



Checklist for preparing an international work placement

Preparation **Planning**

International work placements / a checklist for Companies

No.	International work placements	Done
1	Choose which ROC(s) you wish to work with	<input type="checkbox"/>
2	Who and when – consider: a) the number of students you can accommodate b) the time of year of the placement c) the number of weeks of the placement	<input type="checkbox"/>
3	What do you expect from the ROC?	<input type="checkbox"/>
4	What can you offer the student? a) work that is relevant to their study? b) a suitable mentor? c) a good working environment? d) Extra:	<input type="checkbox"/>
5	Plan ahead.. a) inform existing staff about the new work placement student(s) and their role b) ensure your induction programme is up to date	<input type="checkbox"/>
6	What do you expect from the student? a) do they have the language skills you require? b) do they have experience/knowledge of your line of business? c) Extra	<input type="checkbox"/>

Preparation

Health and Safety

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Check that all areas where the student will work comply with health and safety guidelines	<input type="checkbox"/>
2.	Inform the student whether he/she has to follow a safety programme before the start of the placement	<input type="checkbox"/>
3.	Inform the student on safety procedures	<input type="checkbox"/>
4.	Inform the student about company rules on safety	<input type="checkbox"/>
5.	Inform the student on staff meals	<input type="checkbox"/>
6.	Inform the student on living area/conditions	<input type="checkbox"/>

Preparation

Do's and Dont's; multicultural aspects

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Inform student on house rules	<input type="checkbox"/>
2.	Inform student on Do's and Don't's of the country	<input type="checkbox"/>

Preparation **preparation destination**

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Inform the student/ROC on the country and place	<input type="checkbox"/>
2.	Inform the student/ROC on the company and type of business	<input type="checkbox"/>
3.	Inform the student/ROC on working conditions	<input type="checkbox"/>
4.	Inform the student/ROC on the workplace	<input type="checkbox"/>
5.	Inform the student/ROC on the specific duties of the student	<input type="checkbox"/>
6.	Prepare induction programme	<input type="checkbox"/>

Preparation **Accreditation**

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Check the accreditation with the relevant centre of expertise or ROC	<input type="checkbox"/>
2.	If the company has not been accredited yet, start the accreditation procedure	<input type="checkbox"/>
3.	If the company has been accredited, check if company information is up to date for the accreditor	<input type="checkbox"/>

Preparation Dutch education system

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Familiarise yourself with the Dutch education system and the position of ROC's;	<input type="checkbox"/>

Preparation Information

International work placements / a checklist for Companies

No.	International work placements	Done
1.	What sort of student are you interested in (course requirements, competences of the student)	<input type="checkbox"/>
2.	What do you offer as a company for this workplacement? a) relevant work b) a suitable mentor + available time c) good working conditions d) Extra:	<input type="checkbox"/>
3.	What do you offer as a company concerning a) insurance b) accommodation? c) contract (length, start-finish) d) terms of employment e) travel to and from work? f) workplacement fee g) medical requirements	<input type="checkbox"/>
4.	Inform student about the induction period	<input type="checkbox"/>

Preparation

Selection

International work placements / a checklist for Companies

No.	International work placements	Done
1.	What type of student are you interested in (age, sex, level of education)	<input type="checkbox"/>
2.	Organise interviews and selection (by telephone, letter and CV or interview)	<input type="checkbox"/>
3.	Inform the ROC of the selection results	<input type="checkbox"/>

Preparation

Participants profile

International work placements / a checklist for Companies

No.	International work placements	Done
1.	What type of information do you want about the student?	<input type="checkbox"/>
2.	Do you require a Europass CV or other Europass documents?	<input type="checkbox"/>

Preparation Company profile

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Inform ROC about the company (brochures, websites, annual reports etc) a) general info pertaining to the company b) job specific info	<input type="checkbox"/>

Preparation

Purpose of the workplacement

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Consider the advantages for your company to work with a student a) new ideas and a fresh approach b) bridge to the Dutch market Consider possibilities for the student a) international business experience b) develop language skills c) experience a different culture d) demonstrate their independence and adaptability	<input type="checkbox"/>

Preparation

Roles and responsibilities

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Agree on work and tasks (ROC, student, company)	<input type="checkbox"/>
2.	Agree on mentoring (ROC, student, company)	<input type="checkbox"/>
3.	Agree on method and time of appraisal (ROC, student, company)	<input type="checkbox"/>
4.	Agree on communication during the placement (ROC, student, company)	<input type="checkbox"/>
5.	Agree on levels of responsibility (ROC, student, company)	<input type="checkbox"/>

Preparation Mentoring

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Appoint a mentor for the student a) induction programme b) introducing the student to the company c) mentoring the student during work d) appraising the student	<input type="checkbox"/>

During the Placement Company visit

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Reserve time to receive the ROC tutor a) agree date/time/location b) make time to discuss progress with the student c) make time to discuss progress with the mentor	<input type="checkbox"/>
2.	Is there company policy for a cost contribution towards the tutor's visit?	<input type="checkbox"/>

During the Placement Mentor Training

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Agree with the ROC on training and mentoring the student a) company specific b) educational c) competences d) test and examination e) info and training of the mentor	<input type="checkbox"/>

During the Placement Complaints

International work placements / a checklist for Companies

No.	International work placements	Done
1.	Agree with the ROC on how complaints should be communicated and dealt with and by whom.	<input type="checkbox"/>

Finalization of the placement period **Evaluation of the work placement**

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No.	International work placements	Done
1.	Can the company offer an adequate work placement?	<input type="checkbox"/>
2.	How will a Dutch student contribute to the company?	<input type="checkbox"/>
3.	How will the outcome of the placement be evaluated?	<input type="checkbox"/>
4.	Have the competencies of the student been achieved?	<input type="checkbox"/>
5.	How has the mentor performed his duties?	<input type="checkbox"/>
6.	Could the quality of the work placement be improved?	<input type="checkbox"/>
7.	Do you want to continue/extend the corporation with the ROC ? If this is not the case please contact the relevant centre of expertise	<input type="checkbox"/>

Finalization of the placement period **Europass**

No.	International work placements	Done
1.	Check if all necessary Europass Mobility documents have been completed	<input type="checkbox"/>