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## **DELIVERABLE 5.2**

# **On-the-job training programme manual**

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M30 – FEB 2026

PROJECT: COASTAL PRO

Game-based Learning of Entrepreneurship and Next-Generation Skills in Coastal Tourism

GA No: 101124745

DURATION (Months): 36

CALL: EMFAF-2023-BlueCareer

*This project has received funding from the European Union's Maritime and Fisheries Fund under the Grant Agreement No. 101124745*

Dissemination level		
PU	PUBLIC	<b>X</b>
PP	Restricted to other PROGRAMME PARTICIPANTS (including the Commission Services)	
RE	RESTRICTED to a group specified by the consortium (including the Commission Services)	
CO	CONFIDENTIAL only for members of the consortium (including the Commission Services)	

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## Glossary

Abbreviation / Acronym	Meaning
AI	Artificial Intelligence
CV	Curriculum Vitae
EQF	European Qualifications Framework
EU	European Union
EURES	European Employment Services – European Job Mobility Portal
ESC	European Solidarity Corps
ETC	European Travel Commission
EEA	European Economic Area
HR	Human Resources
IVY	Interreg Volunteer Youth
NGO	Non-Governmental Organization
SME	Small and Medium-sized Enterprise
UNWTO	United Nations World Tourism Organization
VET	Vocational Education and Training

## Executive Summary

ACRONYM	COASTALPRO
PROPOSAL TITLE	CoastalPro: Game-based Learning of Entrepreneurship and Next-Generation Skills in Coastal Tourism
GA No.	101124745
CALL	EMFAF-2023-BlueCareers / EMFAF-2023-BlueCareers
COORDINATOR	SURF CLUB KEROS IKE
START – END	SEP 2023 – AUG 2026 // 36 Months
BUDGET	€ 1 464 690.9
FUNDING	€ 1 171 708.97

This manual is a practical, operational guide designed to support learners, educators, and hosting organisations in navigating the full lifecycle of international mobility and on-the-job training within the EU. It consolidates information on available programmes, application procedures, professional conduct during placements, and post-mobility career development into a single, structured resource.

The manual is organised into four main parts:

- *Part I (Before Mobility)* introduces a broad catalogue of EU-funded and international opportunities — including Erasmus+, European Solidarity Corps, Eurodisney, DiscoverEU, IVY, Erasmus for Young Entrepreneurs, traineeships at EU institutions, civil service programmes, work exchange platforms, and CoastalPro partner company placements. It then provides a structured framework for selecting the most suitable opportunity based on career interests, preferred country or language, desired programme length and intensity, and eligibility criteria. The section concludes with a comprehensive guide to the application process, covering where to find opportunities, how to prepare and tailor a CV and motivation letter, what supporting documents are commonly required, and how to manage deadlines effectively across multiple applications.
- *Part II (During Mobility)* offers guidance for participants who have begun their placement. It addresses pre-arrival preparation, how to make a strong first impression, common professional behaviours to avoid, and strategies for communicating effectively across cultural and linguistic differences. It also encourages ongoing self-reflection as a tool for tracking personal and professional growth throughout the experience.
- *Part III (After Mobility)* focuses on consolidating and communicating the value of a completed placement. It covers how to obtain reference letters and EU-recognised certificates such as Europass Mobility, how to update a CV and LinkedIn profile, how to leverage concrete examples from the placement in future job applications and interviews, and the importance of maintaining professional networks and completing programme feedback.
- *Part IV (For Hosting Organisations)* is addressed to companies, NGOs, and institutions interested in offering placements. It outlines the benefits of hosting a CoastalPro learner, the types of opportunities that can be offered, and the key steps involved in preparing a quality placement —

including role definition, mentor assignment, onboarding, learning plan alignment, and final documentation. Good practice principles drawn from European standards are included to help hosts deliver consistent and meaningful experiences.

The manual also describes the CoastalPro Career Centre, a dedicated digital platform powered by Hosco and accessible at [coastalpro.hosco.com](https://coastalpro.hosco.com). This hub allows learners to build professional profiles, upload CVs, search and apply for over 25,000 opportunities worldwide, and connect with partner employers. Hosting organisations can use the same platform to publish placements, manage applicants, and communicate with candidates. The Career Centre also functions as the programme's long-term community space, keeping past, present, and future cohorts connected beyond the training period.

Throughout, the manual is designed to be used selectively: learners are directed primarily to Parts I–III alongside the Career Centre guidance, while hosting organisations are guided to Parts IV and the platform chapters. Educators and CoastalPro partners can draw on the full manual to advise and support participants at every stage.

# 1 Purpose & Fit

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## 1.1 Objective of the Manual

The **On-the-job Training Programme Manual** describes an operational framework for mobility and international experiences within the EU. It is aimed at both **students and young professionals** who look for internships and apprenticeships and for **educators, teachers and trainers** who support them. Its purpose is to provide a centralised, practical, and user-friendly resource that presents international internship, mentoring, and mobility opportunities available within the EU, and to guide both learners and educators in transforming these opportunities into concrete career and educational pathways.

The Manual also addresses the needs of businesses, NGOs, and institutions willing to offer internships and placements. These organisations play a vital role in the CoastalPro ecosystem by providing real-world training environments, mentorship, and career development opportunities.

The objectives of this document are to:

- Empower **students** to apply confidently to EU-based internships and mentorships, providing a clear pathway for learners before, during, and after a placement.
- Provide **teachers and trainers** with a comprehensive guide to advise, orient, and support students in accessing relevant opportunities.
- Strengthen the visibility and impact of our course and partnerships across Europe.
- Support **host organisations** in designing meaningful, inclusive, and well-structured internship experiences.
- Explain how to use the CoastalPro Career Centre ([coastalpro.hosco.com](https://coastalpro.hosco.com)) to build a profile and access opportunities.

## 1.2 Who is this manual for

The primary audience of the manual is:

- **Learners and internship seekers:** students, graduates, and youth who want internships, apprenticeships, job shadowing, or related mobility experiences.
- **Hosting organisations:** companies, NGOs, and institutions that publish and host internship or training opportunities.

However, the manual can also be useful to secondary audiences:

- **Teachers, trainers, and sending organisations** supporting learners.
- **CoastalPro partners** coordinating placements, guidance, and community engagement.

### 1.3 How to use the manual

If you are a learner:	If you are a host organisation:
<ul style="list-style-type: none"> <li>• Use <b>Parts I–III</b> as your step-by-step guide across the full placement lifecycle.</li> <li>• Use <b>Chapter 8</b> early to set up your Career Centre profile and understand how opportunities are communicated.</li> </ul>	<ul style="list-style-type: none"> <li>• Use <b>Part IV</b> to design a high-quality placement (role definition, mentoring, onboarding, learning plan, reviews).</li> <li>• Use <b>Chapter 8</b> to publish opportunities and manage candidate communication on the Career Centre.</li> </ul>
<ul style="list-style-type: none"> <li>• Parts I–III are written for learners preparing for, completing, and leveraging internships, apprenticeships, and related mobility experiences. Part I supports opportunity selection and application readiness, Part II focuses on settling in and performing professionally, and Part III covers completion, documentation, and how to convert experience into employability.</li> <li>• Use Chapter 8 in parallel with Part I. A complete profile on the CoastalPro Career Centre increases your visibility in searches, supports direct applications, and keeps you connected to the CoastalPro community before and after your placement.</li> </ul>	<ul style="list-style-type: none"> <li>• Part IV (Chapters 7–8) is written for companies, NGOs, and institutions that want to host CoastalPro learners through internships, apprenticeships, job shadowing, and other practical training placements. Part IV sets the quality baseline for hosting by clarifying role design, mentoring, onboarding, learning planning, and reviews. Chapter 8 explains how to publish opportunities and communicate with candidates through the CoastalPro Career Centre on <a href="http://coastalpro.hosco.com">coastalpro.hosco.com</a>.</li> <li>• Use the CoastalPro Platform explained in Chapter 8 to standardise your internship description, learning agreement, onboarding checklist, review points, and final documentation. This reduces hosting effort while improving consistency and learner outcomes.</li> </ul>

### 1.4 A Note on Language

*Throughout Parts I–III of this manual, the second person (“you”, “your”) is used when addressing learners and job seekers directly. This is an intentional stylistic choice intended to make the guidance feel personal, accessible, and easy to act on. Readers who are educators, trainers, or hosting organisations are encouraged to interpret these sections from the perspective of the students they support, and to refer to Parts IV and V for guidance addressed specifically to them.*

# Part I: Before Mobility

## 2 Available Opportunities

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A wide range of programmes and initiatives exists to provide practical, real-world experiences for students and young professionals in fields related to coastal tourism, sustainable local development, and environmental management. These opportunities allow participants to gain hands-on experience, develop professional skills, and expand their personal and professional networks across Europe and beyond. This section presents a selection of opportunities including internships, apprenticeships, volunteering, and mobility programmes. Each programme is described with:

- **Target Group:** who can participate.
- **Key Features:** main benefits and activities offered.
- **Duration:** typical length of the opportunity.
- **Eligibility:** what are the minimum requirements for participation.
- **Experience:** required experience.

The goal is to provide both students and educators with a comprehensive overview of potential pathways, enabling them to identify opportunities that align with career goals, interests, and educational objectives.

Choosing an opportunity that matches your experience, skills, and personal qualities is key to maximizing both your chances of being accepted and your overall satisfaction during the programme. Selecting a placement that fits your background ensures you can contribute effectively while learning and growing in a supportive environment. Before you choose, you should consider the following questions:

- Does my current education or professional background match the eligibility criteria?
- Do I have prior experience or skills that are relevant or valued for this placement, and will it strengthen my application?
- Am I looking for a first-time experience, or do I want a placement that builds on my existing knowledge, volunteering, or professional experience?

