



Your first EURES job

Targeted mobility scheme

Jobseekers
& Employers'
Guide



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Social Europe

Your first EURES job

Targeted mobility scheme

**Making it easier
to move and work
to recruit young people
in Europe**

EURES is a cooperation network between the European Commission and the Public Employment Services of the EEA Member States (the EU-28 countries plus Norway, Iceland and Liechtenstein and other partner organisations) supporting workers' mobility. EURES is one of the three axes of EaSI, the EU Programme for Employment and Social Innovation 2014–2020.

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For further information please consult: <http://ec.europa.eu/social/easi>

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The targeted mobility scheme

‘Your first EURES job’: what is it?

Your first EURES job (YfEj) is a targeted mobility scheme to help **young nationals** in the 18–35 age bracket of any of the 28 EU countries and the European Free Trade Association/European Economic Area (EFTA/EEA) countries⁽¹⁾ (Norway and Iceland) to find a work placement (job, traineeship or apprenticeship) in another EU EFTA/EEA country than their country of residence. It also helps **employers**, in particular small and medium-sized enterprises (SMEs), to find the workforce they need for their hard-to-fill vacancies.

The YfEj scheme builds on a successful three-year preparatory action with the same name and similar objectives, launched by the European Commission in 2012.

The YfEj scheme is implemented under the EURES Axis of the 2014–2020 European Programme for Employment and Social Innovation (EaSI), which is a European financing instrument managed directly by the European Commission to contribute to the implementation of the Europe 2020 strategy. Among other priorities, it pays particular attention to vulnerable groups such as young people and promotes a high level of quality and sustainable employment. A targeted mobility scheme under the EaSI programme aims to test innovative methods to implement cross-border job mobility and tackle the needs of specific target groups, economic sectors, occupations or countries.

Each work placement will be for a period of at least six months, based on a formal labour contract between the young person and the employer. The recruited candidate is entitled to remuneration, awareness of rights and adequate social protection. Priority is given to young people looking for a work opportunity in another country for the **first** time. However, jobseekers who have previously studied or worked in a country other than their own may also qualify for YfEj support.

Like its predecessor, YfEj is run through annual calls for proposals. The scheme is implemented by Public Employment Services that are members of the EURES network. Other labour market organisations may also participate. These services must apply the scheme’s rules, but may use different methodologies.

YfEj geographical coverage

Belgium, Bulgaria, Czech Republic, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, United Kingdom and also Iceland and Norway (EFTA/EEA countries).

‘I chose to come to Germany because here professionals like me are highly appreciated. Although this is my first job related to my studies, German employers are happy to train people and keep them after training.’

Rosa Corchero, Spanish computer technician working in Germany.



⁽¹⁾ Iceland and Norway in accordance with the EEA agreement.

Delivering solutions to youth unemployment

The YfEj scheme aims to give young people valuable job and training experience, at a time when unemployment for those aged 15 to 24 is more than twice the rate for the population at large.

Youth unemployment in Europe is very high. In November 2014, the youth unemployment rate stood at 21.9% in the EU-28, compared to 10.0% for the overall population. Several Member States with very high youth unemployment rates, such as Greece, Croatia and Spain, have nevertheless recorded significantly lower levels compared to recent years. People aged 15-24, in particular females, appear to be especially vulnerable to being discouraged from taking up employment. The integration of adults aged above 25 in the labour market appears to be another challenge. They have been hit hard by the economic crisis and have not yet benefited from the recent recovery.

Although YfEj cannot solve all labour market imbalances, it can provide solutions by making it easier for young people to gain work experience in another Member State. It will also help the EU reach its target of having 75% of 20- to 64-year-olds in the EU employed by 2020, as outlined in the Europe 2020 growth strategy.

The new scheme draws on lessons learned with the YfEj preparatory action about the effectiveness of

customised job matching and job placement services combined with financial support. The YfEj evaluation concluded that the scheme is a relevant and innovative tool to tackle youth unemployment, address skills mismatches and enhance labour mobility in Europe. YfEj also complements other national or EU mobility programmes⁽²⁾.

Brief outlook: results of the YfEj preparatory action (EU budget 2011-2013)

Activities under the YfEj preparatory action started in 2012, with a total of 15 awarded projects. Between 2012 and 2014, the YfEj scheme resulted in around 3 400 work placements. The majority of placements were jobs for young people who were unemployed at the time of hiring. The top three economic sectors in terms of placements have been Information & Communication, Administrative & Support Service Activities, and Human Health & Social Work Activities. Most young job-finders were younger than 27. Young people who had finished at least secondary or vocational education made up the majority of YfEj job-finders. During this period, the top three recruiting countries were the United Kingdom, Germany and Spain. The top three sending countries were Spain, Poland and Sweden.

⁽²⁾ <http://ec.europa.eu/social/main.jsp?catId=993&langId=en>

YfEj: Employment services and contact details

YfEj is implemented by Public Employment Services, members of the EURES network, in cooperation with other EURES organisations – hereinafter referred to as the ‘YfEj employment services’.

