

Work Placement
Trainee Guide
RECOMFOR project

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Work Placement

Trainee Guide

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1. Introduction

A work placement abroad is often the first step for those who would like to give an international dimension to their career. Many young people aspire discovering a different work environment and a different way of life. Combining the international dimension with a coherent work placement can certainly help to grow professionally and speaking a foreign language in this kind of environment is a good way to acquire more autonomy.

1.1. Why doing a work placement abroad?

The purpose of a work placement is to complete a vocational education and training itinerary, enhancing a diploma or degree and favouring:

- the acquisition of experience (professional abilities, working procedures and work organisation);
- practice and mastering the use of modern technologies (computers, multi-media instruments and machinery, etc.);
- the development of transversal competencies (self confidence, self-control, adaptability, flexibility, creativity, spirit of initiative, entrepreneurship mindset, accuracy, communication abilities, collaborating and directing, etc.);
- the development of intercultural awareness and the development of abilities to deal with cultural differences;
- the availability of continuous updating of knowledge and abilities.

The work placement primarily permits learners to discover the world of a company and helps them discern their own motivations more effectively. It permits them to get a more precise idea of the job they aspire to do and helps them develop and specify their own professional project.

Through work experience, the work placement allows learners to verify and complete the theoretical and methodological training they have received during their formal education. Thanks to contact with expert professionals, they assimilate ways of thinking and behaviour, which are precious for their professional inclusion.

A work placement abroad, in particular, helps learners to:

- understand the operation of a foreign company;
- master working methods that are different from their own country methods, procuring a wide array of professional outlets for themselves;
- perfect their command of one or more foreign languages;
- familiarise with the socio-cultural structures and mechanisms of other countries, developing the ability to understand the complexity and create a dialogue with other cultures and other people;
- prepare to travel and move to other countries.

1.2. The RECOMFOR Network

RECOMFOR is a European network set up to create a mobility area for learners in the field of trade. This network gathers training centres and companies from 10 different European countries. The aim is to enable learners moving abroad for a work placement to validate this experience once they are back in their country. Partners have worked on certification, training programme and learning outcomes assessment transparency in order to have good quality standards.

Your training centre is affiliated to this network and that's what enables you to participate in a RECOMFOR mobility.

1.3. Purpose of the Trainee Guide

The aim of this Trainee Guide is essentially threefold:

1. Firstly, to assist you to understand the various issues which might appear when planning and undertaking a work placement abroad and that you should consider carefully;
2. Secondly, to provide you with basic information on the country's rules, traditions, logistical matters, etc.. The information and advice are general and cannot be regarded as a substitute for the detailed advice and regulations from your home training centre and the host company.
3. Thirdly, to encourage you to enquire further and to consider other sources of information.

2. WHAT DO COMPANIES PREFER?

- Students who have not yet finished studying;
- Curriculum of studies or work experience with good evaluation;
- Average knowledge of the foreign language needed;
- For office work, information and technology skills;
- If possible, intercultural experience;
- If possible, commitment outside the course of studies (e.g. involvement in associations, field of sports, culture ... It reflects a positive image of a student's personality);
- Specific requirements that concern the work placement wished;
- The duration of the work placement varies and often depends on the training programme of each training centre.

3. HOW TO APPLY?

- Under advice of your teacher in the framework of a partnership between your training centre and companies¹;
- On-line Internet pages dedicated to work placement, through standards forms for candidates to fill out;
- Application by email and attachments (CV and letter of presentation);
- The CV must contain:
 - Personal information
 - Education
 - Working experience
 - Intercultural experience
 - Information Technology skills
 - Fields of interest
- The letter of presentation must contain:
 - Specific occupation or duties the candidate is applying for
 - Candidate's motivation;
 - Description of abilities, personal characteristics, knowledge, professional experience; stressing the ones that correspond to the requirements of the work placement;
- CV and letter of presentation have to be corrected by a mother tongue speaker;
- CV and letter of presentation have to be adapted according to the rules of the host country.

*Look at the European CV template
 "EUROPASS"
<http://europass.cedefop.europa.eu>
 Use it as such or inspire yourself of it*

¹ You can find information on learning opportunities, training possibilities available throughout the European Union and job-matching services at <http://ec.europa.eu/ploteus> (Portal on Learning Opportunities throughout the European Space) and <http://ec.europa.eu/eures/> (The European Job Mobility Portal).