### 2.1 List of Opportunities

#### 2.1.1 Erasmus+

Erasmus+ provides funded mobility, internships, and learning opportunities across Europe for students, recent graduates, vocational learners, and education staff. Participants gain practical experience, professional skills, and cross-cultural exposure, making these programmes particularly valuable for careers in coastal tourism.

- *Higher Education & VET Mobility Projects and Traineeships Abroad*
  - **Target Group:** Higher education students, VET learners, and recent graduates
  - **Key Features:** Funded internships, learning mobility, and training abroad
  - **Duration:** 1 week–12 months
  - **Eligibility:** students currently enrolled in higher education institutions in Programme Countries at short-cycle Bachelor and Master level as well as for doctoral candidates. These opportunities are also open to recent graduates within 12 months.

- **Experience:** No prior professional experience is strictly required; some programmes may prefer a relevant study background.
- Official Link – Higher Education  
Official Link – VET  
<https://erasmus-plus.ec.europa.eu/opportunities/opportunities-for-individuals/trainees>
- *Adult Education Mobility Projects*
  - **Target Group:** Adult learners and staff from education providers
  - **Key Features:** Funded mobility for training and exchange in other EU countries
  - **Duration:** Project-specific
  - Link
- *Youth Mobility & Exchanges*
  - **Target Group:** Young people aged 13–30, youth workers
  - **Key Features:** Cultural exchange, training courses, volunteering
  - **Duration:** 1 week–6 months
  - Link Youth Exchanges  
<https://erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/mobility-youth-workers>

### 2.1.2 European Solidarity Corps (ESC)

- **Target Group:** Young people 18–30
- **Key Features:** Volunteering or work placements in projects benefiting communities across Europe, including tourism, cultural heritage, and environmental projects
- **Duration:** 2–12 months
- **Eligibility:** Open to young people aged 18–30 who are legal residents of an EU Member State or an associated country, including several non-EU countries. Some projects may also have specific language requirements depending on the host organization.
- **Experience:** While prior experience is not mandatory, certain projects give preference to candidates with relevant experience in the project’s field, whether through volunteering, community work, or professional activity. Skills directly related to the project’s focus are particularly valued.
- Link

### 2.1.3 DiscoverEU

- **Target Group:** 18-year-olds
- **Key Features:** Travel across Europe by train, experience cultural diversity, develop independence, learn about tourism-related careers
- **Duration:** Up to 1 month
- **Eligibility:** 18-year-olds.
- **Experience:** None; first international experience encouraged.
- Link

### 2.1.4 IVY – Interreg Volunteer Youth

- **Target Group:** Young people 18–30 interested in volunteering and community projects

- **Key Features:** Engage in Interreg projects, which may include sustainable tourism, environmental management, and local development
- **Duration:** Typically, 2–6 months
- **Eligibility:** Open to young people aged 18–30 from eligible European and partner countries. Some placements may require specific language skills depending on the host organization.
- **Experience:** Some volunteering or community experience is recommended; prior experience in relevant sectors is beneficial but not mandatory. Suitable for participants from diverse educational backgrounds.
- [Link](#)

### 2.1.5 Eurodyssey Programme

- **Target Group:** Young people 18–30
- **Key Features:** Paid vocational traineeships across European regions, language courses included, professional experience in companies, improve intercultural and language skills
- **Duration:** 3–7 months
- **Eligibility:** Open to young people aged 18–30 who are residents of one of the participating European regions. Specific eligibility conditions may vary by region and placement, and candidates are encouraged to consult their regional office for details. Language requirements depend on the host organization, with English or the host region’s language most requested.
- **Experience:** Prior experience is not always required, but many placements value candidates with skills or experience related to the internship field.
- Participating regions include Belgium, Croatia, Cyprus, France, Georgia, Ireland, Italy, Portugal, Romania, Spain
- [Link](#)

### 2.1.6 Erasmus for Young Entrepreneurs

- **Target Group:** Aspiring entrepreneurs and new business owners
- **Key Features:** Mentorship programme linking new entrepreneurs with experienced business owners abroad, gain international experience and business skills
- **Duration:** 1–6 months
- **Eligibility:** Open to aspiring entrepreneurs or new business owners who want to gain experience abroad. Applicants should have a viable business idea or be in the early stages of running a business. Language requirements vary depending on the host entrepreneur and country.
- **Experience:** Prior professional experience is not mandatory, but participants should demonstrate motivation, adaptability, and readiness to work in a hands-on entrepreneurial environment.
- [Link](#)

### 2.1.7 Traineeships at EU Institutions and International Agencies

- **Target Group:** Students and graduates interested in policy, tourism development, sustainability, or international governance

- **Key Features:** Work in European Commission, EU agencies (e.g., ETC – European Travel Commission), or UNWTO; gain policy-making and administrative experience; potential career path in international organizations
- **Duration:** Typically, 3–6 months
- *ETC Traineeships*
  - **Eligibility:** Recent graduates ready to start a full-time traineeship, with the right to work in Belgium.  
**Experience:** Prior administrative or tourism-related experience is advantageous but not mandatory. Strong English and basic computer skills required; knowledge of other European languages is a plus.
- *European Commission Blue Book Traineeships*
  - **Eligibility:** Open to university graduates holding a Bachelor's degree (minimum EQF 6). Applicants must have minimal prior experience in EU institutions (max. 6 weeks). Strong language skills are required (C1/C2 in one working language; B2 in a second EU language).
  - **Experience:** No prior professional experience is strictly required. Additional points are awarded for relevant work experience, international exposure through education, volunteering, or internships, and for rare or highly relevant fields of study.
- *UNWTO Internships*
  - **Eligibility:** Current university students or recent graduates. Open to all nationalities. Fluency in English and/or Spanish is required; other UN languages are a plus.
  - **Experience:** No prior experience required, but relevant academic background or international exposure is valued.
- link: <https://www.untourism.int/work-with-us#paragraph-48027> ;  
[https://traineeships.ec.europa.eu/index\\_en?preflang=es](https://traineeships.ec.europa.eu/index_en?preflang=es) ;  
<https://etc-corporate.org/careers/>

### 2.1.8 Civil Service Opportunities

- **Target Group:** Young people usually aged 18–30, recent graduates, and individuals seeking civic engagement or professional experience in public and community-oriented projects
- **Key Features:** Civil Service programmes offer young people the chance to engage in meaningful work within public administrations, NGOs, and local communities—both nationally and internationally. Participants contribute to projects that promote social inclusion, cultural heritage, environmental protection, and sustainable development.  
These experiences help participants strengthen their sense of citizenship, develop professional and soft skills, and expand their networks across borders
- **Duration:** Typically, 6 to 12 months, depending on the programme and hosting organization.  
Example: Service Civique Francais: <https://www.service-civique.gouv.fr/comprendre-le-service-civique> → everyone can participate
- **Eligibility:** Open to young people, typically aged 18–30, although age limits vary by country (e.g., Italy: 30, France: 26).
- **Experience:** Prior professional experience is not strictly required. Many civil service opportunities are suitable for first-time participants. However, certain placements may prefer candidates with relevant

experience or studies in the project's field. Previous volunteering or community engagement is highly valued. Motivation, enthusiasm, and a proactive attitude are key qualities sought by host organizations

### 2.1.9 Work Exchange Programmes

- **Target Group:** Young people or students seeking cultural immersion and practical experience
- **Key Features:** Volunteer work in exchange for accommodation and sometimes meals; options include farms, hostels, eco-projects, community initiatives; develop practical skills and intercultural competence
- **Duration:** Few weeks up to several months
- **Eligibility:** Open to individuals aged 18 and above. Specific requirements may vary depending on the host organization and the nature of the project.
- **Experience:** Prior professional experience is not mandatory; these programmes are designed to be accessible to first-time international participants. However, certain placements may prefer candidates with relevant experience or skills pertinent to the project's needs.
- Examples / Links: [Worldpackers](#), [Workaway](#)

### 2.1.10 CoastalPro Partner Companies

- **Target group:** Students seeking internships
- **Key features:** Opportunities provided by companies in our network; log into CoastalPro Platform to find available placements. While the internship itself is organized and funded by the student, CoastalPro facilitates the initial connections, providing guidance and support to make your placement search easier and more effective
- **Duration:** Varies depending on company
- **Eligibility:** Open to students enrolled in the CoastalPro course. Eligibility criteria may vary depending on the partner company and the internship position offered.
- **Experience:** Prior professional experience is not strictly required, though placements may prefer candidates with relevant study backgrounds or skills related to the internship field.

#### **Stay Informed:**

*Keep an eye on online platforms and portals that aggregate opportunities (ErasmusIntern, EU Careers) to stay updated with the latest internships, volunteering, and mobility programmes:*

<https://opportunitiesforyouth.org/category/jobs-internships/> or  
<https://programmes.euodesk.eu/learning>

## 3 How to choose the right opportunity

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Selecting the most suitable mobility, internship, or volunteering opportunity requires careful consideration of personal goals, professional ambitions, and practical constraints. This section is designed to help both students and teachers navigate this process by matching available opportunities to individual profiles and objectives.

By reflecting on career interests, language preferences, programme duration, and eligibility, students can make informed choices that maximize both professional development and personal growth. Teachers and trainers can use this guidance to advise students and align their recommendations with each learner's goals.

### *First-Time Participants*

If you are new to international experiences, start with short-term, structured programmes that provide guidance, clear tasks, and close supervision. These opportunities help you build confidence, develop intercultural skills, and adapt to new environments. Examples:

- Youth Exchanges (Erasmus+), cultural immersion and teamwork.
- Short-term European Solidarity Corps projects, guided volunteering with peer support.