The European Commission has overall political and financial responsibility for YfEj. It is also responsible for promoting the scheme, for providing guidance and support to the implementing organisations and for the overall monitoring and evaluation of activities.

The ‘YfEj employment services’ are responsible for running the activities set out in this guide. Driven by fixed targets, they provide **information,**

recruitment, matching, pre-placement, placement and post-placement support to both young people and employers. Although all ‘YfEj employment services’ deal with job vacancies, some may not cover traineeship and/or apprenticeship placements. The availability and/or support to such placements can thus vary and be limited.

Labour market needs and conditions will largely determine job placement opportunities and workforce flows. These can vary over time. YfEj cannot commit to providing every interested young jobseeker with a job, traineeship or apprenticeship in another Member State or every employer with the mobile workforce that he or she is looking for across borders.

More information about the ‘YfEj employment services’, their support activities and contact details can be found at:

<http://eures.europa.eu>

<http://ec.europa.eu/social/yourfirsteuresjob>

‘Often the impediments to travel outweigh the motivation to move abroad for work. The possibility of providing financial support is essential for both parties, and YfEj was instrumental in managing the logistic and relocation costs.’

Giambattista Bufalino, HR Manager at Maltese i-gaming firm LB Group.

Who qualifies? How do people participate?

TMS-YfEj targets young jobseekers and companies (mainly SMEs) seeking to fill vacancies from the EU EFTA/EEA countries⁽³⁾. The following pages explain rules for participating, along with requirements applicable to **jobs** as well as to **traineeships** and **apprenticeships**.

Young people

YfEj is open to **18 to 35-year-olds** who are EU EFTA/EEA nationals, legally resident in any of the EU EFTA/EEA countries and seeking a job, traineeship or apprenticeship in an EU EFTA/EEA country other than their country of residence.

This age bracket was chosen because many young people in their late 20s or 30s struggle to find work, even though the transition from study to work is usually between ages 18–24. Hurdles for this generation typically include a precarious job market and over-qualification.

All candidates must be 18 to 35 years old at the time they submit an application. Any candidate may qualify for a job, traineeship or apprenticeship offer and for financial support, as long as the candidate has applied before turning 36.

Jobseekers' profile

YfEj is not exclusively tailored for first-time jobseekers. All young people who meet the above criteria are eligible – regardless of education level, work/training experience or economic or social background – as long as they comply with the vacancy specifications and with the labour laws of the recruiting country. Young people with both high and low qualifications can apply.

Applicant checklist

- Legal resident of an EU-28 or EFTA/EEA country (Iceland and Norway)
- Age 18 to 35 at the time of submitting an application
- Seeking a job, traineeship or apprenticeship in another EU EFTA/EEA country
- Jobseeker or job changer, but not necessarily first-time **mobile** candidate
- Can have high or low qualifications at the time of application
- Work experience is useful but not essential

For information on **transitional** measures in place for workers from Croatia, please go to:

<http://ec.europa.eu/social/main.jsp?langId=en&catId=466>

'The scheme has been incredibly useful and I would happily recommend it to anyone. It was hard to move because I still have my family and girlfriend in Greece, but I feel like I have started my new life under the best circumstances possible.'

Alexandros Giannoulakis, Greek nurse in Finland.

⁽³⁾ Eligible countries in section **The targeted mobility scheme**
'Your first EURES job': what is it?

Employers

All legally established businesses, particularly SMEs, or other organisations of the EU EFTA/EEA countries can participate in the YfEj scheme. However, only SMEs may receive financial support.

The scheme is also open to enterprises from the Swiss Confederation, Liechtenstein⁽⁴⁾ or from third countries **on condition that they are legally established in any EU EFTA/EEA country.**

All organisations must comply with labour and fiscal laws applicable in the countries where they are established.

Placement with European institutions and bodies and other international policy, economic, social and scientific organisations (such as the UN, the OECD, the Council of Europe or similar) as well as with supra-national regulatory bodies and their agencies is ineligible. These criteria apply also to EU-funded networks, platforms or other similar organisations.

Focus on SMEs

For the purposes of YfEj, an SME is defined as a business employing up to 250 people. These companies are the main target business group because of their contribution to European economic growth, particularly in creating new jobs. SMEs represent over

99% of businesses generating more than 66% of total employment (88.8 million employed people in EU-28 in 2013) and are a key driver for economic growth, innovation, employment and social integration. They provide two out of three of the private sector jobs and contribute to more than half of the total value-added created by businesses in the EU.

Among the different factors that can contribute to helping SMEs overcome the economic crisis are the improvement of skills, innovation and internationalisation. Talented workers may also need to be recruited from other Member States. However, SMEs do not often recruit staff or accept trainees or apprentices from another country. Smaller companies are mainly affected by difficulties linked to the cost of relocation and/or the provision of training and mentoring services to ease the integration of mobile candidates.