4. HOW TO PREPARE FOR THE COUNTRY YOU ARE GOING TO?

- Familiarise yourself with the customs and traditions of the country and find out about daily routine
- Find out costs of living; e.g food, accommodation, and travelling expenses.
- Getting information on healthcare, taxes, social protection and insurance is necessary to help you to adapt to your surroundings easily. Much of the necessary information that you will need can be found contacting directly your training centre or on the Internet.
- If you are going to a country where the language is different from your mother tongue, you should be able to speak English at a standard that will enable you to carry a basic conversation with those that you will be working with. Obviously, you will get much more out of the experience if you are able to communicate well with those that are working and living around you and you will be integrated much quicker into your surroundings and feel more settled. If your language skills are still inadequate, the remedy could be a language course before the work placement.

5. WHAT ARE THE MAIN WORKING CONDITIONS?

- Work Placement Agreement (the exact terms of the contract depend on the country, on the institutions involved and national laws applicable)
 - Signed before the work placement between learner, tutor company and training centre;
 - Establishing mutual rights and duties (duration and hours, causes for rescission, possible form of compensation, ...);
 - Specifying tasks to be performed;
 - May specify skills to obtain;
 - Indicating methods of supervision and guidance of a tutor in the work placement organisation and in the training centre
 - Including clauses respecting the norms envisioned in the host country (e.g. civil responsibility insurance).

- Training project:

Can be often required from the company by the training centre.

An adequate training project must contain realistic and achievable objectives during the course of the work placement and with the competences made available. The objectives have to be checked and eventually adapted several times during the work placement.

6. HOW TO CONFRONT WITH INTERCULTURAL DIFFERENCES?

- Preparation:
 - Evaluate all the pro's and con's from every angle
 - Consult family, friends, experts who have first-hand experience of what it means to move abroad
 - Keep the fear of departure under control with training on cultural adaptation in general and on specific aspects of the country of destination (history, culture, climate,

demographic aspects, economy, educational and political systems, commercial practices and social customs)

- **Travel abroad: several steps:**

- The honeymoon (initial enthusiasm): everything seems new and fascinating
- Psychological adjustment: you start to perceive the differences in the mentality, feelings and behaviour, between the host country and the cultural standards acquired at home. This causes negative feelings.
- Crisis of adaptation (cultural shock): sensations of anxiousness, insecurity and frustration towards the host culture, which provokes a permanent state of tension, complicates social relations and your performance at work. You feel homesick
- Adaptation: the expatriate has understood the rules of the game in the host country and is fully able to apply them. There are three indicators to evaluate the level of success of the adaptation: subjective satisfaction with your living and working conditions the quality of social relations, level of achievement of professional objectives set.

- **Reintegration:**

- Fear of going home
- Enthusiasm for the return
- Crisis of readjustment upon return
- Readjustment

7. WHERE ARE YOU GOING TO SLEEP?

- Your training centre will help you to find a comfortable place to stay.
- Just remind that living costs vary greatly from country to country and city to city. In some instances, you will find that certain things are a lot cheaper while others are a lot more expensive. Talk to anyone who has worked or lived abroad and they will tell you that it is very important to do thorough research into the costs of living and have a realistic budget.

8. HOW TO FINANCE YOUR WORK PLACEMENT?

- Scholarships are very variable and depend on each country and each training centre
- In many work placements, you will not get paid for the work you do. Often the placement may be a voluntary placement and you must remember that being paid a salary is not the point of getting work experience, especially abroad;
- Several EU-funded programmes supporting mobility can assist in financing the work placement abroad. In order to receive detailed information you should contact your training centre or more general information is also available at: <http://ec.europa.eu/ploteus/>



COUNTRY CARDS

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BELGIUM (BE)



