

Checklist: Important documents and considerations for the sending organisation

BEFORE THE MOBILITY

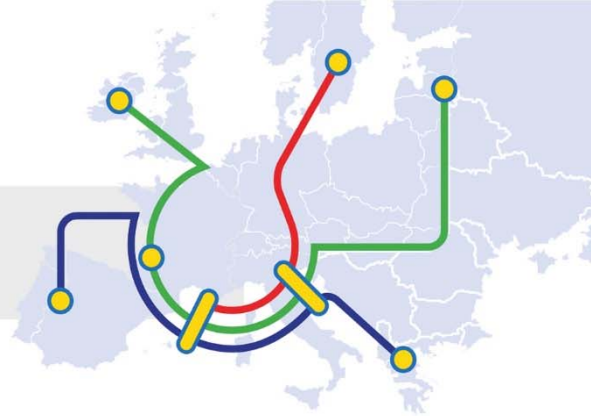
1. Ask the following documents/input from the beneficiary:
 - ✓ European Curriculum Vitae
 - ✓ Motivation letter
 - ✓ Agree on an Activity Plan/Learning Outcomes to be acquired at the workplace
 - ✓ Confirmation of any allergies, intolerances or health limitations which could affect the mobility

2. Check that he/she has the following documentation:
 - ✓ Valid National Identity Card or Passport.
 - ✓ Valid European health insurance.

 - ✓ Accident insurance
 - ✓ 3rd parties liability insurance
 - ✓ Medical certificate when required by the host organization.
 - ✓ Possibly: Travel and travel cancellation insurance

3. Assure that the beneficiary has received the following training/information:
 - ✓ Basic instruction in technical vocabulary in the vehicular language (e.g. English) or host country language.
 - ✓ General information about the host country/town.
 - ✓ Legal requirements and regulations in the host country.

 - ✓ Any authorization required in the sending and host country.
 - ✓ Accommodation options.
 - ✓ Means of transportation available.
 - ✓ Intercultural training.
 - ✓ Mobility preparation (e.g.: speaking about expectations and possible situations when these are not met)
 - ✓ Requirements about work clothes



4. Send the following information to the host organization:
 - ✓ Profile of the beneficiary incl. CV, motivation letter and other relevant information
 - ✓ Proposed Activity Plan/Learning Outcomes
 - ✓ Learning Agreement/Quality Commitment to be signed
 - ✓ Organizational details (e.g.: travel information, contact telephone numbers)
 - ✓ If applicable a contract between sending and host organization.

5. If you are using ECVET, have you signed a:
 - ✓ Memorandum of Understanding (MOU) with the host organization

AFTER THE MOBILITY

6. Keep in mind that you need the following documents from the host organization:
 - ✓ Final report
 - ✓ Necessary input for the Europass Mobility (Section 5a)
 - ✓ Certificates for the beneficiaries
 - ✓ The After Mobility Learning Agreement for VET Higher Education Traineeships

7. Ask the following documentation from the beneficiary:
 - ✓ Testimonial Photos/video (recommended)
 - ✓ Participant report form completed
 - ✓ Boarding pass
 - ✓ Depending on the kind of booking: Travel tickets
 - ✓ Possibly: Other relevant invoices

8. Provide the following to the beneficiary:
 - ✓ After arrival feedback meeting
 - ✓ Europass Mobility (check [National Europass Center](#))
 - ✓ Europass language passport