### *More Experienced Participants*

If you have prior international experience, volunteering, or professional exposure, consider longer, specialized, or more independent placements. These programmes allow you to deepen your skills, take on greater responsibility, and engage in professional or sector-specific learning.

- Erasmus for Young Entrepreneurs – early-stage entrepreneurial projects abroad.
- Traineeships at EU Institutions or International Agencies (ETC, European Commission, UNWTO) – policy, governance, and professional networking experience.

### 3.1 Career Interests

Choosing an opportunity that aligns with your career interests is the foundation for a meaningful and rewarding international experience. Each programme and project offers distinct objectives and learning outcomes, depending on its structure, host organization, and thematic focus. For example, within the European Solidarity Corps (ESC), participants might join projects on environmental sustainability, cultural heritage promotion, or community development. Similarly, Erasmus+ traineeships can range from hospitality and tourism to policy-making or entrepreneurship.

*Before choosing an internship path, ask yourself:*

- Which career field or sector excites me the most?
- Do I prefer hands-on work, research, or policy-focused activities?
- Do I want to build something (entrepreneurship), serve a community (NGO), or teach and share knowledge (education)?
- Which professional skills or knowledge areas do I want to develop during this experience? Am I seeking skill development, cultural experience, or both?
- What kind of impact do I want to make in my future job?
- What type of organization culture suits me best, NGO, private company, public institution?

To help students and educators navigate this variety, we group the available opportunities according to their primary career or professional focus. This classification makes it easier to identify programmes that align with personal interests, career ambitions, and desired skill development. The following categories provide a clear framework:

### **3.1.1 Tourism, Hospitality & Sustainability**

Ideal for students interested in coastal, cultural, or eco-tourism, as well as sustainable local development and blue economy initiatives. Relevant Opportunities:

- Erasmus+ Higher Education and VET Traineeships (in tourism, hospitality, or environmental management)
- IVY – Interreg Volunteer Youth (sustainable tourism and local development projects)
- Eurodyssey Programme (regional traineeships in tourism-related companies)
- CoastalPro Partner Companies (placements within partner organizations in tourism and coastal management)
- Work Exchange Programmes (eco-projects, hostels, or community tourism initiatives)

### **3.1.2 Entrepreneurship & Business Development**

Ideal for students aiming to start or manage a business or gain entrepreneurial and management experience abroad. Relevant Opportunities:

- Erasmus for Young Entrepreneurs (mentoring and exchange with experienced entrepreneurs)
- Erasmus+ Traineeships in business or management fields
- Eurodyssey Programme (placements in SMEs and startups)
- Youth Exchanges focused on innovation or entrepreneurship

### **3.1.3 NGO, Community, and Social Impact Work**

Ideal for participants motivated by civic engagement, social inclusion, and community development. Relevant Opportunities:

- European Solidarity Corps (ESC): volunteering or work placements focused on community development, environmental awareness, and social responsibility
- IVY – Interreg Volunteer Youth: support cross-border cooperation projects, often linked to local development and sustainability
- Civil Service Programs: national or transnational civic engagement experiences promoting solidarity and inclusion

### **3.1.4 Arts, Culture & Creative Industries**

Ideal for students interested in cultural heritage, creative projects, and the arts, including cultural tourism and event management. Relevant Opportunities:

- ESC cultural heritage projects
- Youth Exchanges focused on arts and culture
- Erasmus+ traineeships in creative sectors

### 3.1.5 Digital, Technology & Innovation

Ideal for students seeking to develop digital skills, engage in tech projects, or contribute to innovation and research initiatives. Relevant Opportunities:

- Erasmus+ Traineeships: placements in IT, digital marketing, or tech companies
- Digital Opportunity Traineeships: short-term internships focused on digital skills development
- ESC Projects on Innovation
- Youth Exchanges with a Tech/Innovation focus: programmes encouraging digital skill-building and creative problem-solving

### 3.1.6 Policy, Governance & International Organizations

Ideal for students interested in public administration, policymaking, international governance, sustainability strategy, or EU-level initiatives. Relevant Opportunities:

- Traineeships at EU Institutions (European Commission, ETC)
- UNWTO internships
- Civil Service Opportunities with public administration or international focus

### 3.1.7 Personal Development & Travel Experience

Ideal for participants seeking to strengthen soft skills, independence, cultural awareness, and international exposure. Relevant Opportunities:

- DiscoverEU
- Short-term Youth Exchanges
- Work Exchange Programmes

### 3.1.8 Education & Training

Ideal for participants aiming to teach, develop educational programs, or support youth and adult learning initiatives. Relevant Opportunities:

- Erasmus+ Adult Education Mobility Projects
- Erasmus+ Youth Worker mobility and training courses
- Short-term teaching or mentoring placements in partner institutions

## 3.2 Preferred Countries or Languages

Choosing the right host country is an essential step in maximizing the benefits of any international mobility, internship, or volunteering experience. Beyond professional objectives, the choice of country influences language development, cultural adaptation, and personal satisfaction. When deciding on a host country, students should consider several factors and reflect on some key questions:

- Which language(s) do I want to use or improve during my experience?
- Do I prefer full cultural immersion in a different environment, or something more familiar?
- Which countries or regions are most relevant to my study, career, or sector of interest?
- How do practical factors, such as cost of living, accommodation, and accessibility, affect my choice?

- Which locations offer additional opportunities for personal growth, networking, or cultural experiences?

### 3.2.1 Language Proficiency

- Determine which languages you can confidently communicate in and which you wish to improve.
- Some programmes require a minimum proficiency in the local language, while others operate primarily in English. For example, Youth Exchanges and ESC projects are usually more flexible, with English often used as the working language. Erasmus+ Traineeships often require at least a basic knowledge of the host country's language, depending on the company or institution.

### 3.2.2 Cultural Fit

- Reflect on the type of cultural environment you wish to experience. Do you feel drawn to Mediterranean lifestyles, Nordic societies, Central European traditions, or Eastern European cultures?
- Consider cultural norms, work styles, and social expectations, as these will influence both your daily experience and professional interactions.

### 3.2.3 Regional Specializations

- Certain countries or regions specialize in specific industries, environmental initiatives, or tourism models. For example:
  - Baltic and Northern Europe: sustainability and environmental management projects.
  - Southern Europe: coastal tourism, cultural heritage, and hospitality initiatives.
  - Central Europe: urban tourism development, policy-focused internships.
- Choosing a region aligned with your study or career interests can enhance the relevance and impact of your experience.

### 3.2.4 Other Factors

- Cost of living, accommodation availability, safety, and accessibility.
- Opportunities for personal growth, networking, or travel during the experience.
- Climate, lifestyle, and personal preferences

## 3.3 Desired Length and Intensity of Program

When selecting a mobility, internship, or volunteering opportunity, it is important to consider both the duration and the intensity of the experience. Different programmes vary widely in how long they last and how demanding they are, and aligning these factors with your availability, personal circumstances, and learning objectives will maximize the benefit of the experience. There are a few simple questions to guide a student's choice:

- How much time can I commit?
- Do I want a structured programme or more flexibility?
- Am I prepared for a full-time international experience?

### 3.3.1 Programme Duration

- *Short-term (1–4 weeks):*  
These programmes are ideal for students seeking a first international experience, exposure to new cultures, or opportunities to develop soft skills without a long-term commitment.  
Include: Youth Exchanges, Short-term Work Exchange Programs, DiscoverEU, Erasmus+ VET Traineeships, Adult Education Mobility Projects
- *Medium-term (1–3 months):*  
These provide more in-depth professional and practical experience while still being manageable within an academic or work schedule.  
Include: Erasmus+ Higher Education & VET Traineeships, IVY – Interreg Volunteer Youth, Eurodissey Programme, Erasmus for Young Entrepreneurs, Work Exchange Programs, ESC volunteering
- *Long-term (3–12 months):*  
These experiences allow participants to fully immerse themselves in a new professional, cultural, and personal environment, often leading to significant skill development and stronger career impact.  
Include: IVY – Interreg Volunteer Youth, ESC volunteering, Erasmus+ internships, Eurodissey Programme, Erasmus for Young Entrepreneurs, Civil Service Programs, Traineeships at EU Institutions and International Agencies, Work Exchange Programs

### 3.3.2 Intensity levels

- *Full-time vs. part-time participation*
  - Full-time programmes typically require participants to commit to standard working hours (35–40 hours per week), offering a deep and immersive experience.  
Examples: Erasmus+ Higher Education & VET Traineeships, ESC Volunteering Projects, Traineeships at EU Institutions and International Agencies, IVY – Interreg Volunteer Youth, Eurodissey Programme, Civil Service Programs, Erasmus for Young Entrepreneurs
  - Part-time programmes allow for flexibility and may involve a smaller weekly commitment. These are suitable for students balancing studies, personal projects, or other responsibilities.  
Example: Erasmus+ Higher Education & VET Traineeships, Work Exchange Programs, Youth Exchanges
  - *Some programmes may vary depending on the host organization; it's best to confirm individually.*
- *Mentored vs. independent tasks*
  - Mentored Programmes provide structured supervision, regular check-ins, and clearly defined tasks. Mentored experiences are ideal for first-time international participants or those seeking support in professional development.
  - Independent Programmes emphasize self-directed work, flexible scheduling, and higher autonomy. Participants are often responsible for planning their tasks, managing their time, and navigating challenges independently.
  - *The level of independence can vary depending on the host organization, its workload, and available resources. For example, smaller NGOs or civic service placements may expect participants to work more independently, while larger organizations might provide more structured support.*

### 3.4 Eligibility and Experience Level

Programmes vary in age requirements, educational background, and prior experience, so understanding these criteria helps students identify placements where they can thrive and grow professionally. Choosing an opportunity that matches your experience, skills, and personal qualities is key to maximizing both your chances of being accepted and your overall satisfaction during the program. There are some easy questions to guide your choice:

- Does my current education or professional background match the eligibility criteria?
- Do I have prior experience or skills that are relevant or valued for this placement, and will it strengthen my application?
- Am I looking for a first-time experience, or do I want a placement that builds on my existing knowledge, volunteering, or professional experience?