GENERAL DATA	
Area	30,520 km ²
Population (2010)	10,625,700.00
Density per km²	351 inhab./km ²
Average temperature	Brussels +3°C (January) Brussels +18°C (July)
Capital	Brussels
Other main cities	Brussels (1,0131,215); Antwerp (466,203); Gent (235,143); Carleroi (201,550); Liege (188,907); Brugge (116,982); Namur (113,493); Leuven (91,942)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	Three administrative regions: Flanders, Wallonia and Brussels. Ten provinces and almost 600 local authorities.
Form of government	Constitutional, popular monarchy and a parliamentary democracy.
National holiday	July, 21
Official language	Dutch, French and German. In Belgium, 5.6 million people speak Dutch, 3.5 million speak French and about 50,000 people speak German
Occupations per sector (in % of the total employment)	Agriculture: 2.0% ; Industry: 24.7%; Services: 72,6%
Ethnic origin of population	Around 10% are foreigners in Belgium: 68% from EU, 10% from Morocco, 5% from Turkey and 17% from other countries. 58% of the population is Flemish, 31% is Walloon, 11% Brussels.
Religion	Roman Catholic: 75%; Islam: 3,5% Small minorities of Protestants, Orthodox, Anglicans and Jews.
Economical data (2010 estimated data)	GDP (billion USD): 437,04 GDP per capita: 40,033,36 Inflation rate (%): 1.0
Legal weekly working time	35, 38 or 39 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	Fire/Ambulance Service 100 Police 101
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling Belgium: 32 To call from Belgium to a foreign country, dial 00 + country code To call from a foreign country to Belgium, dial +32 + number of your correspondent without the initial 0



Internet country code	.be
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.

SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION

Directory of companies	
Chambers of Commerce and Federations of enterprises	

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/belgium/presentation>

OTHER SOURCES OF INFORMATION

Medium length of the training and work placements	
Useful website on training abroad	
Useful web sites with information on the country culture and cultural briefing	

CZECH REPUBLIC (CZ)



GENERAL DATA	
Area	78 866 km ²
Population (2010)	10,334,160.00
Density per km²	134 inhabitants
Average temperature	Praha - 0,5° C (January) Praha + 19,5° C (July)
Capital	Praha (1.2 million inhabitants)
Other main cities	Brno (404 858), Ostrava (314 057), Plzeň (173 642), Liberec (105 219), Olomouc (102 089), Ústí nad Labem (98 785), Hradec Králové (95 808), České Budějovice (95 697), Pardubice (90 716)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	14 Regions
Form of government	Parliamentary Republic
National holiday	September, 28 - <i>St. Wenceslas Day (Czech Statehood Day)</i>
Official language	Czech, which belongs to the group of Slavic languages.
Occupations per sector (in % of the total employment)	Services 55%; Industry 40%; Agriculture 5%
Ethnic origin of population	Czech (90.4%); Moravian (3.7%); Slovak (1.9%); Polish (0.5%); German (0.4%); Roma (0.1%), Silesian (0.1%), Others (0.3%)
Religion	Atheist 55%, Catholic 30%,
Economical data (2010 estimated data)	GDP (billion USD): 256.7 GDP (USD) per capita: 25 100 Inflation rate (%): 1.1
Legal weekly working time	40 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from April to October)
Emergency numbers	Integrated emergency system (police, ambulance, fire) 112
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling the Czech Republic: +420 To call from the Czech Republic to a foreign country, dial 00 + country code To call from a foreign country to the Czech Republic, dial +420 + number of your correspondent without the initial 0
Internet country code	.cz
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.
Domestic currency	Czech Crown



SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	http://www.search-czech.com/
Chambers of Commerce and Federations of enterprises	http://www.komoracz.eu/ http://www.socr.cz http://www.accka.cz http://www.aticcr.cz http://www.akc.cz http://czechtravelpress.cz

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/czech-republic/presentation>

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	Various (depends on the programme)
Useful website on training abroad	http://www.ikariera.cz/company-profile/
Useful web sites with information on the country culture and cultural briefing	Czech Tourism: http://www.czechtourism.com/eng/uk/docs/holiday-tips/news/index.html Official websites of the Czech Republic: www.czech.cz/

FRANCE (FR)



GENERAL DATA	
Area	551 695 km ²
Population (2010)	62 793 432
Density per km²	113,82 inhabitants
Average temperature	Paris +3,5°C (January) Paris + 23 °C (July)
Capital	Paris (11,5 millions inhabitants)
Other main cities	Lyon (1,7 million) Marseille (1,6) Lille (1,2) Toulouse (1,1) Bordeaux (1) Nice (991 000) Strasbourg (639 000) Montpellier (510 000) Rennes (365 000) Reims (293 000) Besançon (233 000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	100 departments 22 metropolitan regions
Form of government	Parliamentary Republic
National holiday	July, 14
Official language	French
Occupations per sector (in % of the total employment)	Services: 72,3%; Industry: 24,10%; Agriculture: 3,7%
Ethnic origin of population	Mix of celt and latin populations, with North African, African and Asian minorities.
Religion	Secular state (Catholic: 62%; Muslim: 6%; protestant: 2% Jewish: 1%)
Economical data (2010 estimated data)	GDP: 2,527 billions USD Annual growth rate: + 0,4% GDP per capita: 40 170 USD Inflation rate: 1%
Legal working time	35 h per week (full-time job)
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	Police 17 Fire 18 SAMU 15 Emergency call 112
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling France: +33 To call from France to a foreign country, dial 00 + country code To call from a foreign country to France, dial +33 + number of your correspondent without the initial 0
Internet country code	.fr
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.



SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	www.societe.com www.pagespro.com www.indexa.fr www.kompass.fr www.firmafrance.com
Chambers of Commerce and Federations of enterprises	www.pme.service-public.fr www.cgi-cf.fr www.cci.fr www.cgpme.fr

Source: www.laposte-export-solutions.com/fr/marches/fiches-pays/france/accueil

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	Length of training : 2 years Length of workplacement : 14 weeks (8 weeks abroad + 6 weeks in France)
Useful website on training abroad	www.studyrama.com www.vip-stage.com www.kapstages.com
Useful web sites with information on the country culture and cultural briefing	www.francoscopie.fr www.tourisme.fr/

GREECE (GR)



GENERAL DATA	
Area	132,000 Km ²
Population (2010)	11,262,000 million
Density per km²	87 inhabitants
Average temperature	Athens +13°C (January) Athens + 33°C (July)
Capital	Athens (3,500,000 inhabitants)
Other main cities	Thessaloniki (800,000); Piraeus (180,000); Patras (180,000); Heraklion (150,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	13 Regions
Form of government	Parliamentary Republic
National holiday	October, 28
Official language	Greek
Occupations per sector (in % of the total employment)	Agriculture: 20%; Industry: 20%; Services: 60%
Ethnic origin of population	Greek (93,76%); Albanians (4,32%); Other (1,92%)
Religion	Orthodox Christianity as prevailing religion
Economical data (2010 estimated data)	GDP (billion USD): 328.42 GDP per capita: 29,266.81 Inflation rate (%): 2.1
Legal weekly working time	48 hours (full-time job)
PRACTICAL INFORMATION	
Time zone	GMT+2 in winter, GMT+3 in summer (summer time is from March to October)
Emergency numbers	Police 100 Fire 199 Ambulance 166
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling Greece: +30 To call from Greece to a foreign country, dial 00 + country code To call from a foreign country to Greece, dial +30 + number of your correspondent without the initial 0
Internet country code	.gr
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/greece/presentation>

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	Length of training: 2 years Work placements: 6 months (optional)
Useful website on training abroad	www.oEEK.gr (for initial training) www.ekep.gr www.oaed.gr www.iky.gr
Useful web sites with information on the country culture and cultural briefing	www.eot.gr (in English, French, Italian, Portuguese, Spanish, Chinese, etc.)

ITALY (IT)



GENERAL DATA	
Area	301,200 Km ²
Population (2010)	60.2 million
Density per km ²	200 inhabitants
Average temperature	Rome +11°C (January) Rome + 30°C (July)
Capital	Rome (2.73 inhabitants)
Other main cities	Milan (1.3 million); Naples (960,000); Turin (910,000); Genoa (610,000); Palermo (660,000); Bologna (370,000); Florence (370,000); Venice (270,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	20 Regions. The country is further divided into 110 provinces (<i>Province</i>) and 8,100 municipalities (<i>Comuni</i>)
Form of government	Parliamentary Republic
National holiday	April, 25 – Liberation Day June, 02 - Anniversary of the Republic
Official language	Italian Italy has a numerous dialects, spoken all over the country
Occupations per sector (<i>in % of the total employment</i>)	Agriculture: 3%; Industry: 32%; Services: 65%
Ethnic origin of population	Italian (93,52%); Romanian (1,32%); North Africans (1,01%); Others (4,15%)
Religion	Roman Catholic (87,8%)
Economical data (2010 estimated data)	GDP (billion USD): 1,987.45 GDP per capita: 33,010.65 Inflation rate (%): 0.6
Legal weekly working time	40 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	Police 113 Ambulance 118 Firemen 115
Finding an accomodation	Tourist office; websites
International country codes	Country code for calling Italy: +39 To call from Italy to a foreign country, dial 00 + country code To call from a foreign country to Italy, dial +39 + number of your correspondent without the initial 0
Internet country code	.it
Health	There is no compulsory vaccination. The European Insurance Social Card is needed to have access to treatments without having to advance money.

SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	http://www.camcom.gov.it/ http://www.vi.camcom.it
Chambers of Commerce and Federations of enterprises	http://www.camcom.gov.it/ http://www.vi.camcom.it

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/italy/presentation>

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	It depends on the training programme
Useful website on training abroad	http://www.cpv.org http://www.programmaleonardo.net/llp/home.asp
Useful web sites with information on the country culture and cultural briefing	http://www.enit.it http://www.veneto.to

THE NETHERLANDS (NL)



GENERAL DATA	
Area	41,500 Km ² (without overseas territories)
Population (2010)	16.3 million (without overseas territories)
Density per km²	484 inhabitants
Average temperature	Amsterdam +4°C (January) Amsterdam +22°C (July)
Capital	Amsterdam
Other main cities	Rotterdam (990,000); Utrecht (420,000); Eindhoven (320,000); Maastricht (120,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	12 Provinces
Form of government	Parliamentary Monarchy
National holiday	May, 05 – Liberation Day - celebrated every year, but as of 2000, an official holiday once every 5 years.
Official language	Dutch
Occupations per sector (in % of the total employment)	Agriculture (3%); Industry (27%); Services (70%)
Ethnic origin of population	Dutch (81%); (Western 8%, Non-Western 9% - Turks 2,2,%, Moroccans 2%, Surinamese 2%, Antilles 0,8%, other non-western 2%)
Religion	Catholic (27%); Protestant (18%); Muslim (6%); Agnostic (47%); Others (2%)
Economical data (2010 estimated data)	GDP (billion USD): 744.09 GDP per capita: 44,121.65 Inflation rate (%): 1.1
Legal weekly working time	37 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	112
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling The Netherlands: +31 To call from The Netherlands to a foreign country, dial 00 + country code To call from a foreign country to The Netherlands, dial +31 + number of your correspondent without the initial 0
Internet country code	.nl
Health	There are no obligatory vaccinations nor any recommendations. The European Insurance Social Card is needed to have access to treatments without having to advance money.

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/netherlands/presentation>

SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	
Chambers of Commerce and Federations of enterprises	http://www.kvk.nl/ http://www.vno-ncw.nl/English/Pages/default.aspx http://www.mkb.nl/

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	3 – 20 weeks
Useful website on training abroad	www.stagemarkt.nl www.workplacement.nl www.kch.nl
Useful web sites with information on the country culture and cultural briefing	www.holland.com/global/

PORTUGAL (PT)



GENERAL DATA	
Area	92,400 km ²
Population (2010)	10.95 million
Density per km²	115 inhabitants
Average temperature	Lisbon +14°C (January) Lisbon +27°C (July)
Capital	Lisbon (2,500,000 inhabitants)
Other main cities	Oport (1,220,000); Vila Nova de Gaia (290,000); Amadora (170,000); Coimbra (148,000); Setúbal (113,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	18 Provinces and 2 Autonomous Regions (Madeira and Azores)
Form of government	Parliamentary Republic
National holiday	June, 10
Official language	Portuguese
Occupations per sector (in% the total employment)	Agriculture (10%); Industry (30%); Services (60%)
Ethnic origin of population	A mix of celtic and Latin peoples, with African and Asian minorities
Religion	Roman Catholic (84.5%); other Christian faiths (2.2%)
Economical data (2010 estimated data)	GDP (billion USD): 209,58 GDP per capita: 19,623.70 Inflation rate (%): 1.0
Legal weekly working time	39 hours
PRACTICAL INFORMATION	
Time zone	GMT in winter, GMT+1 in summer (summer time is from March to October)
Emergency numbers	Ambulance 112 Medical emergencies and police 112
Finding an accomodation	Tourist office, websites
International country codes	Country code for calling Portugal: +351 To call from Portugal to a foreign country, dial 00 + country code To call from a foreign country to Portugal, dial +351 + number of your correspondent without the initial 0
Internet country code	.pt
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/portugal/presentation>

SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	<p>Aicep Portugal Global is a public business entity focused in encouraging the best foreign companies to invest in Portugal and contribute to the success of Portuguese companies abroad in their internationalization processes or export activities.</p> <p>http://www.portugalglobal.pt/PT/Paginas/Home.aspx http://www.portugalglobal.pt/EN/Pages/Home.aspx</p> <p><i>These links provide a list of companies (both in PT and EN) investing in International Trade activities.</i></p> <p>http://www.empresaslista.com/ http://www.europages.pt/ http://www.eradar.pt/ http://www.paginas-nacionais.com/ http://www.teloos.com.pt/ http://www.greatplacetowork.pt/best/list-pt.htm</p>
Chambers of Commerce and Federations of enterprises	<p>Portuguese Commerce and Services Confederation www.ccp.pt <i>(a list of 100 trade associations members of the Portuguese Commerce and Services Confederation is available for download)</i></p> <p>Lisbon Trade Association / Portuguese Chamber of Commerce and Industry http://www.port-chambers.com/</p> <p>http://www.tecnet.pt/24060.html <i>(provide a list of some of the existing Chambers of Commerce in Portugal)</i></p>

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	<p>1504 hours (total number of hours of the training course)</p> <p>504 hours (total number of hours of the work placement)</p>
Useful website on training abroad	http://cdp.portodigital.pt/estagios/programas-de-estagios-internacionais-1 (work placements abroad)
Useful web sites with information on the country culture and cultural briefing	<p>www.visitportugal.com/Cultures/en-US/default.html www.golisbon.com/culture/ www.instituto-camoes.pt/ www.kwintessential.co.uk/resources/global-etiquette/portugal.html</p>

More info regarding general, political, economical and sociological aspects of Portugal can be found on:
<http://www.portugalglobal.pt/PT/Paginas/Home.aspx>
<http://www.portugalglobal.pt/EN/Pages/Home.aspx>

ROMANIA (RO)



GENERAL DATA	
Area	238,391 km ²
Population (2010)	22.6 million
Density per km²	91 inhabitants
Average temperature	Bucharest -3°C (January) Bucharest +24°C (July)
Capital	Bucharest (2.1 million inhabitants)
Other main cities	Iași (350,000), Constanța (344,000), Timișoara (327,000), Cluj-Napoca (334,000), Galați (331,000), Brașov (316,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	41 Provinces and the Municipality of Bucharest
Form of government	Parliamentary democracy
National holiday	1st and 2nd of January 1st of May First and second day of Eastern (the date varies from one year to another) Pentecost (the date varies from one year to another) 15th of August 1st of December 25th - 26th of December
Official language	Romanian is spoken as a first language by 91% of the population, with Hungarian and Romani, being the most important minority languages, spoken by 6.7% and 1.1% of the population, respectively.
Occupations per sector (in % of the total employment)	Agriculture (32%); Industry (31%); Services (37%)
Ethnic origin of population	Romanians (89,5%); Hungarians (including Szecklers) (6,5%); Roma (2,5%); other ethnic groups (1,5%)
Religion	Eastern Orthodox (86,7%); Roman-Catholic (4,7%); Protestant (3,2%); Greek-Catholic (0,9%); Evangelical (0,1%); Unitarian (0,3%); other religions (0,4%)
Economical data (2010 estimated data)	GDP (billion USD): 264,1 GDP per capita (USD): 11,755 Inflation rate (%): 3.5
Legal working time	40 hours
PRACTICAL INFORMATION	
Time zone	GMT +2 hours (summer time is from March to October)
Emergency numbers	112
Finding an accomodation	Tourist offices, websites
International country codes	Country code for calling Romania: +40 To call from Romania to a foreign country, dial 00 + country code To call from a foreign country to Romania, dial +40 + number of your correspondent without the initial 0



Internet country code	.ro
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.
SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	
Chambers of Commerce and Federations of enterprises	The Chamber of Commerce and Industry of Romania http://www.ccir.ro/

Source:

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	Length of the training: 2 years Work placements: 210 compulsory hours of the work placement)
Useful website on training abroad	
Useful web sites with information on the country culture and cultural briefing	Romanian Cultural Institute http://www.icr.ro http://www.ici.ro/romania/en/index.html

SLOVENIA (SI)



