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EURES - TARGETED MOBILITY SCHEME (TMS)

Project: 101195823 - EURES TMS - ESF-2024-EURES-TMS

Ref. Implementation Guide EURES TMS_ EC_Version 1.0

Candidate application for Training Programme for mobile workers/trainees/apprentices

Instructions for Employers

(Version 1 – June 2025)

First of all, thank you for organising a training programme through the EURES Targeted Mobility Scheme (TMS)!

Small and Medium Enterprises (SMEs)¹ may request financial support for the training programme for **newly recruited candidates under the project**, as well as for **existing employees within the company who require specialised training**.

Features of the training programme

The training may be:

- **internal** (provided by the employer), **external** (provided through external providers selected by the employer), or a **combination of both**;
- **on-site, remote, or a combination of both**;
- **individual, group-based, or a combination of both**.

It is possible to include courses/modules in:

- **language training** (in the official language of the destination Country)²;
- **and/or technical or specialised training**;
- and **other types of training** (to be duly justified).

¹ As a general rule, the definition of SMEs available at the following link applies:
https://single-market-economy.ec.europa.eu/smes/sme-fundamentals/sme-definition_en



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The duration and costs of the training programme may vary depending on the country, the upskilling needs, or the nature and duration of the services.

There is no time limit for the completion of the programme. However, all training activities must be concluded by the end date of the project (06/01/2027, unless extended).

Amount of the benefit

The training programme must include at least one worker recruited through EURES TMS. Under no circumstances may financial support be requested exclusively for workers already employed by the SME.

The amount of the benefit is calculated based on actual costs. For this reason, supporting documentation proving the expenses incurred must be attached to the benefit request. All activity-related costs must be justified, reasonable, and in line with the intended purpose and standard market prices.

Given the limited project budget available for this measure, and with the aim of supporting the widest possible number of SMEs, the benefit for each SME will be granted as follows:

- If the training is provided individually, the SME can receive a maximum of €1,500 per person, for a maximum of 3 people (this includes 2 SME employees for each newly hired candidate through the project for whom the training program is requested)
- If the training is group-based, the SME can receive a maximum of €4,500 in total, for a number of participants that can vary based on the company's needs and objectives (however, it remains mandatory to involve at least one newly hired candidate through the project).

This financial measure can be claimed through two request forms:

- **Employer authorisation request** to offer a Training Programme: see how to request the authorisation in four steps (see page 3-17)
- **Employer payment request** for a Training Programme: see how to request the payment in two steps (see page 18-27).

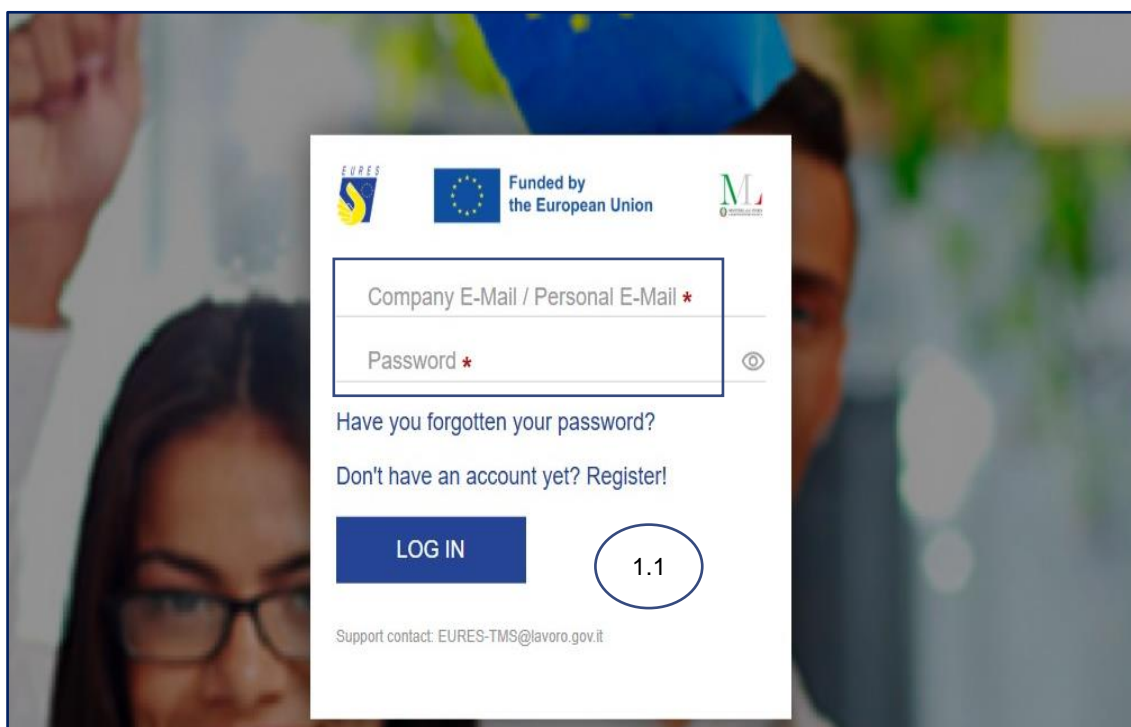
Please note that you can only activate the financial benefit request and complete the relevant forms after your EURES TMS Adviser has authorised you to apply for the Training Programme.

HOW TO GET THE TRAINING PROGRAMME ALLOWANCE IN 4 STEPS (Authorisation Procedure)

1

Log in to the project platform

→ Log in to your dashboard by inserting your e-mail and password (#1.1)



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Company E-Mail / Personal E-Mail *

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

1.1

Support contact: EURES-TMS@lavoro.gov.it

2

Activate the Training Programme financial benefit

→ From **Home**, go to the side menu and look for **Job Vacancies** section, find the relevant vacancy and click on **Training Programme** (#2.1). You can also proceed from the **main dashboard**, where you can find the **Job Vacancies** section, select the relevant vacancy and click on **Candidate's list** (#2.2).