## 4 Application Process

Applying to international mobility programs, internships, volunteering projects, or other opportunities can often seem complex and overwhelming. Each programme has its own rules, deadlines, eligibility criteria, and required documents, which can make it challenging for students to know where to start or how to stand out. This chapter is designed to simplify the process by providing a clear, step-by-step guide, helping you turn a potentially complicated procedure into a manageable and structured approach. In the following sections, we will focus on the practical steps of applying: where to find official opportunities, how to prepare and organize the required documents, monitor deadlines, and manage follow-ups after submission. Keep in Mind:

- Each programme is unique: Rules, timelines, and requirements differ; always consult the official instructions carefully.
- Start early: Advance preparation gives you time to gather documents, refine your application, and address unexpected challenges.
- Clarity, structure, and motivation: A well-organized, concise application paired with a clear demonstration of your motivation increases your chances in competitive selection processes.

### 4.1 Where to find the opportunities

#### 4.1.1 Main Sources

Finding the right opportunity is the first step. Use official platforms, partner networks, and portals that aggregate mobility and internship programs. The table below lists the main official sources for each type of opportunity along with a short description of what you can find there:

Programme/ Type of Opportunity	Official Platform / Website	Notes / What You'll Find
<b>Erasmus+ Higher Education</b>	<a href="https://erasmusintern.org">ErasmusIntern.org</a>	Developed by the Erasmus Student Network, this portal connects students with verified Erasmus+ traineeship opportunities offered by companies and organizations across Europe.
<b>Erasmus+ VET Traineeship</b>	Contact your institution's International Office	VET learners should contact their school or training provider's mobility coordinator to explore available Erasmus+ VET placements and partner organizations.
<b>IVY – Interreg Volunteer Youth</b>	<a href="https://aebr.teamtailor.com/jobs">https://aebr.teamtailor.com/jobs</a>	Find updated listings of IVY volunteer placements across Europe.
<b>DiscoverEU</b>	<a href="https://european-youth-portal-discovereu.eu">European Youth Portal – DiscoverEU</a>	Official page for DiscoverEU travel pass applications and calls for participation.
<b>European Solidarity Corps</b>	<a href="https://youth.europa.eu/go-abroad/volunteering/opportunities_en">https://youth.europa.eu/go-abroad/volunteering/opportunities_en</a>	Central database for volunteering and solidarity projects.

<b>Eurodysey Programme</b>	<a href="https://eurodysey.aer.eu/traineeships/">https://eurodysey.aer.eu/traineeships/</a>	List of paid traineeship offers in participating European regions.
<b>Erasmus for Young Entrepreneurs</b>	<a href="https://www.erasmus-entrepreneurs.eu/page.php?cid=5">https://www.erasmus-entrepreneurs.eu/page.php?cid=5</a>	Connect with your local contact point to find entrepreneurial exchanges.
<b>Traineeships at EU Institutions</b>	<a href="https://traineeships.ec.europa.eu/how-apply_en">https://traineeships.ec.europa.eu/how-apply_en</a>	Official portal for Blue Book traineeships with detailed information.
<b>Internship at European Travel Commission</b>	<a href="https://etc-corporate.org/careers/">https://etc-corporate.org/careers/</a>	Current internship or traineeship openings in ETC.
<b>UNWTO Internships</b>	<a href="https://www.untourism.int/work-with-us#paragraph-48027">https://www.untourism.int/work-with-us#paragraph-48027</a>	Available internships and career opportunities at UNWTO.
<b>Civil Service Opportunities</b>	National platform (ex: <a href="#">Service Civique</a> )	Country-specific civic service programs.
<b>Work Exchange Platforms</b>	<a href="#">Workaway</a> , <a href="#">Worldpackers</a>	Discover cultural exchange, volunteering, and work experiences hosted by communities, families, and NGOs worldwide.
<b>Youth Exchanges &amp; Training Courses</b>	<a href="https://www.salto-youth.net/tools/europea-n-training-calendar/browse/">https://www.salto-youth.net/tools/europea-n-training-calendar/browse/</a>	Catalogue of youth exchanges, training courses, and study visits.
<b>Adult Education Mobility</b>	<a href="#">Erasmus+ Opportunities for Adult Education</a>	Learning mobility for educators and staff in adult education.
<b>Coastal Pro Platform</b>	<a href="https://coastalpro.hosco.com">https://coastalpro.hosco.com</a>	Internship and offers within CoastalPro partner network.

#### 4.1.2 Other Resources to Find Opportunities

In addition to the official platforms listed in the previous table, there are several other sources where you can discover international mobility opportunities, internships, and volunteering placements:

- *Aggregator Platforms*
  - [Eurodesk](#): Provides a wide range of mobility, traineeship, and volunteering opportunities for young people across Europe.
  - [European Youth Portal – Traineeships](#): Search opportunities by country and access useful links for further resources.
- *EURES – European Job Mobility Portal*  
EURES supports mobility across the EU and EEA, providing a database of internships, traineeships, and entry-level positions. It also includes information on labor markets, working conditions, and mobility rules to help you target your search. [Explore EURES](#)
- *Social Media and Professional Networks*  
Social media platforms are increasingly valuable for discovering opportunities, connecting with recruiters, and accessing practical tips:

- LinkedIn & Indeed: Search for internships, follow HR professionals and company pages, and find specialized accounts (e.g., [Jobs in Brussels](#)) that post targeted opportunities and guidance.
- Instagram: Many European projects, NGOs, and HR professionals share internship calls, volunteering opportunities, CV/motivation letter tips, and participant testimonials.

## 4.2 Gather Required Documents & Prepare Your Application

Once you have identified the right opportunity, the next step is to prepare your application. This involves gathering and organizing the required documents, ensuring each is accurate, complete, and tailored to the program. This section guides you through the core documents most programmes require, CVs, motivation letters, transcripts, language certificates, and references, and provides practical tips, templates, and tools to help you craft effective applications. Key points to keep in mind:

- Organize your documents in advance to avoid last-minute stress.
- Tailor each document to the specific opportunity and highlight your relevant experience.
- Accuracy, clarity, and professionalism are essential for making a positive impression.

### 4.2.1 Curriculum Vitae (CV)

Your CV is often your first opportunity to make a strong impression. It provides a concise summary of your education, experience, skills, and achievements, helping recruiters quickly understand your background and potential.

Since every background and opportunity is different, there's no single "perfect" CV. The most effective one is the one that best represents you, highlighting the experiences and strengths that align with the specific role or programme you're applying for.

#### *Key Elements of a CV*

- *Personal Information*: full name, contact details (email, phone), location. Optionally, add a LinkedIn profile.
- *Profile / Summary*: a short 2–3 sentence introduction highlighting your background, goals, and main strengths related to the opportunity.
- *Education*: list studies in reverse chronological order. Include degree, institution, dates, and relevant coursework or achievements.
- *Work Experience / Internships*: For each entry, include role, organization, dates, responsibilities, and measurable achievements. Focus on what's most relevant to the position.
- *Volunteering / Extracurricular Activities*: especially valuable if you have limited work experience.
- *Skills*: divide into *hard skills* (technical, digital, language) and *soft skills* (teamwork, communication, problem-solving).
- *Languages*: specify levels (e.g., English – B2, French – C1) and include certificates if available.
- *Certifications / Trainings* (if applicable): add any professional or extra courses related to the role.
- *Interests / Extracurriculars* (optional): include only if relevant or demonstrating valuable qualities

#### *Tips for a strong CV*

- Keep it 1–2 pages depending on experience.

- Use a clean layout with headings: Education, Work Experience, Skills, Languages, Certifications, and Optional Interests.
- Tailor your CV to the position or program: highlight experience and skills most relevant to the opportunity. And keep in mind that different sectors and fields value different types of information. For example, institutions, international organizations or NGOs emphasize academic achievements, analytical skills, international exposure, project experience, and any relevant volunteer or civic engagement. In contrast, Hospitality and tourism roles focus on practical experience, customer service, teamwork, language skills, and industry-specific competencies. Always adapt your structure and tone to the field and organization.
- Quantify achievements when possible (e.g., “Managed a team of 5 volunteers,”).
- Avoid spelling errors and ensure consistent formatting.

### *Templates & Tools*

- [Canva CV Templates](#): visually appealing templates, easy to customize.
- [Europass CV](#): widely accepted for EU programs.
- [Word CV templates](#): interactive tool with suggestions.
- AI Tools: Today, several online AI tools can help you build or refine your CV. They can suggest better wording, optimize structure, highlight key skills, and ensure your document is clear and professional. These tools can be useful for identifying gaps, improving phrasing, and tailoring your CV to a specific role, but remember, your personal input is essential. Use AI as a guide, not a substitute, to ensure your CV truly reflects your experience and motivation.

## **4.2.2 Motivation Letter**

The motivation letter (or cover letter) complements your CV by explaining why you are applying and why you are a good fit for the opportunity. It allows you to connect your experiences, interests, and goals to the specific programme or organization, showing genuine motivation and reflection.

While the CV focuses on what you have done, the motivation letter explains why it matters and how it prepares you for the opportunity you are pursuing.

### *Recommended structure:*

- Introduction: Present yourself and mention the position.
- Motivation & Fit: Connect your skills, experience, and goals with the opportunity.
- Closing: Summarize interest and express readiness for further discussion.

### *Tips for a strong motivation letter:*

- Keep it concise (maximum one page).
- Avoid generic statements and clichés.
- Tailor it to the programme or organization
- Show authentic motivation: explain why this opportunity interests you and how it fits your goals.
- Use clear, positive, and professional language.
- Avoid repeating your CV, expand on key experiences instead.

