



## WorkSafe Checklist for international mobilities

### Health and Safety issues

| <b>Before the mobility</b>  | <b>WHO</b>   | <b>Information</b>  |
|---|--|---|
| Information about mobilities  | The person responsible for international mobilities at the school                        | <ul style="list-style-type: none"> <li>- What opportunities are there for international mobilities</li> <li>- How to apply for a mobility</li> <li>- Things to think about before going on a mobility</li> <li>- Learning goals and work safety issues</li> </ul>   |
| Application for a mobility (If the student is below 18 years of age the custodian must approve the application) | Student + custodian (if the students is below 18 years of age)                           | Student sends in her application according to the rules of the sending organisation. (recommendation: at least 2 months before the mobility)  |
| Learning goals  | The student + mentoring teacher + international contact person                           | Before the student takes part in a mobility the student should sit down with her/his mentoring teacher to discuss what the learning goals of the training period are. Focus should also be on health and safety matters such as what kind of PPE students need, use of hazardous machines etc.  |
| Personal presentation letter focusing on skills and skills development.   | Student + mentoring teacher  | The personal presentation letter should also bring up what skills/documents the student has when it comes to health and safety issues relating to the work the student has to obtain. The personal letter should also contain information about insurances that the student has as well as other information that is need in order to provide the student with a safe learning experience.            |
| Europass CV   | Student  | The student writes an Europass CV with the help of the international contact person. The CV should be written so that the hosting company gets a realistic view of the students professional and language skills. Templates for the Europass CV can be found here:<br><a href="https://europass.cedefop.europa.eu/editors/en/cv/compose">https://europass.cedefop.europa.eu/editors/en/cv/compose</a> |
| Taking part in cultural preparations  | International contact persons  | Before the mobility the student should receive mentoring that prepares the student mentally and professionally for the mobility. The preparation should prepare the student to deal with cultural chocks, cultural clashes as well as give the student the opportunity to mentally prepare for the mobility   |
| Getting awareness of what work based learning abroad is about   | International contact person + student   | Before the mobility the students receives information and does task that will help her/him prepare for work based learning in a foreign country. The preparation focuses on legislation, working hours, cultural differences when it come to working life and mandatory insurances. The student is also informed about her/his duties, obligations and rights   |
| Crisisplan  | International contact person + hosting organisation + student                            | Even if crisis situations are rare it is still important to agree an a crisis plan that describes how to act in a crisis situation. Things to think about when making the crisis plan is to think about events that might result in a crisis of some sort + how to act and who to contact in such situations.   |
| Information about the company where the student will do her/his placement                                       | Contact persons at the hosting organisation/sending + mentoring teacher + student        | The contact person sends information about the company so that the mentoring teacher and the student can control if the placement is suitable for the student and in order to make sure that the student is aware of/prepared for issues relating to health hand safety during the placement  |
| The employer's contact information for a training agreement and an apprenticeship agreement                     | International contact person + contact person at the hosting organisation/work placement | It is important that both the sending and the hosting organization/work placement are aware of who to contact at the sending organization and at the hosting organization in case of emergencies  |
| Training Agreement  | Mentoring teacher/employer   | Before the work placement abroad begins there should be a Training Agreement made and signed by the mentoring teacher/employer. The Training Agreement should focus (among other things) on potential risks, learning goals and who is responsible for insurances   |
| Insurances  | Hosting organization and student   | Before the mobility all parties involved in the mobility should agree on what insurances are mandatory and who is responsible for providing the insurance. All parties involved should be made aware of what is covered by the insurance.   |