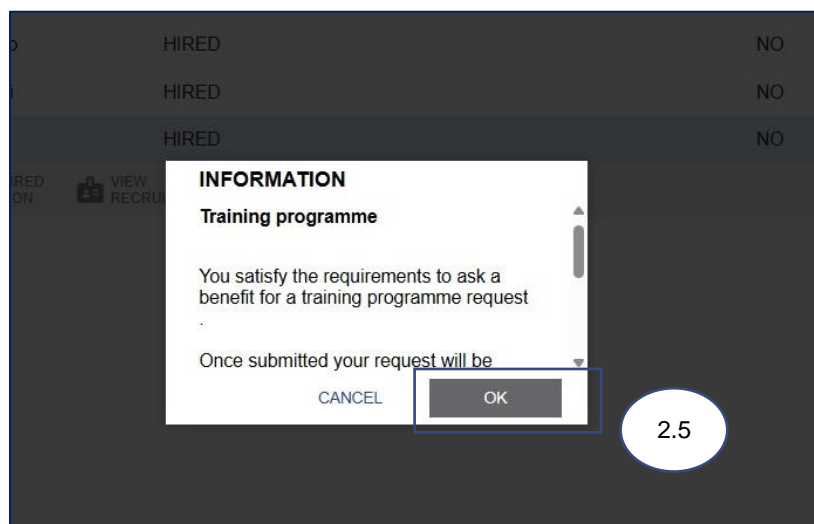
The screenshot shows the EURES dashboard. On the left, a sidebar menu (2.1) includes 'Home', 'Company', 'Associated Advisers', 'Add job vacancy', 'Job vacancies' (highlighted), 'Interviews', 'Benefit request', and 'Final Declaration'. The main area (2.2) displays the 'Job Vacancies' section. It includes a header with 'Futura' and a star. Below the header, there's a section for 'Employer Information' and 'Contacts' (futura@gmail.com, 5465786768, Chiara Rossi). The 'Description' section shows 'fsdijfjksdpfjksdpf prova'. The 'Representatives' section lists 'Legal Representative: Federica Verdi' and 'Legal Representative Delegate:'. The 'Job Vacancies' section shows a list of vacancies: 'n. 3732 - Videomaker assistant', 'n. 3726 - programmatore', 'n. 3720 - ricerca chef', and 'n. 3723 - videomaker'. Each vacancy has a 'Candidate's List' link.

→ If you followed the steps from the left side menu, flag the hired Jobseeker's name to whom you want to offer the training (#2.3) and then click on **Training Programme** to activate the financial benefit (#2.4)

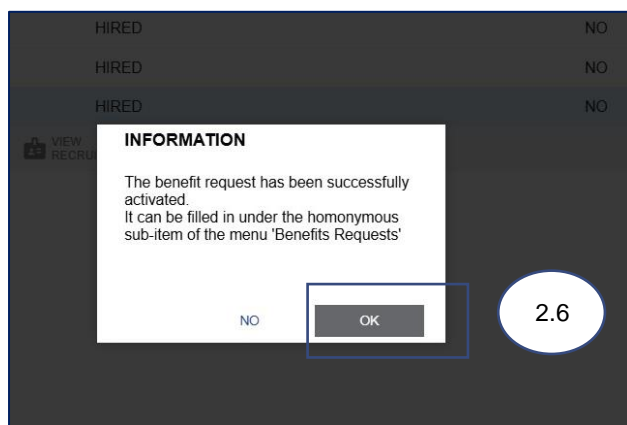
The screenshot shows the 'CANDIDATES' LIST' table. The table has columns: TAX IDENTIFICATION NUMBER (TIN), FIRST NAME, SURNAME, STATUS, MOTIVATION, SELF-CANDIDATE, DOMICILE, and ISCED. The row for 'Paolo Paoli' is highlighted. The 'TRAINING PROGRAMME' button is clicked. The table data is as follows:

TAX IDENTIFICATION NUMBER (TIN)	FIRST NAME	SURNAME	STATUS	MOTIVATION	SELF-CANDIDATE	DOMICILE	ISCED
<input type="checkbox"/>	Maria	Rossi	HIRED		NO	FR - France, FR1 - Ile-de-Fr...	Level 0: Pre-primary e
<input type="checkbox"/>	mario	ponti	HIRED		NO	BE - Belgique/België/Belgiu...	Level 3: Upper second
<input type="checkbox"/>	Pietro	Russo	HIRED		NO	DK - Danmark, DK0 - Danm...	Level 0: Pre-primary e
<input type="checkbox"/>	rosa	ferrari	HIRED		NO	BE - Belgique/België/Belgiu...	Level 0: Pre-primary e
<input checked="" type="checkbox"/>	Paolo	Paoli	HIRED		NO	IT - Italia/Italy, IT1 - Centro (I...	Level 3: Upper second

