learning and training;
- provide proper vocational tutoring/mentoring in the host company or organisation throughout the work-based training;
- as much as possible, provide settlement and logistical support such as help finding accommodation (e.g. at a youth hostel, host family or apartment), facilitate attendance of school classes in the case of a dual training system and, if applicable, ensure complementary financial support;
- issue a certificate or written declaration formally recognising the knowledge, skills and competences acquired during the traineeship or internship, in accordance with company/organisation or national practice.

Employer checklist

- Large–sized organisation or SME located in the EU-28
- Can also be from an EEA country and legally established in a Member State
- Have one or more job/work-based training vacancies to fill
- Willing to recruit from another Member State
- Offer a work placement in accordance with national labour and social protection laws
- Minimum 6-month contract duration, full-time or part-time work placement (= /+ 50% FTE)
- For trainees or apprentices: able to provide on-the-job skill learning and training, help with housing and other logistical support, and issue a certificate/declaration of acquired skills and competences at the end of the assignment.

Dealing with cross-border jobs, traineeships and apprenticeships

YfEj provides financial support for young transnational as well as cross-border mobile workers to move abroad, on condition that they establish residence (on a permanent or temporary basis) in the country where the assignment is based.

However, for actual cross-border jobs, traineeships and apprenticeships with no relocation or need for dual residence, the candidate will not receive flat-rate funding to cover relocation expenses (for more on financial support please see page 14).

This applies for example to candidates who intend or may agree to work in a neighbouring Member State without changing the country of residence, i.e. involving a daily commute. These candidates can nevertheless still benefit from job matching and job placement support services, including financial support for other expenditure categories.

Posted workers versus mobile workers

YfEj cannot be applied to labour contracts that fall under the EU legislation on the posting of workers (Directive 96/71/EC).

Posted workers and mobile workers are two different categories: A 'posted worker' is employed in a Member State but sent by his or her employer on a temporary basis to work in another Member State.

By comparison, a 'mobile worker' is someone who chooses to go to another Member State to seek work or vocational training, who accepts a work placement in another Member State and who is employed there.

Financial support for young people

YfEj financial support covers part of the costs borne by participants — young people and employers — related to transnational or cross-border work placement activities.

As with other mobility actions co-financed by the European Commission, **flat-rate financing** is one of the funding mechanisms applied in YfEj. This method makes it simple to calculate the grant amount by applying **pre-established rates** for certain expenditure categories. It is also a transparent system that ensures equal treatment of target groups.

Other categories of support will require the submission of a budget estimate of eligible costs, or an invoice or receipt of incurred costs before any reimbursement can be paid.

Who can benefit?

Any young candidate fulfilling the participation criteria specified on page 8 and who has registered with a 'YfEj employment service' to apply for a job, traineeship or apprenticeship in another Member State can qualify for recruitment and financial support as long as:

- the candidate is profiled or pre-selected for a vacancy in another EU country through the 'YfEj employment service';
- conditions for claiming funding as specified in this guide are met and approved by the 'YfEj employment service'.

Candidates temporarily living and looking for a job, traineeship or apprenticeship in another Member State may also benefit from YfEj support. For this purpose, they should register with a 'YfEj employment service' and be short-listed for one or more job vacancies, if any, in the relevant host Member State. These candidates are eligible for all categories of financial support, except a relocation allowance.

Candidates who have found work placements in other Member States through other organisations or contacts are **not** eligible for financial support.

What costs are covered?

The financial support kicks in from the outset, before the participant starts work. As above, it can take the form of a flat-rate allowance or reimbursement of actual costs.

The **flat-rate allowances** cover part of the travel, insurance and subsistence costs incurred during the interview trip and expenses related to moving before receiving the first salary payment. Financial support is due regardless of the size of the company/organisation employer.

Young candidates can also apply for partial reimbursement of the costs of:

- language courses
- recognition of qualifications
- mobility in case of special needs.

Interview trip abroad

The term 'interview' refers to a one-on-one dialogue with one or more employers. It may also involve selection competitions. The interview trip abroad is ***not mandatory***, but is just one of several selection procedures.

The interview trip is also not a ***right***, since invitations are only issued following the agreement between the employers participating in YfEj and the relevant employment services. Preferably, they will extend an invitation only in cases where there is a great probability of the candidate being hired, and take into account the length of the trip and the costs to be borne by the jobseeker. The applicant is free to accept or refuse the interview trip or to suggest another option, such as an interview by telephone or teleconference.