- Proofread carefully for grammar and tone consistency.
- When possible, address the letter to a specific person or department.

### 4.2.3 Other Required Documents

In addition to your CV and motivation letter, some programmes or internships may require other supporting documents. Preparing these carefully ensures your application is complete, professional, and competitive. The specific requirements can vary depending on the organization, sector, or type of opportunity, so always check the official instructions.

Commonly requested documents include:

- **Proof of Education:** This can include transcripts, diplomas, or certificates from your current or previous studies. Make sure the documents clearly show your qualifications, relevant coursework, or academic achievements. If the programme is international, translations may be necessary.
- **Language Certificates:** Some programmes require evidence of language proficiency. Even if optional, including certificates such as TOEFL, IELTS, or other recognized tests demonstrates your ability to work effectively in a multilingual environment.
- **Reference Letters:** While often optional, letters from professors, mentors, or previous supervisors can strengthen your application. Ideally, references should highlight your skills, motivation, work ethic, and experiences relevant to the position or sector.

Practical tips for managing documents:

- Gather and organize all required and optional documents well in advance to avoid last-minute stress.
- Proofread all documents for accuracy, clarity, formatting, and consistency. Errors can create a negative impression.
- Submit only what is requested or clearly strengthens your application. Extra materials should be relevant and purposeful, not just supplementary.
- Consider creating a checklist of all required and optional documents for each application to track what you have prepared and what still needs attention.

With your CV, motivation letter, and supporting materials carefully prepared, the next step is to stay on top of deadlines to ensure your application reaches the right place at the right time.

## 4.3 Deadlines and Tips

Meeting deadlines is critical: even a well-prepared application can be disqualified if submitted late. Each programme or internship has its own timeline, which may include submission dates, document deadlines, interview periods, and notification of results. Understanding these timelines and planning ahead will help you stay organized, reduce stress, and maximize your chances of success.

Programme/ Type of Opportunity	Deadline	How to Apply
<b>Erasmus+ Higher Education Internship</b>	Deadlines vary by university; check your International Relations Office or university website.	Apply through your university's Erasmus+ or International Office.

<b>Erasmus+ VET Traineeship</b>	Varies depending on your institution; check with your mobility coordinator.	Apply via your school or training provider's Erasmus+ office.
<b>IVY – Interreg Volunteer Youth</b>	Depends on each placements; check the IVY platform.	Complete the application form for the specific offer.
<b>DiscoverEU</b>	Announced periodically. Start of the actual application period: 30/10/2025 12:00 (CET).	Apply through the European Youth Portal ( <a href="#">DiscoverEU</a> ).
<b>European Solidarity Corps</b>	Depends on the project; deadlines listed in each call.	Register on the European Solidarity Corps portal. Get access to a personal dashboard filled with opportunities. Apply to opportunities - organisations can also contact you if you match with their projects.
<b>Eurodysey Programme</b>	Varies by region and hosting organization; check local AER contact points.	Apply via the Eurodysey portal: <a href="https://eurodysey.aer.eu/apply-to-the-eurodysey-programme/youth/">https://eurodysey.aer.eu/apply-to-the-eurodysey-programme/youth/</a> .
<b>Erasmus for Young Entrepreneurs</b>	Varies: check local contact point.	Apply via the Erasmus for Young Entrepreneurs platform (Erasmus Entrepreneurs Apply).
<b>Traineeships at EU Institutions</b>	For the session starting in October, applications are usually open from mid-February to mid-March. For the session starting in March, applications are usually open from mid-July to end of August. Exact dates vary each year; always check the official website.	Apply via the EU Traineeships portal ( <a href="#">EU Institutions Traineeships</a> ).
<b>Internship at European Travel Commission</b>	Deadlines vary depending on the position, so check the ETC Careers page regularly. Usually, some opportunities have deadlines around August or early September.	The application instructions are provided in each offer, usually via email or through the portal.
<b>UNWTO Internships</b>	Check the UNWTO website; deadlines vary per internship.	Apply through the online UN Tourism Internship Application Form. Applications via email or post are not accepted.
<b>Civil Service Opportunities</b>	Deadlines vary by country/program; check national platforms.	Apply via national civic service platforms.
<b>Work Exchange Platforms</b>	Continuous applications; deadlines depend on the host.	Apply via each platform's website ( <a href="#">Workaway</a> , <a href="#">Worldpackers</a> ).
<b>Youth Exchanges &amp; Training Courses</b>	Deadlines vary depending on each project or study visit; always check the specific call for details.	Application procedures differ by the organizing organization; follow the instructions provided in each offer.
<b>Adult Education Mobility</b>	Varies depending on program; check Erasmus+ Adult Education opportunities.	Apply via your institution or programmecontact (Erasmus+ Adult Education).

<b>CoastalPro Platform</b>	Deadlines depend on each offer and the host organization.	Apply via CoastalPro Platform and get in touch with the CoastalPro Internship Coordinator.
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*Tips and best practices for deadlines*

- Create a master calendar including all applications and supporting document deadlines.
- Set early reminders: ideally 1–2 weeks before each key date.
- Prioritize time-consuming tasks like translations, reference letters, or official forms.
- Double-check time zones for international submissions.
- Submit early whenever possible to avoid technical issues or last-minute problems.
- Keep proof of submission (confirmation emails or screenshots).
- Track follow-ups: interviews, additional documentation requests, or result notifications.

Submitting your applications is an important milestone, but the process doesn't end there. Staying organized, attentive, and proactive is key: track each submission, note confirmations, respond to requests for additional documents, and be prepared for interviews. Keeping a clear log of programs, deadlines, and follow-up actions will help you manage multiple applications without feeling overwhelmed.

At the same time, it's important to **keep perspective**. Many of these opportunities are highly competitive, and not every application will result in a placement. This is normal and part of the process. Each application is an opportunity to learn more about yourself, refine your documents, and gain clarity on your goals. Remember that persistence, reflection, and dedication will pay off: even rejections can teach you what works best and make you stronger for the next opportunity.

*Once you have submitted applications and secured a placement, preparation shifts from selection to performance. Part II focuses on settling in quickly, communicating professionally across cultures, and building evidence of learning while you work.*

# PART II: During Mobility

## 5 Settling Into Your Experience

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This section offers guidance for students who have just started (or are about to start) their internship or mobility experience. It includes practical tips and reflections to help you adapt, make a positive impression, and navigate the shift to a professional environment.

### 5.1 Getting Started: Be Prepared and Informed

Preparation doesn't end once you receive your acceptance letter. Knowing what to expect and organizing the practical details in advance will help you start with confidence. Key points to check before your first day:

- **Know where you're going:** Confirm your workplace location, working hours, and supervisor's contact details.
- **Accommodation & transport:** Plan your route and test your commute if possible. Being on time on the first day matters.
- **Logistics:** Make sure you understand your stipend or financial arrangements, insurance coverage, and any required documents.
- **Emergency support:** Save important contacts, your mentor or supervisor, host organization, local coordinator, and the emergency numbers of your home and host countries.

*Remember: preparation is not about perfection; it's about confidence. The more you know before you start, the easier it will be to focus on learning once you arrive.*

### 5.2 First Days: Making a Positive Impression

First impressions are formed almost immediately and can shape how colleagues perceive you throughout your placement. While you can't control everything, you can certainly influence the image you project.

- Arrive on time, dress appropriately for the work environment, and greet people with kindness and openness. Be polite, respectful, and ready to learn. Remember that your attitude matters as much as your skills: showing enthusiasm, curiosity, and reliability speaks louder than words.
- Avoid distractions during working hours, especially using your phone or personal social media. Even if others around you are more relaxed about it, it's best to focus on your tasks and adapt gradually as you learn the workplace culture.
- Show initiative, ask how you can contribute, offer help to colleagues, and stay flexible when unexpected tasks arise. It's through these small actions that you build trust and demonstrate that you are a motivated and valuable part of the team.

*Tip: You don't have to impress everyone immediately, being reliable, professional, and kind will make a stronger and more lasting impact than trying to stand out from day one.*

### 5.3 Workplace Behaviour: What Not to Do

Every organization has its own culture, but some behaviours are universally seen as unprofessional. Avoiding these will help you maintain good relationships and credibility. Things to avoid:

- Being late or missing deadlines without informing your supervisor.
- Using your phone excessively during work hours.
- Complaining or gossiping about colleagues.
- Being afraid to ask questions, silence can create misunderstandings.
- Sharing confidential information outside the workplace.
- Ignoring cultural norms or communication styles.

### 5.4 Communicating Across Cultures and Languages

During your experience, you will likely find yourself working in environments where colleagues, supervisors, or beneficiaries come from diverse cultural and linguistic backgrounds. Navigating these differences successfully requires more than simply speaking the same language, it calls for patience, openness, and a willingness to adapt.

**Effective communication** starts with **active listening**. Paying close attention to what others are saying, observing non-verbal cues, and asking questions when something is unclear will help you avoid misunderstandings and demonstrate respect for your colleagues' perspectives. Speaking clearly and thoughtfully, while choosing words that are easy to understand, can bridge gaps in language proficiency and make interactions smoother.

**Cultural differences** influence not only language but also behaviour, work styles, and expectations. What is considered polite, direct, or professional in one context may differ in another. Approaching these differences with **curiosity** rather than judgment allows you to learn from the experience, build stronger relationships, and avoid potential conflicts. When language barriers do arise, do not be afraid to seek clarification or repeat ideas politely, these moments are natural and part of the **learning process**.

By embracing **intercultural communication** as an **opportunity** rather than a challenge, you can develop both professional competence and personal growth, becoming more adaptable, empathetic, and confident in international settings.