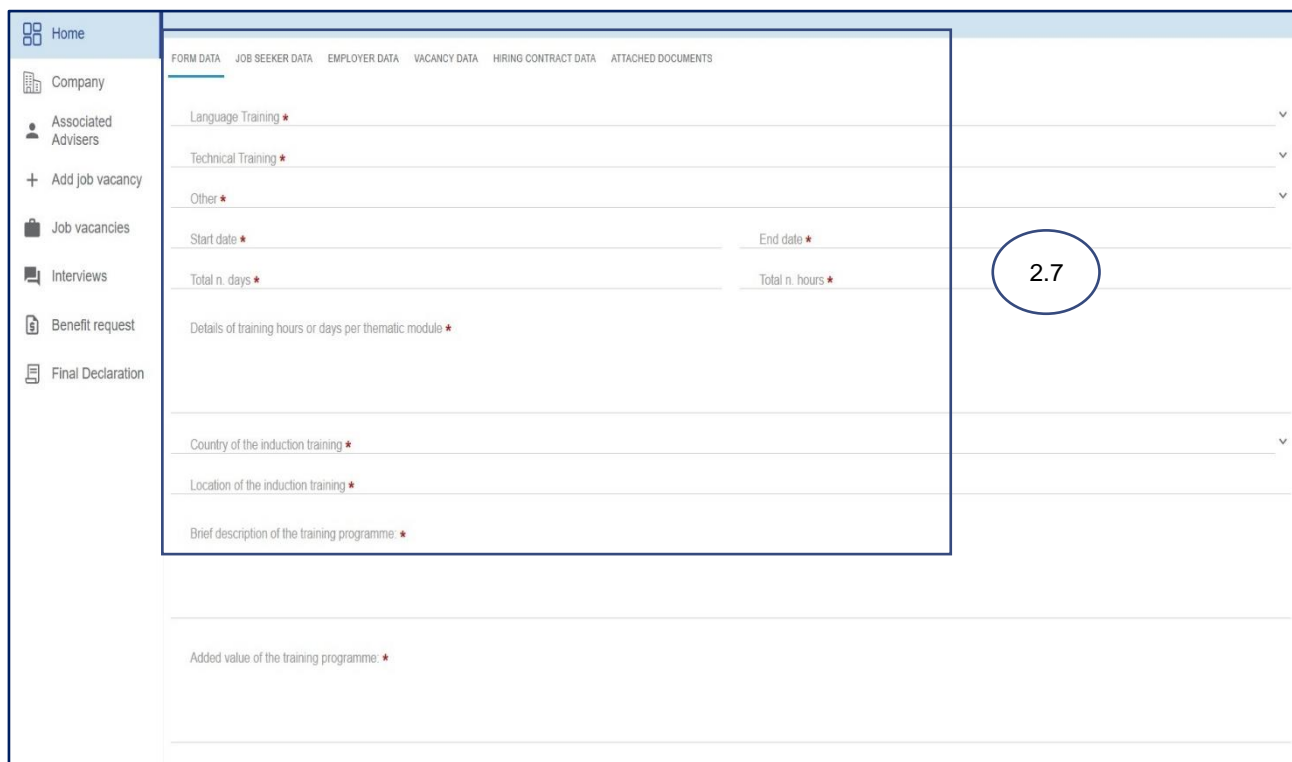
→ Read the information and click on **OK** (#2.5)



→ Your **Training Programme** will be automatically activated. Click on **OK** (#2.6)



→ The **Training Programme Authorisation** application form page will automatically launch (#2.7), start completing the application. Or **save it to draft** to complete it later.



Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | HIRING CONTRACT DATA | ATTACHED DOCUMENTS

Language Training *

Technical Training *

Other *

Start date * | End date *

Total n. days * | Total n. hours *

Details of training hours or days per thematic module *

Country of the induction training *

Location of the induction training *

Brief description of the training programme *

Added value of the training programme *

2.7

→ You can now find the **Training Programme** in the **Activated Benefit Requests** (#2.8) section of your main dashboard.

Or you can find it from the left side menu (#2.9) procedure: **Benefit Request** > **Training Programme**

The screenshot shows the Futura dashboard interface. On the left, a sidebar menu contains options: Home, Company, Associated Advisers, Add Job vacancy, Job vacancies, Interviews, **Benefit request** (highlighted with a blue box and a circle labeled '2.9'), and Final Declaration. The main content area is titled 'Futura' and features a header with a star icon. Below the header, there are sections for 'Employer Information', 'Contacts', 'Description', 'Representatives', 'Bank Data', and 'Additional Forms'. The 'Job Vacancies' section displays a table with columns for job ID, status, date, location, and category. The 'Interviews' section displays a table with columns for job ID, name, location, and date. The 'Activated Benefit Requests' section is highlighted with a blue box and a circle labeled '2.8'. The 'Benefit request' menu item is also highlighted with a blue box and a circle labeled '2.9'.

3

Fill in the Training Programme Allowance Authorisation Form

→ From **Home**, go to **Activated Benefit requests** (#3.1) or from the left side menu, go to **Benefit request** > **Training Programme** (#3.2)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

Bank Data

The bank details have not yet been entered

Curriculum Vitae

Native Language: Italian

Mastered Languages: No known language

Last Education: test | - Palestinian Autonomy Territories

Last Professional Experience: [I]-ACCOMMODATION AND FOOD SERVICE ACTIVITIES test APPRENTICESHIP

Desired Job Position

Fill in the desired job position to increase the visibility of your profile!

+ Add Desired Occupation

employer1/ giugno2

01/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

18/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

employer1/ giugno2

04/07/2022

BE - Belgique/België/Belgium

Armed forces occupations, other ranks

Activated Benefit Requests

Language Course: 0

Qualification Recognition: 0

Relocation: 1

ID	EMPLOYER	VACANCY
4923	employer17giugno2	Job Vacancy da chiudere

Forms List

3.2

3.1

→ The Form will automatically open, insert all required data in **Form Data** and check all information you provided (**Jobseeker Data**, **Employer Data**, **Vacancy Data** and **Hiring Contract Data**) is correct (#3.3)

Home

FORM DATA | JOB SEEKER DATA | EMPLOYER DATA | VACANCY DATA | HIRING CONTRACT DATA | ATTACHED DOCUMENTS

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

Language Training *

Technical Training *

Other *

Start date *

End date *

Total n. days *

Total n. hours *

Details of training hours or days per thematic module *

Country of the induction training *

Location of the induction training *

Brief description of the training programme: *

Added value of the training programme: *

SAVE TO DRAFT | COMPLETE

→ If you decide to extend the training to other employees in your company (**up to two additional participants, for individual training, or more employees, for group**