An allowance for an interview trip to another EU country may only be authorised after the 'YfEj employment service' has examined the actual recruitment needs with the employer(s) and the potential cost-benefit of the action.

If the interview trip(s) abroad get(s) the green light, the candidate is entitled to a fixed amount (the same for all EU Member States), based on the distance travelled from the place of residence to the interview location. This allowance represents a contribution to both travel and subsistence costs, including travel insurance and accommodation (see table below).

Interview trip in the candidate's home country

Employers often travel to a candidate's country of residence to conduct interviews at job fairs or transnational recruitment fairs. This can be an efficient way to boost the number of work placements while reducing candidates' travel costs.

Despite the savings offered by this option, candidates may still have to bear considerable expenditure, especially if the interview is in a city far from the place of residence. In these circumstances, the rules for interview trips to other Member States shall apply inter alia to interview trips made within the home country. The same assessment criteria as for interview trips abroad apply.

This option is in particular justified in the case of candidates travelling within large countries or from national offshore territories (such as the Canary Islands, Baleares Islands or the Azores) to the mainland.

Calculating the geographic distance to the interview

The geographic distance determining the amount granted to support the interview trip will be measured from the place of residence (or closest main city) to the place where the interview occurs (or closest main city).

If the trip includes different locations within a Member State or in several Member States, the authorised allowance should be based on the distance between the jobseeker's place of residence and the furthest interview destination.

Other interview possibilities

Whenever possible, interviews should be conducted by phone or videoconference. The 'YfEj employment services' are required to facilitate access to videoconference services for both young candidates and/or employers who do not have the equipment needed.

YOUNG PEOPLE'S ALLOWANCE FOR INTERVIEW(S)				
Country	Amount (EUR)		Rule of allocation	Reporting obligations
	Distance < or = 500 km	Distance > 500 km		
Any Member State	**200**	**300**	***Automatic***, if necessary and after approval by the 'YfEj employment service' but before the job interview takes place	Declaration signed by the mobile candidate

Relocation allowance to another Member State

If the young candidate is recruited for a work placement in another Member State, he or she is entitled to receive an allowance (flat rate) before leaving the country of residence, but only after getting confirmation in writing from the employer about the offer and labour contract details. The allowance helps defray some of the travel and subsistence costs, including travel insurance and accommodation incurred in connection with settling in the country of destination (not applicable to cross-border commuters).

YOUNG PEOPLE'S ALLOWANCE TO MOVE TO ANOTHER MEMBER STATE (WORK PLACEMENT) (*)			
Country of destination	Amount (EUR)	Rule of allocation	Reporting obligations
Austria	**970**	***Automatic***, after approval by the 'YfEj employment service' but before moving to the country of destination	Declaration signed by the recruited candidate
Belgium	**920**		
Bulgaria	**600**		
Croatia	**640**		
Cyprus	**790**		
Czech Republic	**710**		
Denmark	**1 200**		
Estonia	**710**		
Finland	**1 030**		
France	**990**		
Germany	**890**		
Greece	**860**		
Hungary	**620**		
Ireland	**960**		
Italy	**940**		
Latvia	**640**		
Lithuania	**640**		
Luxembourg	**920**		
Malta	**780**		
Netherlands	**900**		
Poland	**620**		
Portugal	**780**		
Romania	**600**		
Slovakia	**700**		
Slovenia	**780**		
Spain	**840**		
Sweden	**1 030**		
United Kingdom	**1 000**		

(*) Travel, insurance and subsistence costs included for settlement in the country of destination

Other financial support

Young candidates are also entitled to receive additional financial support related to **training** or **relocation** expenses. This support is provided on the basis of reimbursement of actual costs and must in all circumstances be duly justified before actual expenditure is incurred.

Whenever young people need to attend a **language course**, the relevant costs may be directly covered by either the candidate or the YfEj beneficiary.

If a candidate wishes to relocate to another Member State for a job, traineeship or apprenticeship with a new employer in his or her professional field, the candidate may be required to have his or her **academic and/or professional qualifications** recognised.

Young candidates with disabilities and/or those from disadvantaged social or economic backgrounds or facing temporary economic difficulties may also qualify for **supplementary relocation allowance**.

Further information on the conditions to qualify for support may be provided by any 'YfEj employment service'. The table below gives an overview of the financial support available for language training, recognition of qualifications and supplementary relocation allowance.

