EURES - TARGETED MOBILITY SCHEME (TMS)

Candidate application for Language Course Allowance – Total reimbursement

Instructions for jobseekers
(Version 2 – November 2022)

Have you already received a request from a Project Adviser, informing that you have been selected for a job/traineeship/apprenticeship from an employer registered in EURES TMS? If so, please verify eligibility conditions with your Adviser in order to apply for this financial benefit.

You may have the possibility to improve your knowledge of one or more **languages officially spoken** in your **destination country,** with a **previous authorization from your EURES TMS Adviser**!

EURES TMS will reimburse you for the amount spent on improving your language skills, up to a maximum **of 2.200 EUR**.

You can attend a language course:

- **right after the pre-selection**, in your country,

- **after you have been hired** in the country of destination. In this case, mind that you should start your language course **within two months** from the contract starting date.

Please Note: within the maximum budget foreseen for each candidate (**2.200 euros**), you can benefit from a maximum of **2 different courses**, as long as the second course is different from the previous one or has a different level. So, if you have already benefited from a project contribution for a language course and you need to reach another **level** or improve the **knowledge of another language** spoken in the host country (as official language), you can apply for language course reimbursement once again!

Two ways to be reimbursed by the EURES TMS project: check the most suitable for you:

- benefiting from a reimbursement in a **single installment** of the total incurred costs (already paid by you) right after you finish your language course (if you want to benefit

from a reimbursement in **one installment,** please keep reading **this guide "Candidate application for Language Course – Total reimbursement**").

- benefiting from a reimbursement in **two installments** (If you want to benefit from a reimbursement in **two installments,** please read the **guide "Candidate application for Language Course - Advance/Balance reimbursement"**)
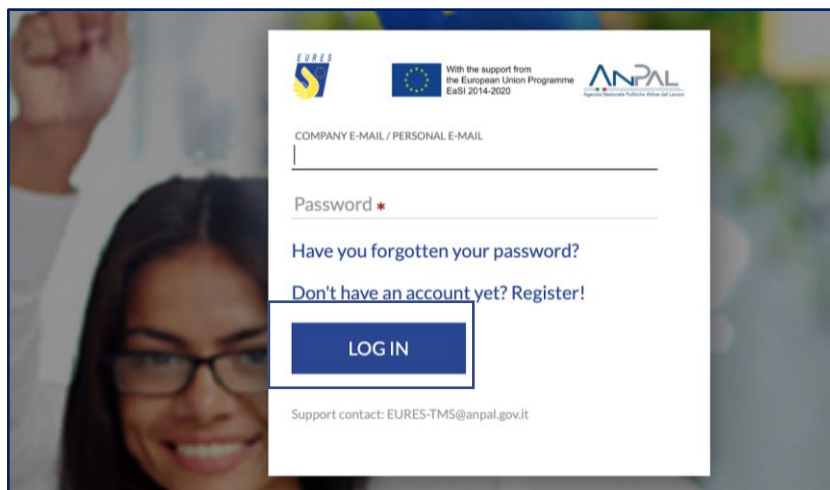
  1. **I tranche, Advance payment (up to 50%)**, can be claimed before you finish the training course, by submitting a copy of the first invoice or receipt;

  2. **II tranche, Balance payment,** will be provided at the end of your course, after completion of the course by submitting a copy of the invoice or receipt of balance and a training certificate.

In both cases (**single installment** or double **installment**) you **have to provide further annexes** in addition to the mentioned ones: please, refer to the FAQ for details.

Just keep in mind that you cannot ask for a language course reimbursement when the same course (same language and same level) is offered to you by your employer in the Integration Programme.

HOW TO GET THE LANGUAGE COURSE ALLOWANCE

This financial benefit request consists of two different phases:

1. After being pre-selected for a job vacancy, you should submit the ***Candidate Authorization for attendance of Language Course:***
   See how to **request the authorization in four steps** (pp. 4-12)

2. See how to **request the payment** (pp.13-19)

After the Adviser validation of the authorization request to attend a language course, you should make a choice:

If you prefer to apply for a **single reimbursement of total costs** at the end of the course, please keep reading this "**The Candidate application for Language Course – Total reimbursement**".

