



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

INTRODUCTION LETTER GUIDELINES – Accompanying Teacher

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

It is therefore advisable that as the accompanying (or coordinating) teacher, you write a personalised letter directly to each workplace supervisor, where your students will be undertaking their work placement. It is recommended to include the following:

- 1. Profession and specialist area**
- 2. Previous international mobility experiences with students**
- 3. What you hope your students will gain from the experience**
- 4. What you hope to gain for yourself from this experience, particularly in terms of CPD (Continuing Professional Development)**
- 5. Any sensitive information about the student that the supervisor needs to know**
- 6. Contact information (email and mobile phone – if it will work abroad)**