OTHER SUPPORT MEASURES FOR YOUNG PEOPLE			
Measure	Amount (EUR)	Rule of allocation	Reporting obligations
Language training	**Actual declared costs up to EUR 1 200**	***Conditional:*** submission of request with training description and estimate	Full justification of the costs incurred, copy of invoice/receipt and training certificate
Recognition of qualifications	**Actual declared costs up to EUR 1 000**	***Conditional:*** submission of request with copy of national academic or professional certificate	Full justification of costs incurred, copy of invoice/receipt
Supplementary relocation allowance for young people with special needs	**Up to EUR 500**	***Conditional:*** submission of request with copy of medical certificate, income declaration or equivalent and, if possible, estimate of provisional costs	Declaration signed by the candidate (if ex-ante justification and estimate of costs) or full justification of costs incurred, copy of invoice/receipt in the case of reimbursement of actual declared costs

Financial support for SMEs (Employers)

Employers (SMEs) who take on mobile candidates for jobs, apprenticeships or traineeships through YfEj are eligible for financial support to cover some of the costs of an integration programme for the newly hired young worker, apprentice or trainee. In the case of international recruitment, adequate post-placement integration support can help the candidate adjust to the new work placement.

Integration programme requirements

The implementation of an integration programme by SMEs is ***optional*** but does not prevent SMEs from benefiting from YfEj support and recruitment services. The employer is free to decide whether to apply for YfEj financial support depending on the recruitment needs.

An integration programme entails the provision of induction training, possibly combined with other post-placement support, provided by the employer for the new young mobile worker/trainee/apprentice, with the aim of easing the integration into the job and cutting obstacles to labour mobility.

The programme is usually limited to the first few weeks on the job, and may consist of job-related training and/or a language course. Both may be provided externally or within the company/organisation.

Please note that in the case of trainees or apprentices, *the conditionality rule to obtain support is that there should be no overlap between the integration programme and the planned traineeship or apprenticeship programme.* The applicant SME has to make a motivated request.

As much as possible, the learning components of the integration programme should be complemented with administrative support and resettlement assistance for the new recruit. This is especially relevant for trainees and apprentices.

Although it is up to the employer to determine the extent and content of the integration programme, it must ***always*** include at least a training or learning component. The level can vary from ***basic*** (involving just one learning component) to ***comprehensive*** (combining a training module with administrative support and settlement facilitation), recommended for all recruited workers, trainees and apprentices in particular.

Recommended length of the integration programme

The integration programme can take place in consecutive or separate periods, provided it begins during the first three weeks of a job, traineeship or internship. Although there are no specific duration requirements, the training plan should be realistic to achieve the expected results.

How to obtain financial support

To be eligible for funding, the employer (SME) must justify the request and give the specifics of the integration programme. All this can be clarified when the employer submits a vacancy offer or has pre-selected the mobile candidate. Training needs should be identified no later than the interview phase.

The SME must submit an application form detailing the proposed integration programme before the young candidate starts at the company. All requests need to be checked and validated by the relevant 'YfEj employment service'. These provide all necessary information and application forms.

Please refer to the following table for a breakdown of flat-rate amounts applicable per Member State, based on the nature of the training provision and the number of recruited workers.

FLAT RATES APPLIED TO SME INTEGRATION PROGRAMMES FOR YOUNG RECRUITED CANDIDATES (**)						
	Basic induction training (EUR)		Comprehensive induction training (EUR)			
Recruiting country	I	II	III	IV	Rule of allocation	Reporting obligations
	1 – 5 candidates	> 5 candidates	1 – 5 candidates	> 5 candidates		
Austria	**810**	**650**	**970**	**810**	***Conditional:*** need to apply for funding and provide a training checklist	Copy of training plan + declaration/ lists signed by the training participant(s) ***or*** signed copy of training registration form ***or*** detailed training plan signed by coach/trainer or training provider ***or*** other equivalent document
Belgium	**770**	**620**	**920**	**770**		
Bulgaria	**500**	**400**	**600**	**500**		
Croatia	**530**	**420**	**640**	**530**		
Cyprus	**660**	**530**	**790**	**660**		
Czech Republic	**590**	**470**	**710**	**590**		
Denmark	**1 000**	**800**	**1 200**	**1 000**		
Estonia	**590**	**470**	**710**	**590**		
Finland	**860**	**690**	**1 030**	**860**		
France	**830**	**660**	**990**	**830**		
Germany	**740**	**590**	**890**	**740**		
Greece	**720**	**570**	**860**	**720**		
Hungary	**520**	**420**	**620**	**520**		
Ireland	**800**	**640**	**960**	**800**		
Italy	**780**	**620**	**940**	**780**		
Latvia	**530**	**420**	**640**	**530**		
Lithuania	**530**	**420**	**640**	**530**		
Luxembourg	**770**	**620**	**920**	**770**		
Malta	**650**	**520**	**780**	**650**		
Netherlands	**750**	**600**	**900**	**750**		
Poland	**520**	**420**	**620**	**520**		
Portugal	**650**	**520**	**780**	**650**		
Romania	**500**	**400**	**600**	**500**		
Slovakia	**580**	**460**	**700**	**580**		
Slovenia	**650**	**520**	**780**	**650**		
Spain	**700**	**560**	**840**	**700**		
Sweden	**860**	**690**	**1 030**	**860**		
United Kingdom	**830**	**660**	**1 000**	**830**		