On the other hand, if you wish to be reimbursed in **two installments, please read** the guide "**Candidate application for Language Course - Advance/Balance reimbursement**".

HOW TO GET THE LANGUAGE COURSE ALLOWANCE IN 4 STEPS (AUTHORIZATION PROCEDURE)

1

Login to the project platform

→ Login into your dashboard by inserting your e-mail and password (#1.1)

1.1

Activate the Language Course authorization

→ From **Home** go to the **Job Vacancies section** (#2.1), then go to **Job Vacancy** for which you want to apply the benefit for (#2.2) and click on **Activate Language Course** (#2.3)

→ Read the instruction you receive and click on **OK** (#2.4)

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➔ Read the instruction you receive and click on **OK** (#2.5)

INFORMATION

The benefit request form has been successfully activated.
It can be filled in under the homonymous sub-item of the menu 'Benefits Requests'

2.5

OK

➔ The **Language Course** application page will automatically launch. You have the option to complete the form later by clicking on **Save to Draft** (#2.6) or **Complete**

Home		
Profile	FORM DATA JOB SEEKER DATA EMPLOYER DATA VACANCY DATA ATTACHED DOCUMENTS	
Curriculum Vitae	Course language	
Desired job positions	Language level of the course	
Job vacancies	Contents of the Language Course	
Interviews		2.6
Benefit request	Country of Language Course	
	Language course start date	
	Total hours of the language course	
	Total months of the language course	
	Cost of the language course (EUR)	
	SAVE TO DRAFT COMPLETE CANCEL	
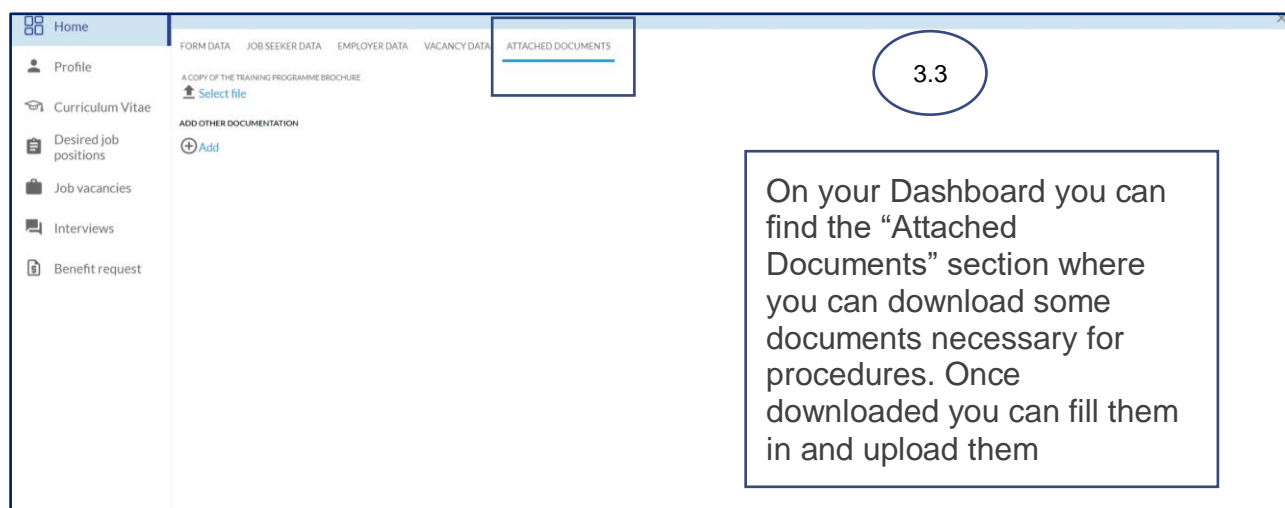
➔ In case you have saved the form in **Draft**, you can now find the **Language Course** in the **Activated Benefit Requests** section (#2.7)