The financial support provided by YfEj is essentially meant to help SMEs recruit and better integrate talented young people from other EU EFTA/EEA countries.

Other employers

Large companies or other organisations that qualify but fall outside the definition of 'SMEs', along with employment services acting as employers, may also participate in YfEj, but without any YfEj funding support. These employers tend to have well-established staff integration and mentoring services already.

⁽⁴⁾ EFTA countries not participating in YfEj.

Which work placements are eligible?

To be eligible for support under YfEj, work placements 'are meant to be occupied by any person who undertakes genuine and effective work for which he or she is paid under the direction of someone else.' This is defined in the Commission's 2010 Communication on 'Reaffirming the free movement of workers' and reinforced in European case law.

A job is a position in any organisation held by an employee; traineeships and apprenticeships (work-based training) consist of a limited period of hands-on training spent at a workplace. (All terms are further explained in the glossary of key terms and abbreviations, pages 25–26.)

The 'YfEj employment services' give priority to job vacancies and some may not deal with traineeship and/or apprenticeship placements. The availability and/or support to such work placements can thus vary and be limited. Candidates must seek further information in this respect with the 'YfEj employment services'.

General rules

Under the YfEj scheme, in principle any job, traineeship or apprenticeship compliant with national law may be eligible for support, irrespective of the economic sector or national regulatory framework. However, traineeships and apprenticeships forming part of mandatory professional certification requirements (as is the normal practice with regulated professions such as law, medicine and architecture) are **not** covered by YfEj.

At the time of taking up a job, traineeship or apprenticeship, candidates must be unemployed — in other words, not contractually bound to any employer, either in their country of residence or elsewhere.

In **all** circumstances, the eligible work placements must comply with the following standards:

- be located in an EU EFTA/EEA country other than the country of residence of the young jobseeker, trainee or apprentice;
- be subject to open and transparent information on the rights and obligations of the trainee/apprentice, the employer, other labour market stakeholders, and, where applicable, the educational/vocational training organisation;
- comply with national labour and social protection laws and ensure adequate protection and benefits (e.g. social security, health and accident insurance) for mobile workers and mobile trainees or apprentices;
- ensure remuneration and a written contract;
- specify in the labour contract the professional (or vocational training) objectives, duration of the contractual relationship, work hours, rights and obligations, remuneration and social security provisions;
- last for at least **six months**;
- be a full- **or** part-time work placement (no less than 50% full-time equivalent or FTE).

Specific rules for **traineeships and apprenticeships**:

Participant companies or other host organisations should be willing to recruit trainees or apprentices from other Member States and comply with both national and YfEj standards that apply to traineeships or apprenticeships.

All employers that take on an apprentice or trainee through YfEj should:

- offer skill-enhancing on-the-job learning and training;
- provide proper vocational tutoring/mentoring in the host company or organisation throughout the work-based training;
- as much as possible, provide settlement and logistical support such as help finding accommodation (e.g. at a youth hostel, host family or apartment), facilitate attendance of school classes in the case of a dual training system and, if applicable, ensure complementary financial support from national funding sources (public or private);
- issue a certificate or written declaration formally recognising the knowledge, skills and competences acquired during the traineeship or apprenticeship, according to company/organisation or national practice.

Employer checklist

- Large-sized organisation or SME legally established in the EU EFTA/EEA countries
- Have one or more job, traineeship or apprenticeship vacancies to fill
- Willing to recruit from another EU-28 or EFTA/EEA country (Iceland and Norway)
- Offer a work placement according to national labour and social protection laws
- Minimum 6-month contract duration, full-time or part-time work placement (= or > 50% FTE)
- For trainees or apprentices: able to provide on-the-job skill learning and training, re-settlement support and issue a certificate/declaration of acquired skills and competences at the end of the assignment.

Dealing with cross-border jobs, traineeships and apprenticeships

YfEj provides financial support for transnational and cross-border young mobile workers to move abroad, if they establish residence (on a permanent or temporary basis) in the country where the assignment is based.

However, for actual cross-border jobs, traineeships and apprenticeships with no relocation or need for dual residence, the candidate will not receive flat-rate funding to cover relocation expenses (for more on financial support, see page 13).

This applies for example to candidates who intend or may agree to work in a neighbouring EU EFTA/EEA country without changing the country of residence, i.e. involving a daily commute. These candidates can nevertheless still benefit from job matching and job placement support services, including financial support for other expenditure categories.

Posted workers versus mobile workers

YfEj cannot be applied to labour contracts that fall under the EU legislation on the posting of workers (Directive 96/71/EC).

Posted workers and mobile workers are two different categories. A 'posted worker' is employed in a Member State but sent by his or her employer on a temporary basis to work in another Member State.

By comparison, a 'mobile worker' is someone who chooses to go to another EU EFTA/EEA country to seek work or vocational training, i.e. who accepts a work placement in another Member State and who is employed there.

