



## STUDENT CHECKLIST

- If you are interested – turn to your VET-provider for more information
- Find a potential employer and research the employer (with e.g. a online meeting) **Initial discussion** together with both employer and VET-provider before entering into an employment is always a good idea (to see if the workplace meets the requirements and is suitable for an apprenticeship agreement)
- Find out what kind of **documents** you need when working abroad and undertaking an international apprenticeship period? Do you need a **visa or other permits?** **Regulations** need to be checked if the workplace is in a non-EU country
- An **employment contract** needs to be made – make sure you are aware of salary, work hours, workplace safety, need of own equipment tools etc. before signing a contract
- The mapping of the apprenticeship period and the **apprenticeship agreement** is done together with the VET-provider and the employer – with information and discussion about aims, curricula, assessment and documentation
- Remember to check current regulations regarding **insurances** (The student's insurance coverage must be secured in advance before the period)
- Find out what the regulations are regarding **taxes**
- Check if a temporary foreign **social security number** and **bank account** is needed when working abroad?
- Check if you can get a **travel grant from an Erasmus + project at the VET-providers** when working abroad
- Check needs for **vaccinations** before going abroad but also when coming back home
- Prepare your language skills and check if there are **language/translation challenges** in agreements, assessments and at the workplace
- Do you need a **driver's licence?** Is your national one approved in another country
- Find **accommodation** for your stay abroad
- Do the travel arrangements and also look into where you are going to stay, find out routes and how you will commute to the workplace (walk, car, bus/train etc.)
- Workplace safety - do you need to bring certain gear or other kinds of equipment?
- Be aware and prepare for a different culture (both country **and work**)
- When the period is coming to an end, make sure you have all needed documents back with you