Native Language:
Italian
Mastered Languages:
No known language
Last Education:
test | IT - Italia/Italy
Last Professional Experience:
[I]-ACCOMMODATION AND FOOD SERVICE ACTIVITIES
test
APPRENTICESHIP

Activate Requests:
Qualification Recognition ⊕

Activate Requests:
Qualification Recognition ⊕

Activate Requests:
Qualification Recognition ⊕

ⓘ **Activated Benefit Requests**

Language Course: 2

↑ ID	EMPLOYER	VACANCY	
4944	employer	test	Forms List
4921	employer17giugno2	Job Vacancy 17 giugno	Forms List

ⓔ **Desired Job Position**

desired ★
⦿ CZ - Česko/Czech Republic
🗣 Albanian
💼 Legislators, senior officials and managers:

Armed forces occupations, other ranks

Fill in the Language Course authorization request form

→ In case you have clicked on **Continue** the form will automatically open, ready to be filled in (#3.1)

→ Insert all data required in **Form Data** and check that all information you provided (**Jobseeker**, **Employer** and **Vacancy Data**) is correct (#3.2)
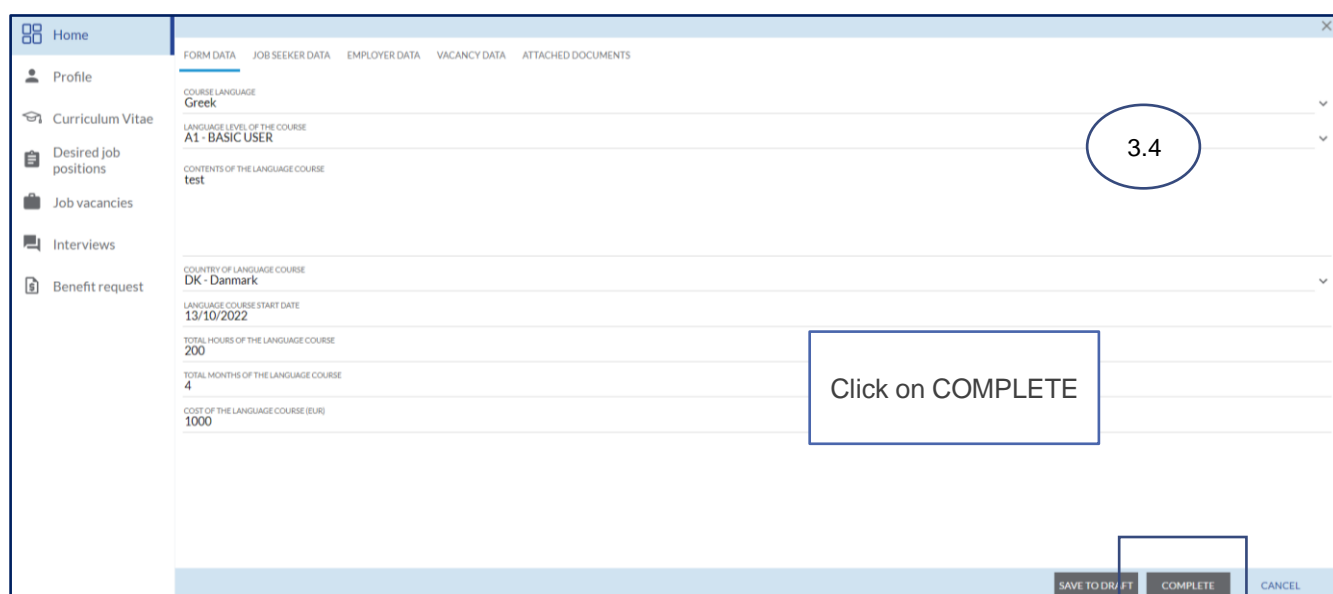
→ Upload the required **Attached Documents** (#3.3)
Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

On your Dashboard you can find the "Attached Documents" section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

→ **Complete** the Application Form (#3.4)

Click on COMPLETE

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→ Read the instruction you receive and click on **OK** (#3.5)

NOTICE
Are you sure you entered the correct and updated bank details? Attention!