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training,are eligible for each candidate taking part in the EURES TMS project) (#3.4)
you can enter their details in the '**Form Data**' section at the bottom of the page (#3.5)

Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

FORM DATA

Brief description of the training programme *

Added value of the training programme *

Provisional duration of the training programme *

I request the authorisation to offer a training programme to the newly hired worker(S)/trainee(S)/apprentice(S) and to existing SME workers listed below

Only for JS

I request the authorisation to offer a training programme to the newly hired worker(S)/trainee(S)/apprentice(S) and to existing SME workers listed below

full time/part-time *

Type of contract *

SAVE TO DRAFT

COMPLETE

I request the authorisation to offer a training programme to the newly hired worker(S)/trainee(S)/apprentice(S) and to existing SME workers listed below

Employee Count for Benefit Request

WORKERS					
+ A...					
Name *		Surname *			
Unit *		Role/position *			
full time/part-time *		Type of contract *			

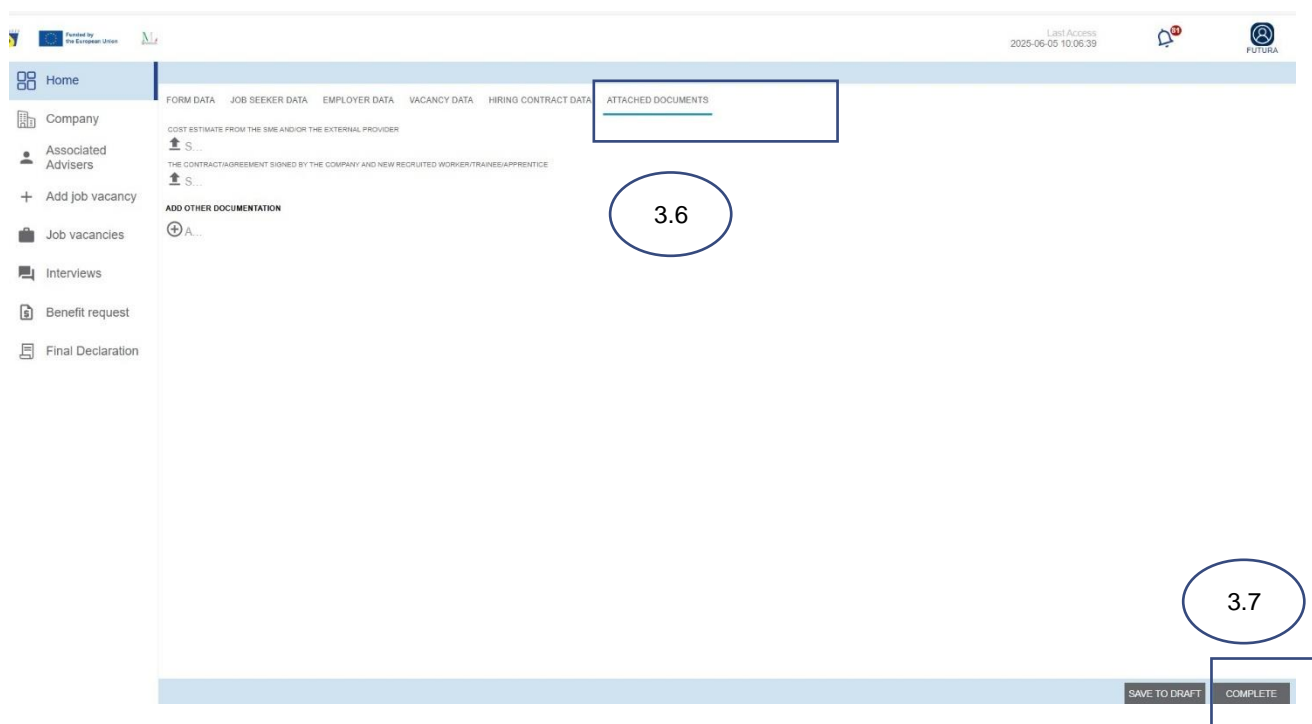
3.5

SAVE TO DRAFT

COMPLETE

→ Upload the required **Attached Documents** (#3.6), then click on **Complete** (#3.7)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments



Home

Company

Associated Advisers

+ Add job vacancy

Job vacancies

Interviews

Benefit request

Final Declaration

FORM DATA JOB SEEKER DATA EMPLOYER DATA VACANCY DATA HIRING CONTRACT DATA ATTACHED DOCUMENTS

COST ESTIMATE FROM THE SME AND/OR THE EXTERNAL PROVIDER

THE CONTRACT/AGREEMENT SIGNED BY THE COMPANY AND NEW RECRUITED WORKER/TRAINEE/APPRENTICE

ADD OTHER DOCUMENTATION

3.6

3.7

SAVE TO DRAFT COMPLETE

4

Sign the Training Programme Allowance Authorisation Request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Employer Request of Authorisation to offer a Training Programme** preview automatically opens. Click on the **Send OTP** to receive the code by e-mail (#4.1)

DOCUMENT

Home
Company
Associated Advisers
+ Add job vacancy
Job vacancies
Interviews
Benefit request
- Job or work-based training interview
- Training Programme
Final Declaration

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EURES National Coordination Office - Italy
Ministry of Labour and Social Policies
Via Fornovo n. 8 - 00192 Roma
EURES-TMS@lavoro.gov.it

EURES TARGETED MOBILITY SCHEME (TMS)
EMPLOYER REQUEST FOR AUTHORISATION TO OFFER A TRAINING PROGRAMME
TO EURES TMS CANDIDATES AND EXISTING SME WORKERS

I, the undersigned, Verdi Federica
Representative of the Company Futura

4.1

SEND OTP

→ **Select** the person who will sign the document (#4.2), then click on **Confirm** (#4.3)

INFORMATION

With which legal entity do you want to sign the document?