Financial support for young people



YfEj financial support covers part of the costs borne by participants — young people and employers — related to transnational or cross-border work placement activities.

As with other mobility actions co-financed by the European Commission, **flat-rate financing** is one of the funding mechanisms applied in YfEj. This method makes it simple to calculate the grant amount by applying **pre-established rates** for certain expenditure categories. It is also a transparent system that ensures equal treatment of beneficiaries.

Other categories of support will require the submission of a budget estimate of eligible costs, or an invoice or receipt of incurred costs before any reimbursement can be paid.

Who qualifies?

Any young jobseeker fulfilling the participation criteria specified on page 9 — and who has registered with a 'YfEj employment service' to apply for a job, traineeship or apprenticeship in another

Member State — can qualify for recruitment and financial support as long as:

- the jobseeker is pre-selected for a vacancy in another EU EFTA/EEA country through the 'YfEj employment service';
- the conditions for claiming funding as specified in this guide are met and approved by the 'YfEj employment service'.

Jobseekers temporarily living and looking for a job, traineeship or apprenticeship in another EU EFTA/EEA country may also benefit from YfEj support. For this purpose, they should register with a 'YfEj employment service' and be short-listed for one or more job vacancies, if any, in the relevant host country. These candidates are eligible for all categories of financial support, except a relocation allowance.

Jobseekers must always register with a YfEj employment service. The registration is not a guarantee of financial support. Jobseekers who have found work placements in other Member States through other organisations or contacts are not eligible for financial support.

What costs are covered?

The financial support kicks in from the outset, before the participant starts work. As above, it can take the form of a flat-rate allowance or reimbursement of actual costs.

The **flat-rate allowances** cover part of the travel, insurance and subsistence costs incurred during the interview trip and expenses related to moving before receiving the first salary payment. Financial support is due regardless of the size of the company/organisation employer.

Young candidates can also apply for partial reimbursement of the costs of:

- language courses
- recognition of qualifications
- mobility in case of special needs.

Candidates are responsible for their travel insurance. They should also be in possession of a European Health Insurance Card. This is a free card that gives access to medically necessary, state-provided

healthcare during a temporary stay in any of the EEA countries, under the same conditions and at the same cost (free in some countries) as people insured in that country⁽⁵⁾.

Interview trip to another EU EFTA/EEA country

The term 'interview' refers to a one-on-one dialogue with one or more employers. It may also involve selection competitions. The interview trip abroad is **not mandatory**, but is just one of several selection procedures.

The interview trip is also not a **right**, since invitations are only issued following the agreement between the employers participating in YfEj and the relevant employment services. Preferably, they will extend an invitation only in cases where there is a high probability of the candidate being hired, and take into account the length of the trip and the costs to be borne by the jobseeker. The candidate is free to accept or refuse the interview trip or to suggest another option, such as an interview by telephone or videoconference.

⁽⁵⁾ More information on the card and on how to obtain it is available at <http://ec.europa.eu/social/main.jsp?catId=559>

An allowance for an interview trip to another EU country may only be authorised after the 'YfEj employment service' has examined the actual recruitment needs with the employer(s) and the potential cost-benefit of the action.

If the interview trip(s) abroad get(s) the green light, the candidate is entitled to a fixed amount based on the distance travelled from the place of residence to the interview location and a daily subsistence allowance for a maximum duration of three days. This allowance represents a contribution to both travel and subsistence costs (meals, local transport, telecommunications and all other sundries), including travel insurance and accommodation (see table on following page).

Interview trip in the candidate's home country

Employers often travel to a candidate's country of residence to conduct interviews at job fairs or transnational recruitment events. This can be an efficient way to boost the number of work placements, while reducing candidates' travel costs.

Despite the savings offered by this option, candidates may still incur considerable costs, especially if the interview is in a city far from the place of residence. In these circumstances, the rules for interview trips to other EU EFTA/EEA countries shall apply inter alia to interview trips made within the home country. The same assessment criteria as for interview trips in another EU EFTA/EEA country will apply.

This option is particularly relevant for candidates travelling within large countries or from national offshore territories to mainland Europe.

Calculating the geographic distance to the interview

The geographic distance, which determines the amount granted to support the interview trip, will be measured from the place of residence (or closest main city) to the place where the interview occurs (or closest main city).

If the trip includes different locations within a Member State or in several Member States, the authorised allowance should be based on the distance between the candidate's place of residence and the furthest interview destination.

Other interview possibilities

Whenever possible, interviews should be conducted by phone or videoconference. The 'YfEj employment

services' are required to facilitate access to videoconference services for both young candidates and/or employers who do not have the equipment needed.