(**) Rates per young recruited person

Overview of funding rules

As mentioned above, young people and SMEs may receive financial support to cover the expenses listed in the following table. Any other costs incurred by candidates and/or employers will not be covered by the YfEj scheme.

YOUNG PEOPLE	Contribution to the travel and subsistence costs related to: → Selection interview → Moving to another Member State to take up duty Contribution to the costs incurred for: → Language course → Recognition of qualifications → Mobility of young people with special needs (supplementary relocation allowance)
SMEs	Contribution to the costs of an integration programme for recruited candidates organised and provided by SMEs.

Other support measures

Additional language or mentoring support can be an added incentive to attract applicants for jobs, trainees and apprentices. Methods used may vary as long as the learning or support objectives are achieved. Please see below for more information on these additional support measures.

Preparatory training (language training or other)

As already mentioned on page 15, young mobile job-seekers are entitled to reimbursement for language courses paid for out of their own pocket.

In some cases, the relevant 'YfEj employment services' may also be called on to provide or facilitate access to **language or other types of training** aimed at enhancing the candidate's general competences and adaptability to the future job, traineeship or internship assignment. This type of training is offered ***free of charge*** to the pre-selected or recruited young person.

The preparatory training is a short-term work placement support measure. Advanced vocational training or training within the context of mandatory professional certification requirements are not financed under YfEj.

Mentoring support for recruited trainees and apprentices

Besides the in-company vocational mentoring offered by employers (see more information on page 16), 'YfEj employment services' may also provide mentoring to trainees and apprentices only. This support measure is however optional.

These services may be offered for a maximum period of up to six weeks, beginning as soon as possible after the candidate's arrival in the country of destination. The actual number of mentoring sessions may vary according to individual needs and the specific circumstances.

The goal is to provide socio-pedagogical support and guidance outside the work placement to trainees and apprentices in need of a more structured environment to succeed in their new positions (e.g. help with legal, institutional, family or other issues related to settling in a new country).

For more details on **preparatory training or mentoring support by YfEj**, please consult the relevant 'YfEj employment services'.

'It is said that Italy is the capital of design. In fact, the style in Poland is very different from the Italian one. In my profession, it is important to be on top of fashion. I think it could be very interesting to create, to mix Polish-Italian style. It's all about learning new things, experimenting new experiences.'

Edyta Łaszkiewicz, Polish graphic designer working in Italy.

Paying participants

Payments to participants should be timely and made with as little paperwork as possible.

Young candidates or recruited workers, trainees or apprentices should preferably be paid ***before*** attending a job interview in their home country or abroad, and before moving abroad to take up duty. This is possible ***only*** **if the conditions for claiming funding are met and approved by the relevant** 'YfEj employment services'.

Payment should be made on receipt of the written confirmation of the interview by the employer with all the necessary information or, in the case of work placement, a signed letter of commitment confirming the offer of a job/apprenticeship/traineeship or labour contract from the employer.

The employer may send the documents directly to the job candidate or via the 'YfEj employment service'. In all cases, the 'YfEj employment services' must validate the legality and fairness of the submitted documents. Upon validation, the young candidates or recruited workers, trainees or apprentices have to sign a written declaration specifying the purpose of the YfEj financing and confirming receipt of payment.

Costs incurred by young candidates for language training are paid after completion of the course.