The payment will be made on the bank details indicated in this financial benefit form.

CANCEL   OK

3.5

(4)

Sign the Language Course authorization request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Candidate Request of Authorization for Attendance of Language Course** preview automatically opens (#4.1). Click on the **Send OTP** to receive the code by e-mail (#4.2)

→ Read carefully the **Terms and Conditions**, then click on **Accept** (#4.3)

Advanced electronic signature
Terms and conditions

EURES Targeted Mobility scheme is a project managed by ANPAL, jointly with an Italian and foreign partners (public and private bodies) with the aim to give:

- candidates the opportunity to have a work/paid traineeship or apprenticeship experience in organizations/enterprises in all EU Member States and Norway and Iceland, as EFTA/EEA Country members.
- eligible employers the opportunity to offer a job or traineeship or apprenticeship in the framework of EURES Targeted mobility scheme project.
- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
- candidates and employers information about the EURES TMS project, financial benefits and services

These services are provided through the EURES TMS project platform. In particular, through the platform beneficiaries, in compliance with the project rules and procedures, can apply for financial benefits.

How to apply for financial benefits?

All application are managed through the EURES TMS project platform. It is necessary to fill in the application form, uploading the required annexes per measure, and sign the application form through the Advanced electronic signature.

What is the advanced electronic signature?

It is an electronic signature foresees by the REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC and the Italian DPCM of 22 February 2013, Technical rules on generation, affixing and verification of advanced, qualified electronic signatures e digital, pursuant to articles 20, paragraph 3, 24, paragraph 4, 28, paragraph 3, 32, paragraph 3, letter b), 35, paragraph 2, 36, paragraph 2, and 71, at the artt. 55, 56 and 57 .

ANPAL provides this service of electronic signature under the art. 55, par. 2 a) and as institution offering services for institutional reasons and realizes it on its own.

How to sign the EURES TMS application form through advanced electronic signature? Follow

DECLINE   ACCEPT

4.3

Please, scroll down to visualize the button to accept T&C

→ Enter the **OTP** you received by e-mail (#4.4) and sign the **Request of Authorization for Attendance of Language Course** by clicking on **Confirm** (#4.5)

Dear Mr. Rossi

Here is the OTP code you need to sign the document you are sending to us.
717328

Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

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4.4

DOCUMENT SIGNATURE

Entering the One time password (OTP), you SIGN the request form

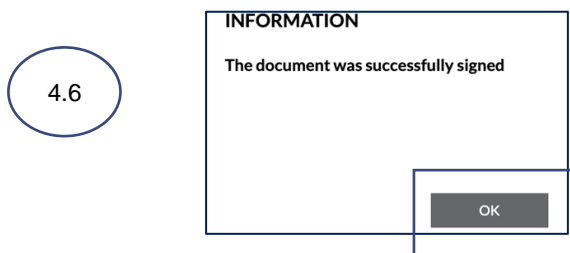Enter the OTP code that you will find in your email and press the CONFIRM button. The code will expire in 10 minutes

OTP code ◆

CANCEL   CONFIRM

4.5

PLEASE NOTE: The OTP expires within 10 minutes!