YOUNG PEOPLE'S ALLOWANCE FOR INTERVIEW(S)					
Place or country of destination	Distance (Km)	Amount (EUR)		Rule of allocation	Reporting obligations
		Travel and accommodation	Daily Subsistence Allowance (DSA)		
Any EU-28 and EFTA/EEA country (Iceland and Norway)	0 – 50	0	50 /day 25 /½ day Obs.: <i>Max 3 days</i>	Interview invitation from the employer and approval by the YfEj employment service	Signed declaration by the young candidate
	> 50 - 250	100			
	> 250 – 500	250			
	> 500	350			

Relocation allowance to another Member State

If the young candidate is recruited for a work placement in another Member State, he or she is entitled to receive an allowance (flat rate) before leaving the country of residence, but only after getting written confirmation from the employer about the offer and labour contract details. This process is driven and

approved by the 'YfEj employment services'. The allowance varies according to the country of destination, from EUR 635 to EUR 1270. It covers part of the travel and subsistence costs, including travel insurance and accommodation incurred when settling in the country of destination (not applicable to cross-border commuters or to candidates temporarily living and looking for a job, traineeship or apprenticeship in another EU EFTA/EEA country).



YOUNG PEOPLE'S ALLOWANCE TO MOVE TO ANOTHER MEMBER STATE (WORK PLACEMENT)			
Country of destination	Amount (EUR)	Rule of allocation	Reporting obligations
Austria	1 025	After receipt of work placement contract or equivalent and approval by the 'YfEj employment service'	Declaration signed by the recruited candidate
Belgium	970		
Bulgaria	635		
Croatia	675		
Cyprus	835		
Czech Republic	750		
Denmark	1 270		
Estonia	750		
Finland	1 090		
France	1 045		
Germany	940		
Greece	910		
Hungary	655		
Iceland	945		
Ireland	1 015		
Italy	995		
Latvia	675		
Lithuania	675		
Luxembourg	970		
Malta	825		
Netherlands	950		
Norway	1 270		
Poland	655		
Portugal	825		
Romania	635		
Slovakia	740		
Slovenia	825		
Spain	890		
Sweden	1 090		
United Kingdom	1 060		

Other financial support

Under certain conditions, young candidates may also qualify for additional financial support related to **training or relocation** expenses to move to and work in another EU EFTA/EEA country. This support is provided on the basis of reimbursement of actual costs and must always be duly justified before actual expenditure is incurred.

Whenever young people need to attend a **language course**, the relevant costs may be directly covered by either the candidate or the 'YfEj employment service'.

If a candidate wishes to relocate to another EU EFTA/EEA country for a job, traineeship or apprenticeship with a new employer in his or her professional field, the candidate may be required to have his or her **academic and/or professional qualifications** recognised.

The YfEj scheme aims also at promoting equity and inclusion by facilitating access to young people with special needs. These needs may be health-related or stem from the economic, social or cultural background of candidates. Geographical factors may also trigger additional financial support for candidates travelling from the outermost regions of Europe or from the peripheral regions or countries of the EEA territory, e.g. Cyprus, Malta, Northern Scandinavia, Southern Italy, etc. Candidates fulfilling these criteria may qualify for a supplementary relocation allowance.

Further information on the conditions to qualify for support may be obtained from any 'YfEj employment service'. The table below gives an overview of the financial support available for language training, recognition of qualifications and supplementary relocation allowance.

OTHER SUPPORT MEASURES FOR YOUNG PEOPLE			
Measure	Amount (EUR)	Rule of allocation	Reporting obligations
Language course	Reimbursement of actual declared costs up to EUR 1 270	Conditional: submission of funding application with training description and estimate	Full justification of the costs incurred, copy of invoice/receipt and training certificate
Recognition of qualifications	Reimbursement of actual declared costs up to EUR 1 000	Conditional: submission of funding application with copy of national academic or professional certificate	Full justification of costs incurred, copy of invoice/receipt
Supplementary relocation allowance	Reimbursement of eligible declared costs up to EUR 500	Conditional: submission of funding application with copy of medical certificate, income declaration, copy of ID card or other and, if possible, estimate of provisional costs	Declaration signed by the candidate (if ex-ante justification and estimate of costs) or full justification of costs incurred, copy of invoice/receipt in the case of reimbursement of actual declared costs

Financial support for SMEs (employers)

Employers (SMEs) who take on mobile candidates for jobs, apprenticeships or traineeships through YfEj are eligible for financial support. This support will cover some of the costs of an integration programme for the newly hired young worker, apprentice or trainee. For international recruitment, appropriate post-placement integration support can help the candidate adjust to the new work placement.

Integration programme requirements

SMEs (employers) may **opt** to organise an integration programme. But whether or not they do so, SMEs can still benefit from YfEj support and recruitment services. The SME is free to decide whether to apply for YfEj financial support depending on the recruitment needs.

An integration programme entails the provision of induction training, possibly combined with other post-placement support, provided by the employer for the

new young mobile worker/trainee/apprentice. The aim is to ease their integration into the job and to remove obstacles to labour mobility.

An integration programme is usually limited to the first few weeks on the job, and may consist of job-related training and/or a language course. Both may be provided externally or within the company/organisation.

