



IMPROVING EUROPEAN WORKEXCHANGE EXPERIENCES FOR YOUNG PEOPLE & PROVIDING TRAINING AND SUPPORT FOR TEACHERS AND ENTERPRISES

INTRODUCTION LETTER GUIDELINES – Workplace Supervisor

In order to ensure a successful mobility experience for students, it is important that the workplace supervisor, the students and the accompanying teacher are acquainted before departure.

It is therefore advisable that as the workplace supervisor, you write a personalised letter to the accompanying teacher and students. It is recommended to include the following:

- 1. Personal information – specialist background**
- 2. Information about the workplace**
- 3. English or foreign language skills of yourself and other staff**
- 4. Expectations of students (including, but not limited to, a description of work tasks; personal appearance (eg. Clothing requirements); any preparation work that would be helpful for the student to complete prior to arrival)**
- 5. Contact information (email and mobile phone)**