Similarly, costs incurred for recognition of qualifications are paid after the young person has completed the required procedures and has obtained official recognition, following a prior written request and approval by the 'YfEj employment service'.

The supplementary relocation allowance for young people with special needs is allocated either before or after the relocation has taken place, on the basis of a request which must be accompanied by supporting evidence, notably on the candidate's vulnerable situation.

Further details on payment procedures can be obtained from the 'YfEj employment services'.

Glossary

Allowance — fixed amount of money.

Apprenticeship — temporary work-based training position in a company or other organisation (see also: Traineeship).

Competences — proven ability to use knowledge, skills and personal, social and/or methodological resources, in work or study situations and in professional and personal development.

Country of residence — the country where the prospective young worker resides (i.e. the place indicated on the ID card or equivalent legal document) at the time of applying for a job in another Member State.

Eligible costs — costs directly linked to carrying out the project.

EEA — European Economic Area, established on 1 January 1994 through an agreement between the Member States of the European Free Trade Association and the European Union. It allows Iceland, Liechtenstein and Norway to participate in the EU internal market, i.e. to benefit from the right of free movement for goods, persons, services and capital among participating countries.

EU — European Union.

EURES — a cooperation network between the European Commission and the Public Employment Services of the EEA set up in 1993. It provides information, advice, guidance, job matching and job services for the benefit of workers and employers, as well as any citizen seeking to benefit from the right of free movement of workers in the EEA.

Flat-rate financing — funding covering specific categories of expenditure either by applying a standard lump sum or scale of unit cost.

FTE — Full-time equivalent.

Integration programme — package consisting of at least basic induction training provided by the employer to a new young mobile worker, to help with his or her integration into the workplace. The package can include other support services.

Job — work undertaken under the direction of someone and for which one is paid.

Jobseeker — someone who is looking for a job.

Job candidate — someone applying for one or more job vacancies.

Job changer — someone who is employed but plans to switch to another job.

Job placement — the process of filling a job vacancy, i.e. a *de facto* transition into employment of a registered jobseeker or job changer.

Job matching — identification of suitable candidates for a specific job vacancy.

Recruitment — process by which the employer hires a candidate and is therefore able to fill a vacancy.

Skills — ability to apply knowledge and use know-how to complete tasks and solve problems.

SME — small and medium-sized enterprise with up to 250 employees.

Subsistence costs — costs related to accommodation, meals, local travel, telecommunications and other sundries.

Target groups — for the purpose of this guide this refers to young people and employers (with relevance for SMEs).

Traineeship — limited period of work practice spent at a business, public body or non-profit institution by students or young people who have recently completed their education, in order to gain valuable hands-on work experience before taking up regular employment (see also: Apprenticeship).

Transnational labour mobility — possibility of moving from one Member State to another for a job opportunity.

Travel costs — refer to one-way or return travel from the country of residence to the country of destination.

Work-based training — refers to gaining in-company professional experience as a trainee or apprentice.

YfEj — Your first EURES job.

'YfEj employment service' — the labour market organisation with which the European Commission has entered a grant agreement to implement YfEj activities.

Young mobile jobseeker — young European person seeking a job in another Member State.

Young mobile worker — young person already working or who has been recruited to work in another EU Member State.

Find out more and follow us

EURES European Job Mobility portal: http://eures.europa.eu

Europe Direct citizens' information service: http://europa.eu/europedirect/

SOLVIT problem-solving network: http://ec.europa.eu/solvit/

Your Europe advice portal for citizens and business: http://europa.eu/youreurope/advice/

EURAXESS information and support for researchers: http://ec.europa.eu/euraxess/

Euroguidance network of career guidance systems throughout Europe: http://euroguidance.eu

Contact points for the recognition of professional qualifications:
http://ec.europa.eu/internal_market/qualifications/index_en.htm

NARIC gateway to recognition of academic and professional qualifications: http://enic-naric.net/

Europass: http://europass.cedefop.europa.eu

European Youth portal: http://europa.eu/youth/EU_en

Enterprise Europe Network business support for SMEs: http://een.ec.europa.eu

ERASMUS for young entrepreneurs: http://www.erasmus-entrepreneurs.eu/index.php?lan=en

PLOTEUS (Portal on Learning Opportunities throughout the European Space):
http://ec.europa.eu/ploteus/home_en.htm

Advice on traineeship and apprenticeship schemes: http://ec.europa.eu/social/main.jsp?catId=1045

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