Signatory

☒ LEGAL REPRESENTATIVE
☐ LEGAL REPRESENTATIVE DELEGATE

NO CONFIRM

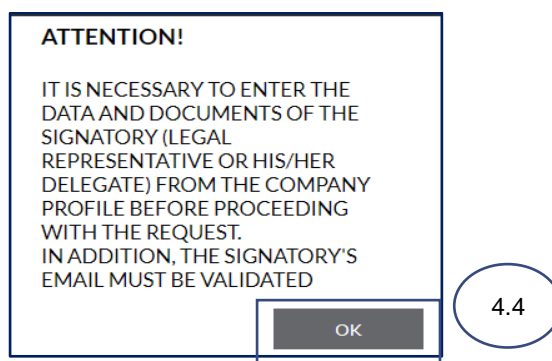
4.2

4.3

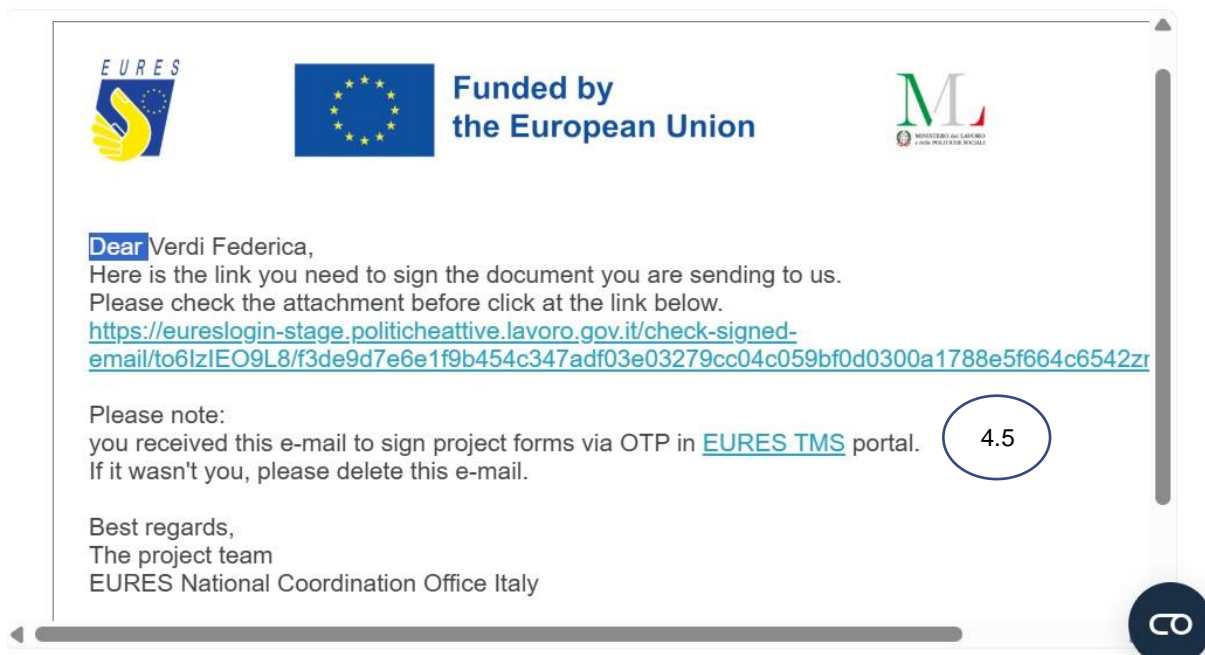
→ If it hasn't been done already, the system will ask you to enter the details of the legal representative or their delegate (depending on who was chosen to sign) and to validate their email to receive the OTP signature request.

If the Legal Representative or their Delegate details have already been inserted and the email address validated, click on **OK** (#4.4)

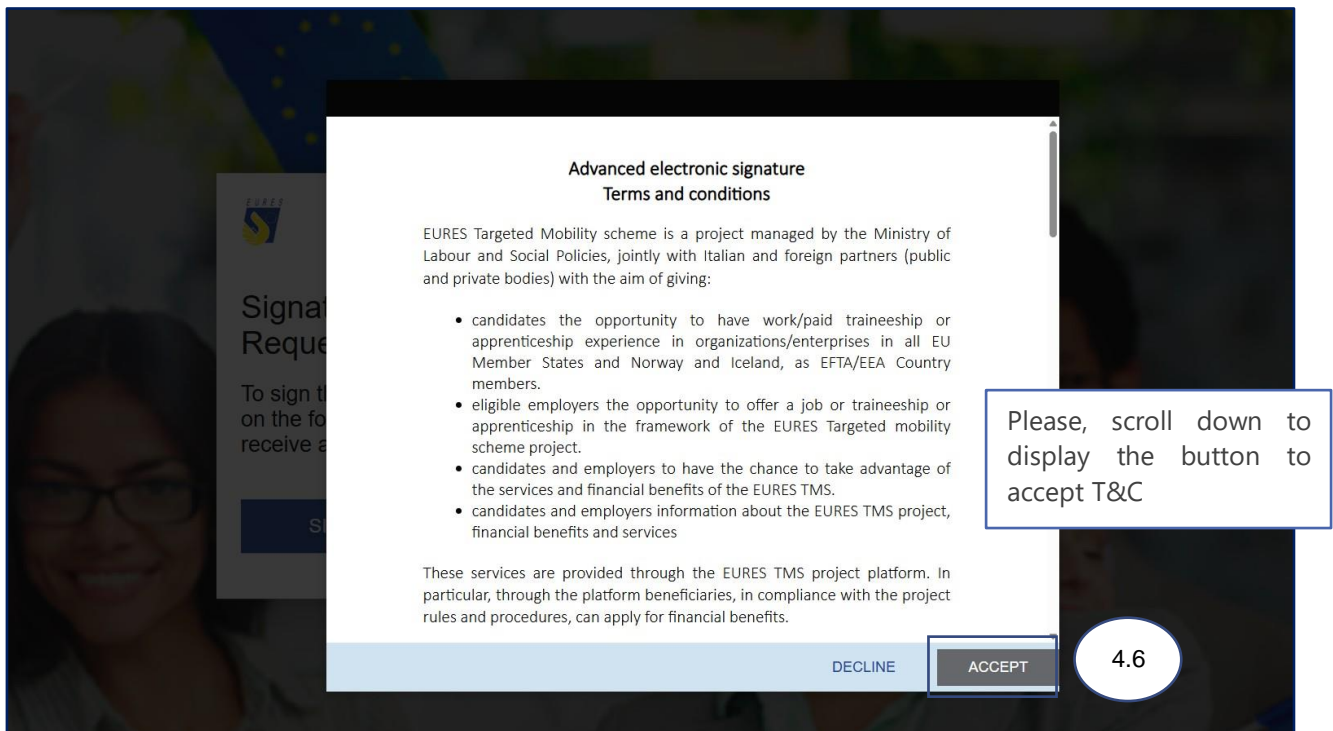
Please note: if you need to enter or update the details of the legal representative and/or their delegate, please refer to the procedure on page 25.