EURES Targeted Mobility Scheme -Language Course Allowance Request

→ Your **Request of Authorization** has been correctly signed, click on **OK** to complete the procedure (#4.6)

→ Your signed **Authorization Request** has been **Sent** (#4.7) and it is ready to be checked by your Adviser

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

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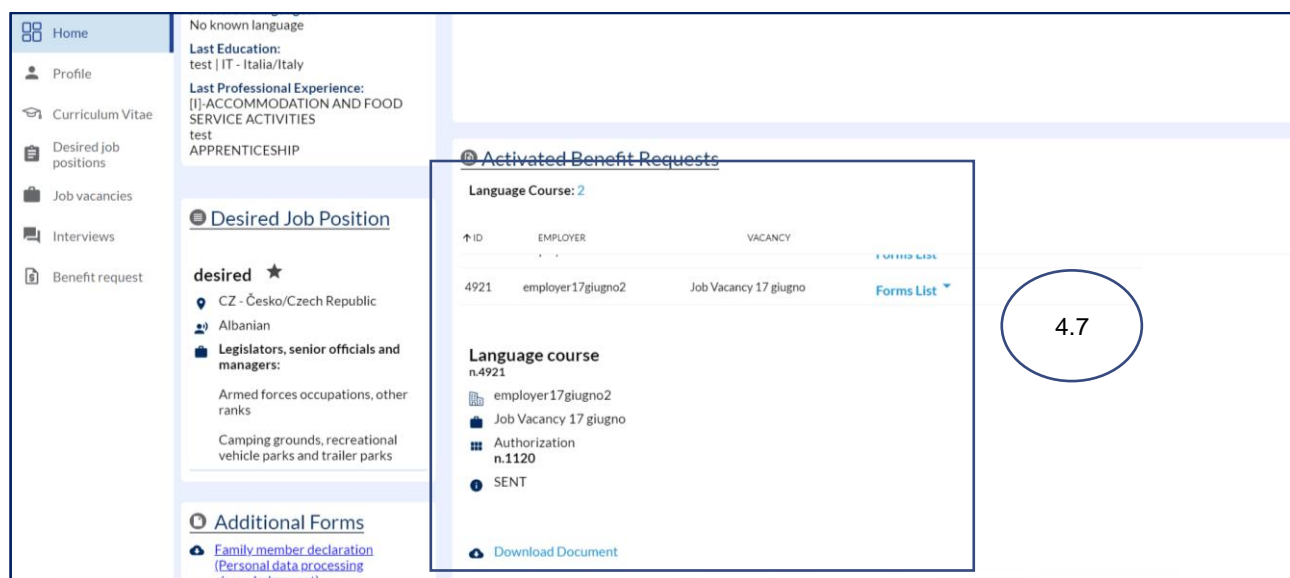
HOW TO GET THE LANGUAGE COURSE ALLOWANCE IN 2 STEPS (PAYMENT REQUEST PROCEDURE)

1

Fill in the Language Course Payment request

→ From **Home**, go to **Activated Benefit Requests** section (#1.1), select the **Language Course** you activated and click on **Make a Choice** (#1.2)

→ Select **Total** as way of payment and then click on **OK** (#1.4)

EURES Targeted Mobility Scheme -Language Course Allowance Request

→ From **Home** go to **Activated Benefit Requests** section**,** go to the **Language Course section,** select **Form List** and click on **Language Course Total/Balance payment request form** Draft (#1.5)

→ The Form will automatically open, insert all data required in **Form Data** and check that all information you provided (**Jobseeker**, **Employer**, **Vacancy** and **Bank Data**) is correct (#1.6)

If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct.
The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers!
Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

→ Upload all the required **Attached Documents** (#1.7) and click on **Complete** (#1.8)

On your Dashboard you can find the "Attached Documents" section where you can download some documents necessary for procedures. Once downloaded you can fill them in and upload them

→ Read the instruction you receive and click on **OK** (#1.9)

NOTICE
Are you sure you entered the correct and updated bank details? Attention!

The payment will be made on the bank details indicated in this financial benefit form.