### 5.5 Growing Through the Experience

A useful tip for making the most of your internship or mobility is to reflect regularly on your experience. Ask yourself:

- What am I learning about myself and my working style?
- Which skills am I developing?
- What challenges am I overcoming?
- How can I turn this experience into future opportunities?

Keeping a short weekly reflection journal or note can help you track your progress and remind you how much you're growing, even when things feel difficult.

## 5.6 Final Thoughts

Starting a mobility or internship abroad is both exciting and challenging. You may face cultural differences, communication barriers, or moments of uncertainty, and that's okay. Growth rarely happens without stepping out of your comfort zone.

Approach every task with curiosity, be kind to yourself, and stay open to learning. Mistakes are part of the process, not signs of failure. What matters most is your willingness to improve and engage fully.

*A successful placement is not complete until outcomes are documented and converted into employability. Part III explains how to close the experience properly, secure references and certificates, and update your professional presence so the experience remains useful long after it ends.*

# PART III: After Mobility

## 6 Programme Completion

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As your internship or mobility experience comes to an end, it is important to focus on consolidating what you have achieved and capturing the value of your work. This stage is not only about completing tasks, but also about formalizing your contributions, reflecting on your learning, and preparing to present your experience to future employers or educational programs. This chapter highlights practical steps to help you maximize the lasting impact of your placement and translate your experience into meaningful professional opportunities.

### 6.1 References and Certificates

As your experience comes to a close, it is essential to formalize the recognition of your contributions. One of the most important steps is to obtain a reference letter from your supervisor or mentor. A well-written reference highlights your skills, achievements, and personal qualities, serving as a powerful endorsement for future applications. When requesting a reference, be polite and specific about the type of information you would like included, such as your main contributions, responsibilities, and any notable accomplishments.

Many programmes also provide certificates of participation or EU-recognized mobility documents, such as the Europass Mobility certificate. These documents formally record your tasks, skills developed, and learning outcomes. Make sure to request them before finishing your placement, as they are valuable additions to your professional portfolio and CV.

### 6.2 Updating Your Professional Profiles

Once your placement is complete, it's time to **showcase your experience**. Your CV or resume should clearly reflect your role, responsibilities, and achievements, emphasizing both practical and transferable skills. Think beyond the tasks you performed, highlight problem-solving, teamwork, intercultural communication, and adaptability. Use bullet points to provide concise, measurable examples of your contributions.

Updating your LinkedIn profile or other professional platforms is equally important. Include the placement in your experience section, describe your main projects and achievements, and highlight any international exposure or language skills. Where appropriate, you can share reflections or insights from your experience, this not only documents your learning but also signals engagement and professionalism to your network.

### 6.3 Leveraging Your Experience for Career Opportunities

Your mobility or internship can become a powerful asset when applying for jobs or further studies. Think about how your tasks and accomplishments translate into skills that employers value, such as adaptability, cross-cultural communication, or initiative.

When preparing job applications or attending interviews, draw on concrete examples from your experience. Rather than simply stating that you “worked in a team,” describe a specific challenge you faced, the steps you took to address it, and the outcome. This approach makes your experience tangible and credible.

Moreover, maintaining the professional network you built during your placement can be extremely valuable. Former supervisors, colleagues, and fellow participants may serve as references, collaborators, or even sources of future job opportunities. Staying in touch through occasional emails, LinkedIn messages, or updates about your progress demonstrates professionalism and keeps relationships alive.

## 6.4 Providing Feedback

Many programmes provide **feedback forms or surveys** after the placement. Completing these not only helps the organization improve but also encourages you to consolidate your learning. Reflection and feedback allow you to articulate your achievements clearly, which is particularly helpful when updating your CV, LinkedIn profile, or preparing for interviews.

The end of your placement is not just a conclusion, but a bridge to future opportunities. Taking the time to secure references, collect certificates, update your professional profiles, and share feedback ensures that your experience is clearly documented and recognized. Maintaining the connections you've built and reflecting on your achievements helps you present your skills with confidence, whether in applications, interviews, or further learning opportunities. By completing these steps, you turn your recent experience into a strong foundation for your ongoing professional growth and career development.

*The quality of on-the-job training depends on hosting organisations as much as on learners. The next section supports companies and institutions that want to publish placements and deliver structured, mentored experiences aligned with CoastalPro's learning objectives.*

# PART IV: For Hosting Organizations

## 7 Becoming a CoastalPro Internship Provider

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CoastalPro is committed to bridging the gap between education and the coastal tourism industry by building meaningful on-the-job training pathways. An essential component of this effort is the active involvement of companies, NGOs, and local stakeholders who are willing to **host interns, apprentices, or trainees**.

This chapter is designed to support **potential host organisations** in understanding how they can contribute, what support they can expect, and how to prepare to offer high-quality experiences for CoastalPro learners.

### 7.1 Why Host a CoastalPro Intern

Participating in CoastalPro as a host organisation offers several benefits:

- **Access to motivated, trained candidates** with a focus on sustainability, digital innovation, and entrepreneurship in coastal tourism.
- **Increased visibility** through the CoastalPro Career Centre on Hosco, a platform connecting 1.6 million hospitality professionals.
- Contribution to the **development of local skills ecosystems**, helping shape the next generation of professionals in coastal tourism.
- **Opportunity to mentor**, exchange knowledge, and build links with international networks and education providers.

### 7.2 What Types of Opportunities Can Be Offered

Host organisations may offer:

- **Internships** (paid or unpaid, depending on the country and structure)
- **Apprenticeships** (in collaboration with VET providers)
- **Job Shadowing placements**
- **Short-term practical training or project-based assignments**

Opportunities may vary in length, from two weeks to six months, and should align with the student's field of study or career goals (e.g., tourism management, event coordination, sustainability, marketing, entrepreneurship, etc.).

### 7.3 Preparing to Host an Intern

To ensure a successful experience for both the host and the intern, organisations are encouraged to consider the following:

- **Role definition:** Provide a clear description of tasks, objectives, and expectations.
- **Mentorship:** Assign a staff member as a mentor/supervisor.
- **Onboarding:** Offer an induction process including workplace orientation and goals.
- **Learning Plan:** Align the intern's tasks with CoastalPro's learning objectives and skills.
- **Feedback & Support:** Conduct check-ins and offer guidance throughout the placement.

CoastalPro partners can assist in developing **internship descriptions**, providing **onboarding templates**, and clarifying legal or logistical requirements if needed.

## 7.4 Good Practice

Based on European best practices and existing programs, effective placements share these common features:

- Clearly structured roles with real responsibility.
- Mutual expectations set early on.
- Opportunities for interns to contribute ideas and reflect on their learning.
- A welcoming, inclusive workplace culture.
- Documentation (e.g., certificate of completion, reference letter) upon completion.

*High-quality placements require more than good intentions: they require clear publication, transparent expectations, and consistent communication. Chapter 8 explains how learners and hosts use the CoastalPro Career Centre to publish opportunities, apply, and stay connected to the programme community.*

## 8 CoastalPro Platform

### 8.1 Overview of the CoastalPro Platform

The CoastalPro Platform is an online environment designed to support participants throughout and beyond their learning journey in the CoastalPro program. It provides a dedicated digital space where learners, trainers, industry partners, and alumni can connect, access resources, and engage with the CoastalPro community.

To build this space, CoastalPro has partnered with Hosco, a global professional network for the hospitality and tourism industry that connects millions of talents with companies, schools, and career opportunities. Through this collaboration, a customized **CoastalPro Career Centre** has been created within the Hosco ecosystem.

This platform allows learners to explore job opportunities, connect with employers, and stay informed about industry updates and CoastalPro-related activities. You may also choose to include a couple of screenshots of the platform where relevant, so that readers can easily visualise its structure and key features.

### 8.2 The CoastalPro Career Centre Powered by Hosco

To strengthen the employability outcomes of the programme and ensure long-term value for participants, CoastalPro has established a branded CoastalPro Career Centre, fully integrated into the Hosco ecosystem.

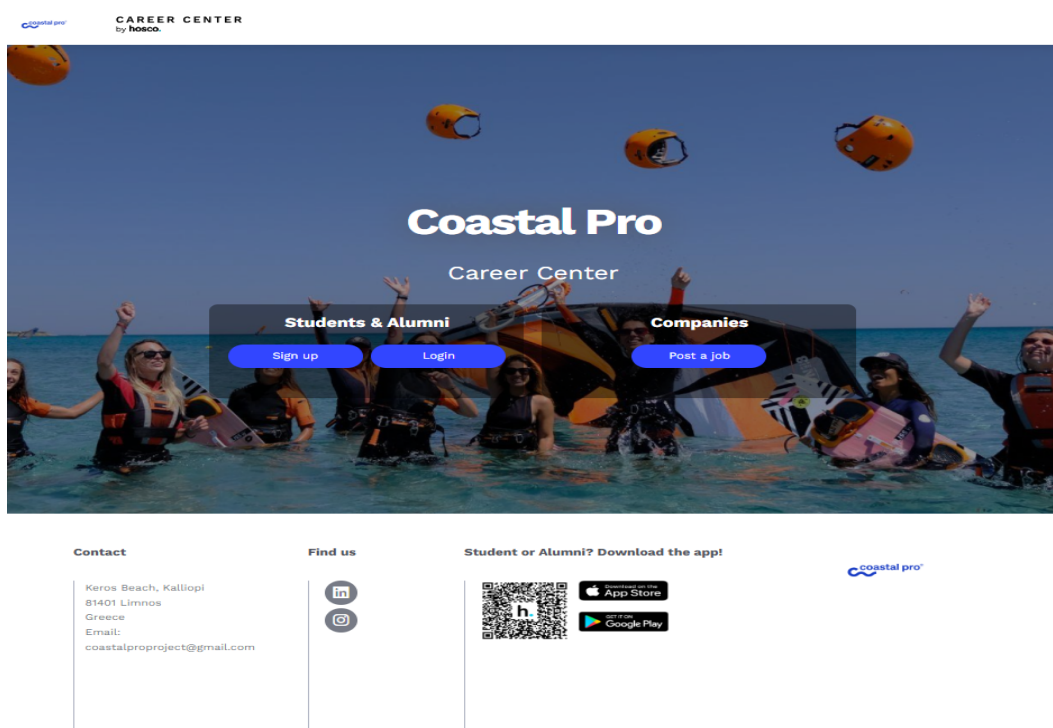


Figure 1: Career Centre by Hosco: Main Page

The platform can be accessed directly at: **coastalpro.hosco.com**.