→ The Legal Representative or their Delegate will receive an e-mail with a link to open and read the **Terms & Conditions** (#4.5)



→ The Legal Representative and their Delegate should carefully read the **Terms and Conditions**, then click on **Accept** (#4.6)



The screenshot shows a web interface for the EURES Targeted Mobility Scheme. A central white box contains the title "Advanced electronic signature" and "Terms and conditions". Below this, a paragraph states: "EURES Targeted Mobility scheme is a project managed by the Ministry of Labour and Social Policies, jointly with Italian and foreign partners (public and private bodies) with the aim of giving:". This is followed by a bulleted list of four points: candidates' opportunity for work/paid traineeship or apprenticeship; eligible employers' opportunity to offer a job or traineeship; chance for candidates and employers to take advantage of services and financial benefits; and information about the EURES TMS project. A final paragraph mentions that services are provided through the EURES TMS project platform. At the bottom of the white box are two buttons: "DECLINE" and "ACCEPT". A blue callout box on the right says "Please, scroll down to display the button to accept T&C". A small blue circle with the number "4.6" is located at the bottom right of the screenshot.

Advanced electronic signature
Terms and conditions

EURES Targeted Mobility scheme is a project managed by the Ministry of Labour and Social Policies, jointly with Italian and foreign partners (public and private bodies) with the aim of giving:

- candidates the opportunity to have 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 the EURES Targeted mobility scheme project.
- candidates and employers to have 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.

DECLINE ACCEPT

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

4.6

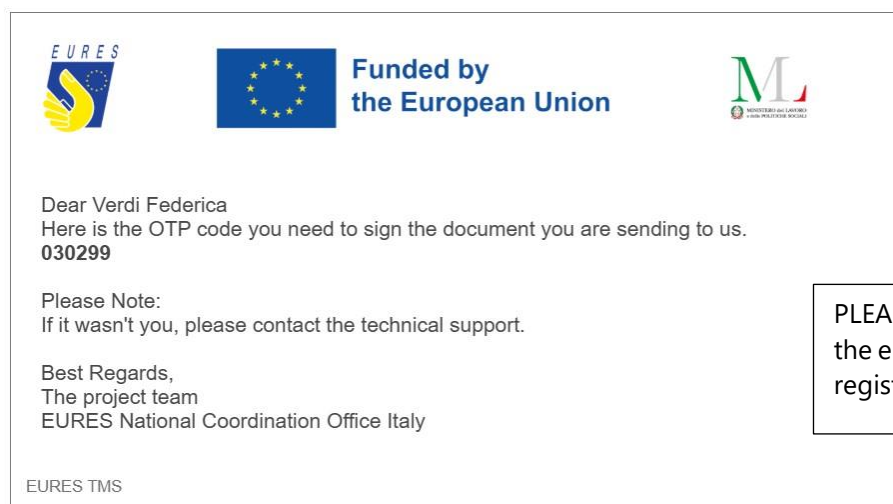


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→ The Legal Representative or their Delegate enter the **OTP** they received by e-mail (#4.7) and sign the **Training Programme Authorization Request** by clicking on **Confirm** (#4.8)



4.7

PLEASE NOTE: The OTP will be sent to the email address you provided in the registration form!

CO

4.8

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

PLEASE NOTE:
The OTP expires
within 10 minutes!

