

# ERASMUS +

The objective of the **Erasmus+** programme is to support, through lifelong learning, the educational, professional and personal development of people in education, training, youth and sport.

The Spanish Service for the Internationalisation of Education (SEPIE, by its acronym in Spanish) is the body in charge of managing, disseminating and promoting the Erasmus+ programme in the field of education and training (2021-2027). It also coordinates and participates in national and international projects.

Newly graduated students and teaching and non-teaching staff working in education and vocational training in the partner centres of the consortium coordinated by the Provincial Council of Pontevedra (Deputación de Pontevedra) can undertake traineeships in countries participating in the Erasmus+ programme or in third countries associated to it.

The Employment Promotion Area of the Deputación de Pontevedra is already working with many international training centres, institutions and companies throughout Europe, in which students and teachers can carry out their mobility activities. Its current objective is to reach many more companies in order to establish solid, long-term relationships, thus benefiting both these companies and students.

The Deputación de Pontevedra is responsible for selecting the most suitable hosting organisations and for determining which student fits best in each company, based on their training and preferences.

## Working conditions and support for students

- **Working hours:** students work the same hours as the rest of the company's staff. There is no minimum number of working hours, while the maximum, as well as the corresponding weekly rest period, will be the one established by law.
- **Grant and benefits:** students receive a grant including travel expenses and individual support during their stay. They are also covered by a general personal insurance, which comprises the following:
  - o Medical care and transport, among other services.
  - o Individual civil liability and civil liability arising from their professional activity, which is covered by the student insurance.



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- o Accidents, which cover temporary and permanent disabilities.
- o Death, including the repatriation from the country where the traineeship is being carried out.
- **Accommodation:** even though the company may offer this service to students, they can manage their own accommodation.
- **Professional areas:** the professional area in which the students undertake the traineeship must be related to their degree. The skills acquired by them and the jobs they can perform are detailed in the document 'Europass certificate supplement'. The selection of the specific professional area depends on the possibilities of the company and on the interests of the participants. The area can be changed if necessary.

## Commitments and documents

- **A mentor in the company:** the company must designate a person responsible for the student's tasks.
- **Learning agreement:** this document defines the conditions (start and end dates, type and scope of the activity) and the expected learning outcomes. It contains the specific activities and tasks that participants will carry out during the mobility period, the mentoring and supervisory tasks, the evaluation report format and criteria, and the recognition of learning outcomes. This agreement must be signed by the participant, the sending institution (in this case, the Deputación de Pontevedra) and the hosting organisation, and therefore includes the identification data of the parties involved.
- **Certificate of arrival:** this document certifies that the participant has joined the hosting company or organisation on the agreed day and that the traineeship has started correctly. The Deputación de Pontevedra is in charge of preparing this document, which includes the name of the participant, the purpose of the activity, the company or organisation where the traineeship will be carried out and the dates. The company must send this certificate within 15 days from the start date of the traineeship.
- **Traineeship certificate:** this document certifies that the traineeship has been carried out and completed correctly. The Deputación de Pontevedra is in charge of preparing this document, which includes the name of the participant, the purpose of the activity, the company or organisation where the traineeship will be carried out and the dates. The company must send this certificate within 15 days from the end date of the traineeship.



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- **Traineeship evaluation report:** the mentor of the hosting company or organisation must prepare a traineeship evaluation report to assess the performance of the participants. This document includes aspects such as their ability to adapt to the traineeship, their integration within the organisation, their compliance with work timetables and punctuality, their commitment or level of involvement. The company must send this document within 15 days from the end date of the traineeship.
- **Europass mobility:** once the traineeship is completed, the company will receive an email to validate this document, which describes the skills acquired by the participant.
- **Student assessment:** once the traineeship is completed, a document will be sent to the company so that it can assess the learning, skills, competences and attitude of the student during the traineeship.

## FAQs

### - Who will supervise the internship in the company during the mobility period?

An employee of the company will be appointed as a mentor. Moreover, the staff of the Deputación de Pontevedra that is in charge of the project or the person to whom such power is delegated by this institution will also supervise that the internship is carried out properly.

### - What are the working hours?

They will be established by the company, although this cannot exceed the maximum legal working day in each country.

### - Is it possible to extend the internship in the company?

Yes, upon request, provided that the Deputación de Pontevedra is aware of the interest of both parties (the hosting company and the participant in the Erasmus+ programme) at least one month before the end of the mobility period.

The additional period must take place immediately after the current mobility period.



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