This Career Centre was created with three main goals:

- **Build and nurture a long-term community** of CoastalPro learners, alumni, and partner organizations.
- Provide participants with high-quality professional opportunities in tourism, hospitality, sustainability, and related fields.
- **Ensure continuous engagement**, keeping learners informed of new activities, updates, and developments within the CoastalPro initiative.

The platform was adapted to function as a **program-specific community hub**, welcoming participants from different backgrounds, countries, and experience levels.

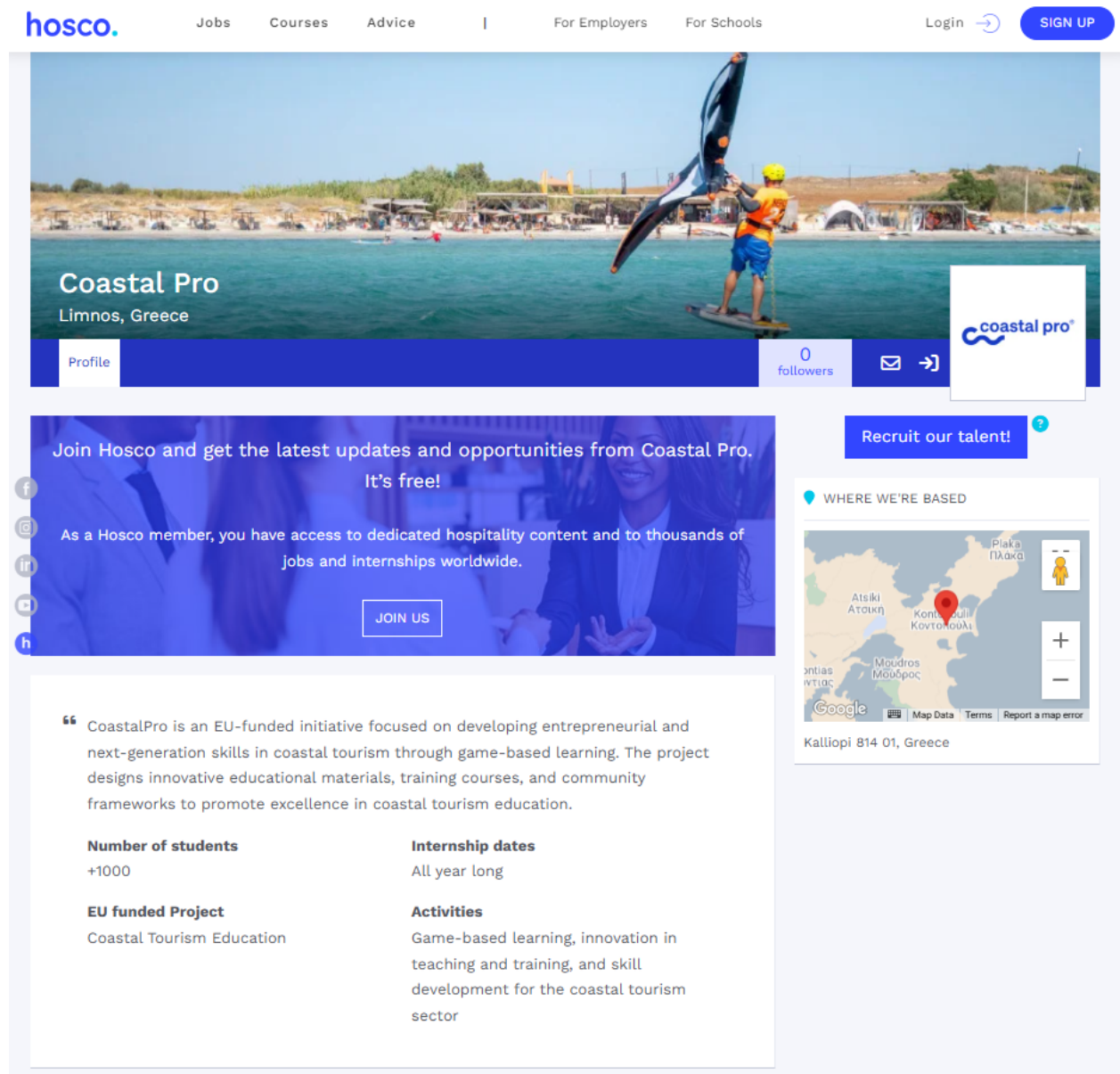


Figure 2: Hosco Website: CoastalPro Profile

## 8.3 Getting Started for Learners

### *Step 1: Create your account and join the CoastalPro community*

Access the Career Centre at [coastalpro.hosco.com](https://coastalpro.hosco.com) and register. Registration places you inside the dedicated CoastalPro community space, alongside learners, alumni, trainers, and employers.

### *Step 2: Complete your profile to be searchable*

Complete your professional profile with your learning background, skills, languages, and interests. A complete profile improves how easily employers can assess fit and increases your visibility in searches.

### *Step 3: Upload your CV early*

Upload a generic CV to your profile as a baseline, then tailor the version you submit per application. On Hosco, your uploaded CV is not visible to other members; it is visible to you and recruitment companies, which supports recruiter review while reducing public exposure.

### *Step 4: Search and shortlist opportunities*

Use search filters to match opportunities to your profile and constraints:

- Category and role type
- Country or region
- Languages required
- Contract type (internship, apprenticeship, seasonal, full-time)
- Specific employers and employer directory listings

### *Step 5: Apply and track follow-ups*

Apply through the platform when available. Keep a simple log of applications, deadlines, responses, and follow-ups so you can manage multiple applications without confusion.

### *Step 6: Use internal messaging professionally*

Where the platform enables direct contact, use concise, professional messages and keep follow-ups limited and purposeful. Treat all messages as formal job-seeking communication.

#### *Messaging Etiquette For learners*

- Use a clear subject line and a one-paragraph message.
- State the exact placement you are applying for, your availability dates, and why you fit the role.
- Attach or reference your tailored CV and keep tone formal.
- Follow up once after a reasonable interval if no reply arrives.

## 8.4 Getting Started for Hosting Organisations

### *Step 1: Create your organisation account*

Register on the CoastalPro Career Centre. Complete your company profile so candidates understand your mission, workplace culture, and the practical context of the placement.

### *Step 2: Publish a structured opportunity*

Create a job or internship post with specific and descriptive content. Include:

- Role title and location

- Tasks and learning opportunities
- Required qualifications and language expectations
- What you offer (mentoring, equipment, benefits)
- Practical settings, including how candidates apply and how you can be contacted

*Step 3: Include transparency fields that improve visibility*

Where possible, include a salary range or financial support information. On Hosco's employer guidance, including a salary range is indicated as increasing offer visibility in the platform's algorithm.

*Step 4: Manage applicants and communication cadence*

Use the platform's applicant management tools where available. Apply a response standard so candidates receive timely decisions and the process remains credible.

*Step 5: Connect hosting quality to documentation*

Use the templates in Chapter 7 to align the post with a learning plan, onboarding checklist, review points, and a completion certificate. This reduces risk, sets expectations, and improves outcomes for both host and learner.

*Messaging Etiquette for Hosting Organisations*

- Acknowledge applications promptly where feasible.
- Use consistent rejection and acceptance messaging.
- Avoid requesting unnecessary personal data over messaging; shift to formal HR channels when needed.

## 8.5 Key Features of the CoastalPro Career Centre

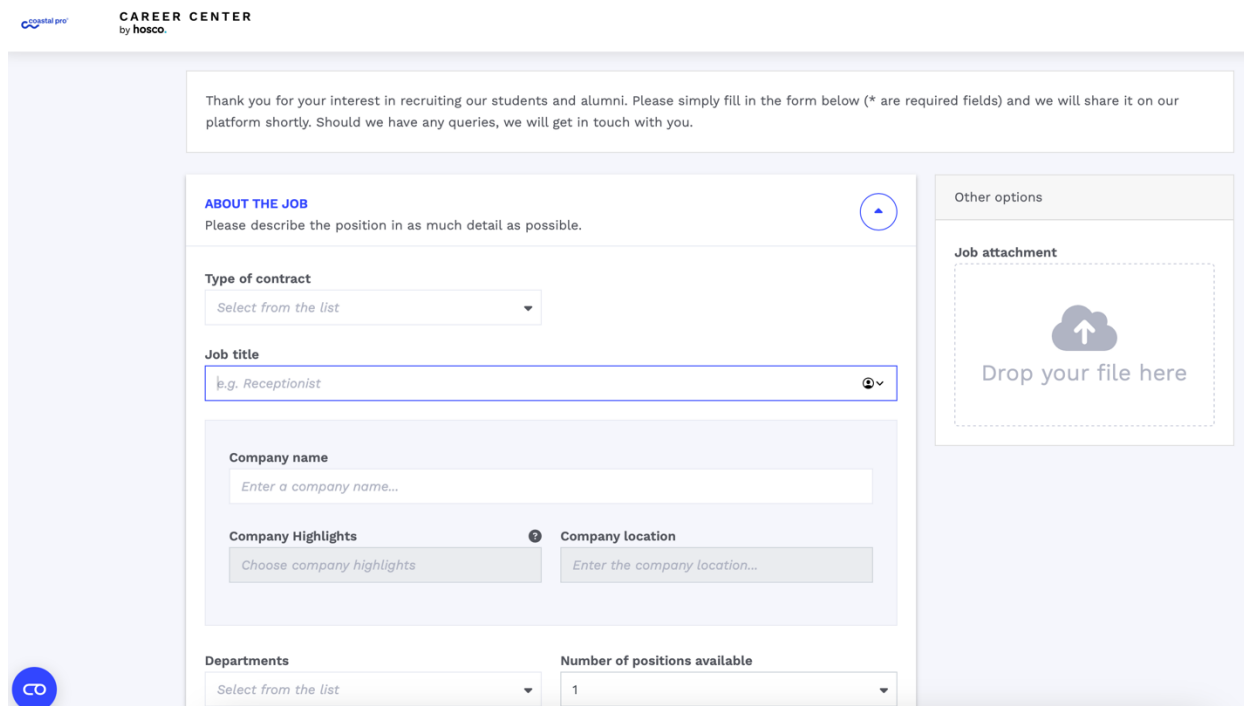
*A Dedicated CoastalPro Community Space*