→ In order to complete signature procedure for the **Training Programme Authorisation**, the Legal Representative or their Delegate, click on **OK** (#4.9)

INFORMATION

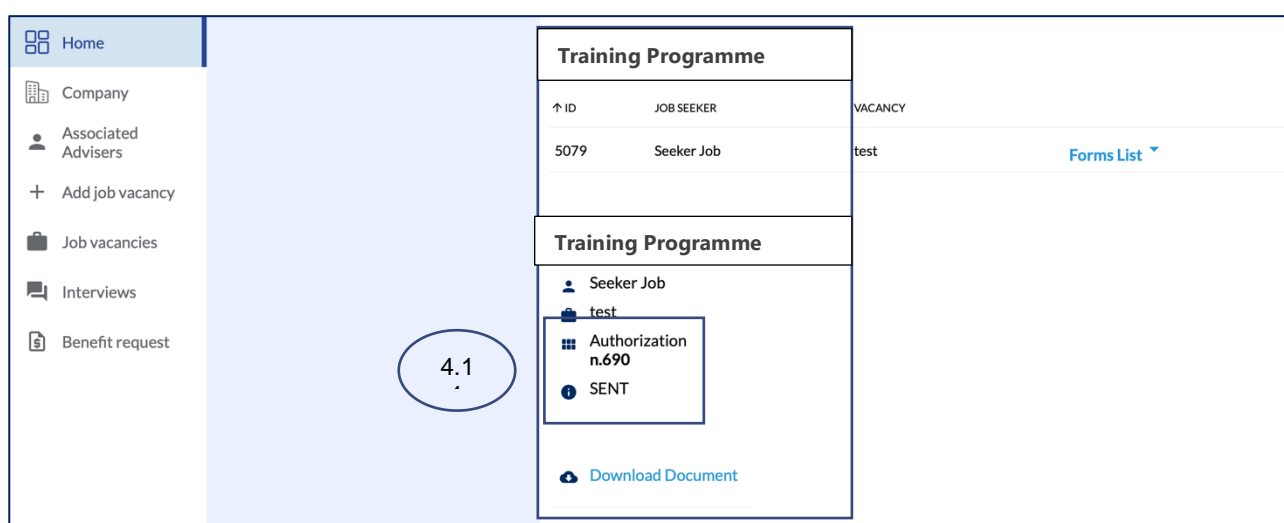
The document was successfully signed

4.9

→ Your **Training Programme Authorisation request** has been **Sent** (#4.10) and it is ready to be checked by your Adviser.

You can find it in your dashboard > **Activated Benefit Request**> **Training Programme**.

Please note: wait for your EURES TMS Adviser's approval before starting the Training Programme.



The screenshot shows the EURES TMS dashboard with a sidebar on the left containing navigation links: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, and Benefit request. The main content area displays the 'Training Programme' section. It includes a table with columns for ID, JOB SEEKER, and VACANCY. The first row shows ID 5079, JOB SEEKER 'Seeker Job', and VACANCY 'test'. Below the table, there is a 'Training Programme' card. Inside this card, a 'Seeker Job' section shows a 'test' status. Below that, an 'Authorization n.690' section shows a 'SENT' status. A blue circle highlights the '4.1' status next to the 'Authorization n.690' and 'SENT' status. At the bottom of the card, there is a 'Download Document' link.

HOW TO GET THE INTEGRATION PROGRAMME ALLOWANCE IN 2 STEPS (PAYMENT REQUEST PROCEDURE)

1

Training Programme Payment Request

→ From **Home**, go to **Activated Benefit requests - Training Programme** (#1.1), select the relevant Training Programme you want to apply for and select **Forms List** (#1.2), then click on **DRAFT** to open the form (#1.3)

1.1

Activated Benefit Requests

ID	EMPLOYER	VACANCY
354	Videomaker assistant	Forms List

1.2

Training programme n.354

- Videomaker assistant
- Request n.21
- DRAFT

Training programme n.354

- Videomaker assistant
- Authorization n.45
- AUTHORIZED
- \$ 1500.00

Download Document

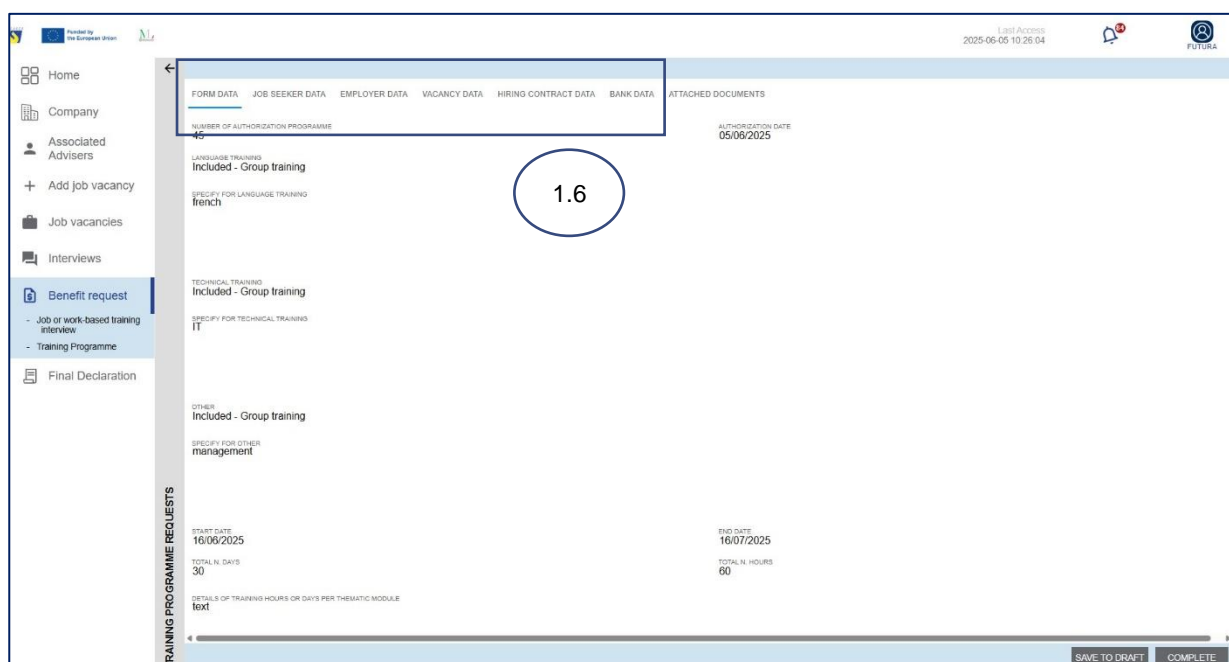
1.3

→ Remember, you always have two ways to view the benefits. If you use the left-hand menu, follow these steps: **Benefit Request (#1.4) > Training Programme > select the relevant Training Programme > View and Fill Out (#1.5)**