Please note that in the case of trainees or apprentices, *the conditionality rule to obtain support is that there should be no overlap between the integration programme and the planned traineeship or apprenticeship programme.* The applicant SME must justify its request.

Where possible, the learning components of the integration programme (e.g. induction training or a language course) should come with administrative support and resettlement assistance for the new recruit. This is especially relevant for trainees and apprentices.



Although the employer should determine the extent and content of the integration programme, it must **always** include at least a training or learning component. The programme level can thus vary from **basic** (with just one learning component) to **comprehensive** (combining a training module with administrative support and resettlement assistance), recommended for all recruited workers, trainees and apprentices in particular.

Recommended length of the integration programme

The integration programme can take place in consecutive or separate periods, provided it begins during the first three weeks of a job, traineeship or internship. Although there are no specific duration requirements, the training plan should be realistic to achieve the expected results.

How to obtain financial support

To be eligible for funding, the employer (SME) must justify the request and give an outline of the integration programme. All this can be clarified when the employer submits a vacancy offer or has pre-selected the mobile candidate. Training needs should be identified no later than the interview phase.

The SME must submit an application form with a brief description of the proposed integration programme before the young candidate starts at the company. All requests must be checked and validated by the relevant 'YfEj employment service'. These provide all necessary information and application forms.

Please refer to the following table for a breakdown of flat-rate amounts applicable per Member State, based on the nature of the training provision.



FLAT RATES APPLIED TO SMES' INTEGRATION PROGRAMMES FOR YOUNG RECRUITED CANDIDATES*				
Recruiting country	Basic induction training (EUR)	Comprehensive induction training (EUR)	Rule of allocation	Reporting obligations
	I	II		
Austria	820	1025	Conditional: submission of application form, subject to approval by the 'YfEj employment service'	Payment request + signed list of participants with brief indication of the training thematic subject and duration
Belgium	775	970		
Bulgaria	505	635		
Croatia	540	675		
Cyprus	665	835		
Czech Republic	600	750		
Denmark	1015	1270		
Estonia	600	750		
Finland	872	1090		
France	835	1045		
Germany	750	940		
Greece	725	910		
Hungary	525	655		
Iceland	755	945		
Ireland	810	1015		
Italy	795	995		
Latvia	540	675		
Lithuania	540	675		
Luxembourg	775	970		
Malta	660	825		
Netherlands	760	950		
Norway	1015	1270		
Poland	525	655		
Portugal	660	825		
Romania	505	635		
Slovakia	590	740		
Slovenia	660	825		
Spain	710	890		
Sweden	870	1090		
United Kingdom	845	1060		

* Rates per candidate.

Other support measures

The measures specified in the sections above involve **direct support** to young people and SMEs. However, other support services may be available for young people, offered **free of charge** by the 'YfEj employment services'.

Additional training or mentoring support can be provided to attract candidates for jobs, traineeships and apprenticeships or to enhance the success of work placements. This support may take several different forms, as long as the learning or support objectives are achieved.

Preparatory training (language training or other)

As mentioned on page 14, young candidates may qualify for reimbursement of language courses paid for out of their own pocket. In some cases, the relevant 'YfEj employment services' may also be asked to help. For example they could provide or facilitate access to **language or other basic training needs** aimed at enhancing the candidate's general competences and adaptability to the future job, traineeship or apprenticeship assignment. This type of training is offered to the pre-selected or recruited young person for whom a training need has been identified.

The preparatory training is a short-term work placement support measure. Advanced vocational training or training for mandatory professional certification requirements are not financed under YfEj.

Mentoring support

Besides the in-company vocational mentoring offered by employers (see further information on page 19), 'YfEj employment services' may also provide mentoring support, in particular to trainees and apprentices. This is an optional support measure.

Mentoring support aims to offer socio-pedagogical support and guidance outside the work placement to trainees and apprentices who need a more structured environment to succeed in their new position in the host country (e.g. help with legal, institutional, family or other issues related to settling in a new country). The duration and nature of this support may vary according to the candidates' needs.

For more details on **preparatory training or mentoring support by YfEj**, see the relevant 'YfEj employment services'.

Paying participants



Payments to young people should be made as promptly as possible and involve minimal paperwork.

Young candidates or recruited workers, trainees or apprentices should preferably be paid **before** attending a job interview in their home country or abroad, and before moving abroad to take up duty. This is possible **only if the conditions for claiming funding are met and approved by the relevant** 'YfEj employment services'.

Payment should be made on receipt of the written confirmation of the interview by the employer with all the necessary information or, in the case of work placement, a copy of the labour contract from the employer or at least a signed letter of commitment confirming the offer of a job, traineeship or apprenticeship.

The payment of the interview trip allowance or the relocation allowance to young people will only be made if the employer has confirmed that s/he has not made a provision for payment of the same costs (no double funding principle). The 'YfEj employment

services' must check the employer's benefits in this respect in advance.

The employer should send the documents directly to the 'YfEj employment service'. In all cases, the 'YfEj employment services' must check the legality and fairness of the submitted documents.

