



Mobility In Learning in Europe
540222-LLP-1-2013-1-SE-Grundtvig-GMP
With the support of the Lifelong Learning Programme of the European Union



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

Overseas Work Placement – Travel Information

Students name:

Work placement:

Date of placement:



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Mobility enables students to work in a European country in order to improve their confidence, communication, responsibility and learn new skills. Mobility will also enhance their course and gain an insight into the culture of another country. The outcome gives possibilities for new skills to grow and these in turn will become necessary for employability and/or starting up a business.

The host country is.....

From to
(date) (date)

The work placement is



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Getting to the Host Country:

Transport

Outbound Flight:

Flight Departure:

Date from to time

Flight Arrival:

Date to time

Return Flight:

Flight Departure:

Date from to time

Flight Arrival:

Date to time

*****You need to be at the airport 2 hours before departure** (If you are traveling with a teacher, they will coordinate the times)***

Luggage

Each person is allowed the following:

_____ kg (hand luggage)

_____ kg (checked luggage)

****Do not have any sharp objects or fluid in your hand luggage or they will be confiscated****

Passport

Remember to check that your passport is valid.

Passport # _____

Expiration Date # _____

Insurance

You will be covered by your sending organisation. (Check with your teacher about what is covered). Optionally, you can choose to purchase additional insurance. Your teacher can advise.



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Costs and Currency

All necessary expenses are covered. The only money you need to bring is for purchasing souvenirs or anything personal. Your accommodation, transportation, and food will be covered and you do not need to pay for these.

Currency in host country is

1 =

10 =

Please ensure that your bank card (if you have one) can be used in your destination country. It is a good idea to call your bank to tell them when you will be out of the country, so they do not put a 'hold' on any purchases you make.

Phone

My home country code is

The host country code is.....

When you dial, remember to remove the first digit.

Example: + 44 (0) 708 28 88 88.

Remember it is expensive to make and to receive calls, so try to use free wifi when you can.



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DURING THE MOBILITY

Logbook

You must complete the required sections of your logbook, that your teacher will explain before you depart. It is also a good idea to take photos during the mobility of your placement and things that you have done and seen.

Accommodation

Your accommodation address is:

- Transport will not be provided to and from placement, however you will receive instructions on how to get where you need to go.
- Please respect other people's property and keep your rooms and other areas clean and tidy

Working hours

An arrangement will be made by the placement provider about the students working times. In general you will work 5 or 6 days per week with one or two days off.

My working hours are:

Problems

If you have any problems at your work placement or any other problems don't hesitate to call your teacher for help.

Tel:

Email:



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CHECKLIST (key items)

- Passport
- Mobile phone and charger
- Personal money and / or bank card
- Logbook
- Pen
- Adaptor for your host country (if needed due to difference in electrical plugs)