Participants who register to the Career Centre immediately join the program's growing community of students, alumni, trainers, mentors, and industry partners. Through this space, users can:

- Create and complete a professional profile
- Upload or generate their CV
- Showcase their skills, interests, and experience
- Connect with other participants and stakeholders
- Maintain a professional presence even after completing the program

Hosting organisations interested in offering placements must:

- Register on the **CoastalPro Career Centre** (powered by Hosco):  
<https://career-center.hosco.com/?blp=coastalpro>
- Create a company profile.
- Submit available internship or training opportunities.
- Coordinate directly with candidates through the platform or with the support of CoastalPro partners.



Thank you for your interest in recruiting our students and alumni. Please simply fill in the form below (\* are required fields) and we will share it on our platform shortly. Should we have any queries, we will get in touch with you.

**ABOUT THE JOB**  
Please describe the position in as much detail as possible.

**Type of contract**  
Select from the list

**Job title**  
e.g. Receptionist

**Company name**  
Enter a company name...

**Company Highlights** **Company location**  
Choose company highlights Enter the company location...

**Departments** **Number of positions available**  
Select from the list 1

**Other options**  
**Job attachment**  
Drop your file here

Figure 3: Career Centre by Hosco: Job Posting

This ensures that all CoastalPro generations—past, present, and future—remain connected.

### Access to Exclusive Opportunities

The Career Centre consolidates a wide array of opportunities including:

- Exclusive CoastalPro partner placements shared only with programme participants
- Internships, apprenticeships, and jobs from Hosco’s 1,000+ partner employers
- More than 25,000 opportunities worldwide, updated in real time
- Spontaneous application options by contacting HR leaders directly through the internal messaging system

Participants can explore roles in hospitality, tourism, events, sustainable tourism, blue economy initiatives, community development, entrepreneurship, and more.

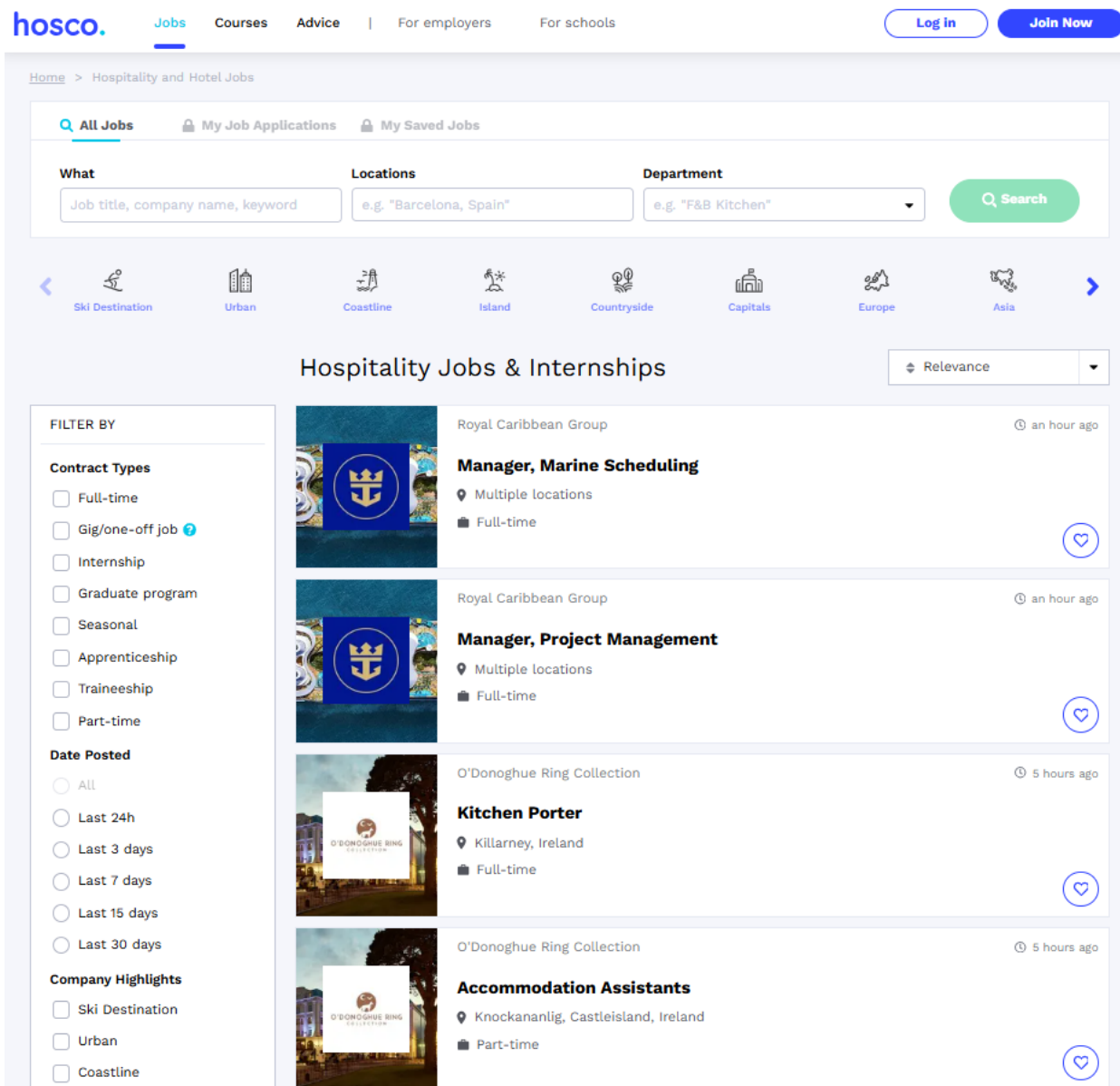


Figure 4: Hosco Website: Job Search

### Advanced Search Tools and Employer Directory

The platform includes powerful search filters allowing learners to explore:

- Job categories
- Countries and regions
- Languages required
- Contract types (internship, apprenticeship, seasonal, full-time)
- Specific employers

They also gain access to **Hosco's global employer directory**, enabling them to research companies, view openings, and initiate direct contact.

### *Centralized Programme Communication and Updates*

The CoastalPro Career Centre doubles as the program's communication hub. It allows CoastalPro partners to:

- Share news, updates, and achievements
- Highlight events, calls for mobility, or new learning modules
- Publish stories, initiatives, and partner opportunities
- Ensure participants remain engaged even after completing their training

This supports one of CoastalPro's core goals: maintaining an active, informed, and empowered alumni community.

### *Private Content for CoastalPro Participants*

CoastalPro administrators can upload exclusive materials accessible only to registered members, such as:

- Internal internship opportunities
- Career guidance content
- Webinars and workshops
- Learning resources
- Announcements from partners

This private environment ensures high-quality and relevant content tailored to the CoastalPro audience.

### *Real-Time Analytics and Community Management Tools*

Programme coordinators have access to program-level analytics, enabling them to:

- Track member growth and engagement
- Monitor placements and mobility trends
- Understand participant profiles, skills, and career interests
- Export data for reporting or follow-up
- Accept or reject new member registrations
- Communicate with targeted segments of the community

These features help maintain the quality and integrity of the CoastalPro network.

### *Long-Term Value for All CoastalPro Generations*

Because CoastalPro is a multi-year initiative, the Career Centre ensures that:

- Alumni stay connected to future opportunities
- New cohorts benefit from the experience of earlier participants
- Stakeholders and partner companies can continuously engage with the talent pool
- The program's impact extends far beyond the training period

The Career Centre acts as the **sustainable digital legacy** of the program.

## 8.6 Why the Career Centre Matters for CoastalPro

The CoastalPro Career Centre supports the program's strategic objectives by:

- Creating a unified community that transcends borders, cohorts, and project phases
- Making mobility and employability pathways more accessible
- Supporting students at all stages: before, during, and after their experience
- Strengthening partnerships with industry stakeholders
- Increasing visibility and recognition for the programme across Europe and beyond

Most importantly, the platform ensures that participants **do not remain isolated once the training ends**, but continue receiving support, guidance, and opportunities—turning the CoastalPro experience into a long-term professional asset.

## 8.7 Conclusion

The CoastalPro Career Centre powered by Hosco is a crucial pillar of the program's sustainability and impact strategy. By combining Hosco's technological capabilities with the mission of CoastalPro, the platform provides a dynamic, professional, and future-oriented environment where participants can grow, connect, and pursue new opportunities.

This Career Centre represents the bridge between training and real-world professional development—offering CoastalPro learners a lasting place within an international, supportive, and opportunity-rich community.