Costs incurred by young candidates for language training are paid after completion of the course.

Similarly, costs incurred for recognition of qualifications are paid after the candidate has completed the required recognition request proceedings.

The supplementary relocation allowance for young people with special needs is allocated either before or after the trip has taken place. It must be based on a request, which should be accompanied by supporting evidence, notably on the candidate's situation.

Further details on payment procedures can be obtained from the 'YfEj employment services'.

Overview of the YfEj rules

The table below gives an overview of the YfEj participation criteria, support measures and funding available. Other costs incurred by target groups other than those specified in the table will not be covered by the YfEj scheme.

WHAT IS 'YOUR FIRST EURES JOB'?	Your first EURES job is a targeted mobility scheme to help young people find a job, traineeship or apprenticeship in an EU-28 and EFTA/EEA country (Iceland and Norway)	
TARGET GROUPS	Young people	Employers
ELIGIBILITY CRITERIA FOR TARGET GROUPS	<ul style="list-style-type: none"> → Age 18 to 35 at the time of submitting an application → EU EFTA/EEA (Iceland and Norway) national and legally resident in any of those countries → Seeking a work placement in another EU EFTA/EEA (Iceland and Norway) country → Not necessarily first-time mobile candidate → Have any qualification or work experience 	<ul style="list-style-type: none"> → All EU EFTA/EEA (Iceland and Norway) legally established organisations/businesses, irrespective of the corporate size or economic sector → Compliant with labour and fiscal laws applicable in the countries where they are established → Small and medium-sized enterprises (SME, i.e. businesses with up to 250 employees) may benefit from financial support
WORK PLACEMENTS	<ul style="list-style-type: none"> → Jobs, traineeships and apprenticeships → Located in an EU EFTA/EEA (Iceland and Norway) country other than the country of residence of the candidate → Compliant with national labour and social protection laws and subject to open and transparent information on rights and obligations of parties → Ensure remuneration and a written contractual relationship with at least 6 months duration → Be a full-time or part-time (no less than 50% full-time equivalent) work placement → Traineeship and apprenticeship placements must ensure the adequate learning objectives as well as provide proper outcome recognition (i.e. certificate/written declaration) 	
EXCLUSIONS	<ul style="list-style-type: none"> → Nationals, employers and work placements from Liechtenstein, Swiss Confederation and third countries → Posted workers → Work placements in EU institutions and bodies or in other similar international organisations or agencies (e.g. UN, OECD, Council of Europe, etc.) or EU-funded networks or organisations → Seasonal or other temporary work placements with less than 6 months contractual duration → Vocational traineeships or any other form of training support forming part of mandatory professional certification requirements, e.g. healthcare or legal professions 	

		YOUNG PEOPLE		EMPLOYERS	
		Measure	Financial contribution (amounts per candidate)	Measure	Financial contribution (per employer)
SUPPORT MEASURES	DIRECT FINANCIAL SUPPORT	Interview trip allowance (in the candidate's country of residence or in another EU EFTA/EEA country)	From EUR 100 to EUR 350 for travel costs, according to distance + DSA	Integration programme for the new mobile worker(s), trainee(s) or apprentice(s). It may consist of at least one of the following items (basic training): → professional induction training → language course Any of the above may be combined with administrative support and settlement facilitation (comprehensive training).	Variable from EUR 505 to EUR 1 270 per candidate, according to country of destination and type of integration programme (basic or comprehensive)
		Relocation allowance	Variable from EUR 635 to EUR 1 270, according to country of destination		
		Language course	Reimbursement of actual declared costs up to EUR 1 270		
		Recognition of qualifications	Reimbursement of actual declared costs up to EUR 1 000		
		Supplementary relocation allowance	Reimbursement of eligible declared costs up to EUR 500		
	OTHER SUPPORT MEASURES	The YfEj employment services may provide a comprehensive package of support services to young candidates from pre- to post-placement. The following free-of-charge services may be available: → Preparatory training (pre-departure and/or after arrival language training or other training need); → Mentoring support			

'The language courses and the guidance that the advisers provided were invaluable. Ultimately, YfEj was a powerful preparation exercise for entering into the world of work.'

Leonardo Maria De Paolis, Italian nurse recruited to the UK.

Glossary

Allowance — fixed amount of money.

Apprenticeship — temporary work-based training position in a company or other organisation (see also: Traineeship).

Candidate — the young jobseeker applying for a job, traineeship or apprenticeship in another EU EFTA/EEA country.

Competences — proven ability to use knowledge, skills and personal, social and/or methodological resources, in work or study situations and in professional and personal development.

Country of residence — the country where the prospective young worker resides (i.e. the place indicated on the ID card or equivalent legal document) at the time of applying for a job in another Member State.

DSA — Daily Subsistence Allowance

EaSI — EU Programme for Employment and Social Innovation (2014 -2020).