GENERAL DATA	
Area	20,270 km ²
Population (2010)	2 million
Density per km²	99 inhabitants
Average temperature	Ljubljana - 4°C (January) Ljubljana +27°C (July)
Capital	Ljubljana (300,000 inhabitants)
Other main cities	Maribor (110,000), Celje (41,000), Kranj (37,000), Velenje (26,500), Koper (25,000)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	210 local municipalities
Form of government	Parliamentary Republic
National holiday	1.1., 1.2., 8.2., 4.4., 5.4., 27.4., 1.5., 2.5., 23.5., 25.6., 15.8., 31.10., 1.11., 25.12., 26.12.
Official language	Slovene; Hungarian and Italian enjoy the status of official languages in the ethnically mixed regions along the Hungarian and Italian border. English is widely spoken.
Occupations per sector (in % of the total of the employment)	Agriculture (4%); Industry (40%); Services (56%)
Ethnic origin of population	Slovene (83.01%); Serbian (2%); Bosniak (1.1%)
Religion	Catholic (58%); Muslim (2.5%); Orthodox (2.3%); agnostic (33%)
Economical data (2010 estimated data)	GDP (billion USD): GDP per capita: Inflation rate (%):
Legal weekly working time	40 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	112 – police, 113 – medical assistant
Finding an accomodation	Tourist offices, websites
International country codes	Country code for calling Slovenia: +386 To call from Slovenia to a foreign country, dial 00 + country code To call from a foreign country to Slovenia, dial +386 + number of your correspondent without the initial 0
Internet country code	.si
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.



SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	www.gzs.si/katalogi ddv.inetis.com/iskalnik.aspx www.pirs.si
Chambers of Commerce and Federations of enterprises	<p>Chamber of Commerce and Industry of Slovenia Dimičeva 13 SI-1504 Ljubljana Republic of Slovenia Phone.: + 386 1 5898 000 Fax: + 386 1 5898 100 E-mail: information@gzs.si Web: http://www.gzs.si/eng</p> <p>Chamber of Craft of Slovenia Celovška cesta 71 SI-1000 Ljubljana Phone: +386 1 583 05 00 Fax: +386 1 505 92 70, +386 1 505 43 75 E-mail: info@ozs.si Web: http://www.ozs.si/eng</p>
<i>Source: above stated web pages</i>	

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	The full programme lasts for two years with 800 hours of on the job training
Useful website on training abroad	www.cmepius.si
Useful web sites with information on the country culture and cultural briefing	www.slovenia.info

SPAIN (ES)



GENERAL DATA	
Area	504.645 km ²
Population (2010)	46,951,532
Density per km²	91.13 inhab./km ²
Average temperature	Madrid +9°C (January) Madrid +31°C (July)
Capital	Madrid (3,255,944 inhabitants)
Other main cities	Barcelona (1,621,537); Valencia (814,208); Seville (703,206); Zaragoza (674,317)
POLITICAL, ECONOMICAL AND SOCIOLOGICAL DATA	
Administrative structure	Seventeen autonomous communities and two autonomous cities
Form of government	Constitutional with a hereditary monarch and a bicameral parliament
National holiday	October, 12
Official language	Spanish Recognised regional languages Aranese, Basque, Catalan/Valencian and Galician.
Occupations per sector (in % of the total of the employment)	Agriculture (7%); Industry (26%); Services (67%)
Ethnic origin of population	87.8% Spanish, 12.2% (Romanian, Moroccan, Ecuadorian, British)
Religion	Roman Catholic (94%); Protestant/other (6%)
Economical data (2010)	GDP (billion USD): 1,390.76 GDP per capita (USD): 29,898.41 Inflation rate (%): 0.9
Legal working time	40 hours
PRACTICAL INFORMATION	
Time zone	GMT+1 in winter, GMT+2 in summer (summer time is from March to October)
Emergency numbers	112 in any emergency
Finding an accomodation	Tourist offices, websites
International country codes	Country code for calling Spain: +34 To call from Spain to a foreign country, dial 00 + country code To call from a foreign country to Spain, dial +34 + number of your correspondent without the initial 0
Internet country code	.es
Health	No vaccine is necessary. The European Insurance Social Card is needed to have access to treatments without having to advance money.



SOURCES OF ECONOMICAL AND PROFESSIONAL INFORMATION	
Directory of companies	
Chambers of Commerce and Federations of enterprises	http://www.cambrescat.es/

Source: <http://www.laposte-export-solutions.co.uk/uk/markets/country-profiles/spain/presentation>

OTHER SOURCES OF INFORMATION	
Medium length of the training and work placements	4 weeks
Useful website on training abroad	http://www20.gencat.cat/portal/site/Educacio http://www.xtec.cat/fp/
Useful web sites with information on the country culture and cultural briefing	www.gencat.cat/turistex_nou/home_ang.htm