CANCEL   OK

Sign the Total/Balance Payment request with One Time Password code (OTP)

→ By clicking on **Complete** the **Total/Balance Payment Request** preview automatically opens (#2.1). Click on the **Send OTP** to receive the code by e-mail (#2.2)

→ Read carefully the **Terms and Conditions**, then click on **Accept** (#2.3)

Please, scroll down to visualize the button to accept T&C

→ Enter the **OTP** you received by e-mail (#2.4) and sign the **Total/Balance Payment Request** by clicking on **Confirm** (#2.5)

PLEASE NOTE: The OTP expires within 10 minutes!

→ Your **Total/Balance Language Course Payment Request** has been correctly signed, click on **OK** to complete the procedure (#2.6)

→ Your **Total/Balance Language Course Payment Request** has been **Sent** (#2.7) and it is ready to be checked by your Adviser

Please Note: every time your status changes, you will receive an e-mail or a notification on your dashboard

→ Once your Adviser has approved **Language Course Total/Balance Payment request** the status will change to **Approved** (#2.8)

→ Once the Project Staff has approved your **Language Course Total/Balance Payment request** the status will change to **Approved – To Pay** (#2.9)

EURES Targeted Mobility Scheme -Language Course Allowance Request

→ When the payment request is paid, it is removed from the Activated Benefit Requests section. You can now find it in the **Benefit Requests Archive** with the status **Terminated** and **ready for download** (#2.10)

EURES Targeted Mobility Scheme -Language Course Allowance Request

Did anything go wrong? Are you not able to sign the form?

Please check that all required annexes are uploaded (please, refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments), and verify that all items in the form are filled in, then send the form again!

What happens next?

When the form is filled in and the documentation is attached, your application is ready to be checked by the Adviser and project staff.

If there are doubts about the application or if the application is incorrect, your Adviser will ask you for more information or clarification.

If all documents and information are right, after the project staff document check, you will receive your benefit as soon as possible.

Please Note: the amount will be paid from Fondazione Giacomo Brodolini, co-applicant of the project, charged with the benefit payment responsibility.

Do you need more information or clarification on procedures? Please do not hesitate to contact your Project Adviser!

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions
Language Course Allowance

1. Who can claim for this measure?

Any candidate for a job, traineeship or apprenticeship in another EU EFTA/EEA country who has been short-listed for recruitment purposes, and has strong possibilities to be offered a placement in a given country, is entitled to attend a language course:
a) in the country of residence (pre-departure) and/or b) in the country of destination (pre/after recruitment).
If a candidate decides to attend the language course after recruitment, it should start within two months after taking up duty and it should take place during the duration of the work contract. In all circumstances, however, the direct financial support given per candidate for language training (pre-departure and post-placement costs included) will not exceed EUR 2200.

2. Which documents should I upload in the attachments box to apply for the Language Course Allowance Authorization?

First of all, the course has to be authorized by the EURES TMS Adviser. Then, to apply for the Language Course allowance, you shall upload in the platform the **copy of the training programme, including information about the location, the duration (possible number of Training Unit), the learning level contents and the cost of the training**.

3. Which documents should I upload in the attachments box to get the Total Payment for the Language Course?

To get the Total Payment for the Language course you shall upload:

- Training certificate attesting the achievement of the expected learning level
- Receipt/invoice of the payment of the language course cost (the maximum amount to claim is 2200 EUR). Consider that the project will reimburse only the real costs.

3. Once hired, when can I apply for a Language Course Allowance?

If a candidate decides to attend the language course after recruitment, it should start within two months after taking up duty and it should take place during the duration of the work contract.

4. I have been offered a comprehensive induction training by the Employer (language course included), can I apply also for a Language Course Allowance?

No, if language training is part of a SME Integration Programme co-financed by EURES TMS, then the recruited candidate cannot apply for it in order to avoid double payment for the same purpose.

5. I have just finished an A1-A2 level language course, can I apply for a B1-B2 one?

Yes, any candidate may benefit from up to two different language courses as long as they are of different levels or languages (necessarily official in the destination country) and always within the maximum allowable amount of EUR 2200.