EFTA/EEA — The EEA was established on 1 January 1994 following an agreement between the Member States of the European Free Trade Association (EFTA) and the European Union. Specifically, it allows Iceland, Liechtenstein and Norway to participate in the EU internal market, i.e. to benefit from the right of free movement of goods, persons, services and capital among all the participant countries. Under the 'YfEj' scheme, only Iceland and Norway may participate in accordance with the EEA agreement.

Eligible costs — costs which, with due regard to established eligibility criteria, are identifiable as specific costs directly linked to carrying out an action.

EU — European Union.

EURES — Set up in 1993, EURES is a cooperation network between the European Commission and the Public Employment Services (PES) of the EEA. Switzerland also takes part in EURES cooperation. EURES has a network of more than 1 000 EURES Advisers and a web portal (<http://eures.europa.eu>) with relevant information on labour markets and job vacancies across Europe. It provides information, advice, guidance, job matching and job services for the benefit of workers and employers as well as of any citizen wishing to benefit from the right of free movement of workers in the EEA.

Flat-rate financing — funding that covers specific categories of expenditure, either by applying a standard lump sum or scale of unit cost.

FTE — full-time equivalent.

Integration programme — Package consisting of at least basic induction training provided by the employer to the new young mobile worker with a view to facilitating his/her integration in the enterprise. The package must include training with (or without) other support services.

Job — a job is work undertaken under the direction of someone and for which one is paid.

Jobseeker — someone who is looking for a job.

Job matching — identification of suitable candidates for a specific job vacancy.

Job placement — the process of filling a job vacancy, i.e. a de facto transition into employment of a registered jobseeker or job changer.

Outermost regions — nine regions in the European Union are classified as 'outermost': Guadeloupe, French Guiana, Réunion, Martinique, Mayotte, Saint-Martin (France), the Azores and Madeira (Portugal), and the Canary Islands (Spain).

Recruitment — process by which the employer hires a candidate and is therefore able to fill a vacancy.

Skills — ability to apply knowledge and use know-how to complete tasks and solve problems.

SME — small and medium-sized enterprise with up to 250 employees.

Subsistence costs — costs related to accommodation, meals, local travel, telecommunications and other sundries.

Target groups — in this guide, the term refers to young people and employers (with relevance for SMEs).

Targeted mobility scheme — tailor-made initiative to address the needs of specific target groups, economic sectors, occupations or countries.

Traineeship — limited period of work practice spent at a business, public body or non-profit institution by students or young people who have recently completed their education, in order to gain valuable hands-on work experience before taking up regular employment (see also: Apprenticeship).

Transnational labour mobility — possibility of moving from one Member State to another for a job opportunity.

Travel costs — one-way or return travel from the country of residence to the country of destination.

Work-based training — gaining in-company professional experience as a trainee or apprentice.

YfEj — Targeted mobility scheme-Your first EURES job.

YfEj employment service — the labour market organisation with which the European Commission has entered into a grant agreement to implement YfEj activities.

Young mobile jobseeker — young European person seeking a job in another Member State.

Young mobile worker — young person already working or who has been recruited to work in another EU Member State.

Young people with special needs — in the context of the 'YfEj' scheme, a person with special needs is a potential participant whose individual health-related situation and/or economic and social background or geographical place of residence may require extra financial support to ensure his/her participation in a job mobility activity.

Useful references

Advice on traineeship and apprenticeship schemes: <http://ec.europa.eu/social/main.jsp?catId=1045&langId=en>

EaSI - EU Programme for Employment and Social Innovation: <http://ec.europa.eu/social/easi>

Enterprise Europe Network business support for SMEs: <http://een.ec.europa.eu>

ERASMUS +: http://ec.europa.eu/programmes/erasmus-plus/index_en.htm

ERASMUS for young entrepreneurs: <http://www.erasmus-entrepreneurs.eu/index.php?lan=en>

EURAXESS information and support for researchers: <http://ec.europa.eu/euraxess/>

EURES European Job Mobility portal: <http://eures.europa.eu>

EUROGUIDANCE, network of career guidance systems throughout Europe: <http://euroguidance.eu>

EUROPASS: <http://europass.cedefop.europa.eu>

European Youth portal: http://europa.eu/youth/EU_en

Europe Direct citizens' information service: <http://europa.eu/europedirect/>

NARIC gateway to recognition of academic and professional qualifications: <http://enic-naric.net/>

PLOTEUS (Portal on Learning Opportunities throughout the European Space):

http://ec.europa.eu/ploteus/home_en.htm

Recognition of professional qualifications: http://ec.europa.eu/internal_market/qualifications/index_en.htm

SOLVIT problem-solving network: <http://ec.europa.eu/solvit/>

Working in another EU country: <http://ec.europa.eu/social/main.jsp?langId=en&catId=25>

Your Europe advice portal for citizens and business: <http://europa.eu/youreurope/advice/>

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- young Europeans find a job, traineeship or apprenticeship in another EU EFTA/EEA country
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