TRAINING PROGRAMME REQUESTS 13

REQUEST ID	MODULE ID	TYPE MODULE/FORM DESCRIPTION	MODULE STATE	JOBSEEKER	VACANCYID	VACANCYJOB TITLE	ADV VALIDATION D
<input type="checkbox"/> 354	45	Authorization n.45	AUTHORIZED	Paolo Paoli n.60729	3732	Videomaker assistant n.3732	05/06/2025
<input checked="" type="checkbox"/> 354	21	Request n.21	DRAFT	Paolo Paoli n.60729	3732	Videomaker assistant n.3732	
VIEW AND FILL OUT							
<input type="checkbox"/> 342	42	Authorization n.42	AUTHORIZED	Pietro Russo n.60723	3732	Videomaker assistant n.3732	13/05/2025
<input type="checkbox"/> 342	18	Request n.18	APPROVED	Pietro Russo n.60723	3732	Videomaker assistant n.3732	13/05/2025
<input type="checkbox"/> 333	39	Authorization n.39	AUTHORIZED	Maria Rossi n.60717	3732	Videomaker assistant n.3732	08/05/2025
<input type="checkbox"/> 333	15	Request n.15	APPROVED	Maria Rossi n.60717	3732	Videomaker assistant n.3732	08/05/2025
<input type="checkbox"/> 327	33	Authorization n.33	TO BE SIGNED	mario ponti n.60708	3732	Videomaker assistant n.3732	

→ The Form will automatically open, insert all the data required in **Form** and **Bank Data** and check that all information you provided (**Jobseeker, Employer, Vacancy, Hiring Contract 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 the required **Attached Documents** (#1.6), then click on **Complete** (#1.7)

Please refer to the FAQ at the end of the document to make sure that you have correctly uploaded the attachments

The screenshot shows the EURES portal interface. On the left is a sidebar menu with options: Home, Company, Associated Advisers, Add job vacancy, Job vacancies, Interviews, Benefit request (selected), and Final Declaration. The 'Benefit request' section is expanded, showing sub-options: Job or work-based training interview and Training Programme. The main content area has a top navigation bar with tabs: FORM DATA, JOB SEEKER DATA, EMPLOYER DATA, VACANCY DATA, HIRING CONTRACT DATA, BANK DATA, and ATTACHED DOCUMENTS (selected). Below the tabs, there are sections for 'SELF-DECLARATION OF COSTS INCURRED FOR THE TRAINING PROGRAMME', 'INVOICE/RECEIPT SHOWING THE COSTS ACTUALLY INCURRED BY THE SME AND/OR EXTERNAL PROVIDER', 'SIGNATURE SHEETS OF SME EMPLOYEES', and 'ADD OTHER DOCUMENTATION'. A blue box labeled '1.6' highlights the 'ATTACHED DOCUMENTS' tab. At the bottom right, there are two buttons: 'SAVE TO DRAFT' and 'COMPLETE'. A blue box labeled '1.7' highlights the 'COMPLETE' button. A text box labeled 'Click on COMPLETE' points to the 'COMPLETE' button.



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2

Sign the Training Programme Payment Request with One Time Password Code (OTP)

→ By clicking on **Complete**, the **Integration Programme Payment Request form** will automatically open (#2.1). To continue, click on **Send OTP** (#2.2) and follow the same flow indicated for the authorisation signature (see page 12-15)

DOCUMENT

Home

- Company
- Associated Advisers
- + Add job vacancy
- Job vacancies
- Interviews
- Benefit request
- Final Declaration

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Ministry of Labour and Social Policies
EURES National Coordination Office - Italy
Via Fornovo n. 8 - 00192 Roma
EURES-TMS@lavoro.gov.it

**EURES TARGETED MOBILITY SCHEME (TMS)
EMPLOYER PAYMENT REQUEST FOR TRAINING PROGRAMME TO
EURES TMS CANDIDATES AND EXISTING SME WORKERS**

I, the undersigned, Verdi Federica
Registration number DR786789
Representative of the Company Futura

SEND OTP

2.1

2.2

→ Your **Training Programme Payment request** has been **Sent** (#2.3) and it is ready to be checked by your Adviser.

You can find it in your dashboard > **Activated Benefit Request**> **Training Programme**.

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

Training programme n.354	Training programme n.354
Videomaker assistant	Videomaker assistant
Request n.21	Authorization n.45
SENT	AUTHORIZED
2.3	\$ 1500.00
Download Document	Download Document

→ Once your Adviser and the Project Staff have approved your **Training Programme Payment Request** the status will change to **Approved**.

Please note: the candidate/s hired/recruited by you **must confirm the participation to the Training Programme by a satisfaction questionnaire** through the EURES TMS platform; in case of discrepancy, you will be contacted by your project Adviser for clarifications.

Only when the Questionnaire will be completed, the Project Staff will start evaluating your Training Programme payment request form, and the status will change **from Approved to Approved to Pav.**

→ When the Project Staff send the request for payment, its status will change to **Paid** (#2.4)

Training programme
n.354

Videomaker assistant

Request n.21

PAID

\$ 1500.00 | 12/06/2025 | PAID

2.4

Download Document

Training programme
n.354

Videomaker assistant

Authorization n.45

AUTHORIZED

\$ 1500.00

Download Document

→ 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 - Hesitate** (#2.5)

Benefit Requests' Archive

REQUEST ID	REQUEST	JOB SEEKER	VACANCY	
354	Training programme	Paoli Paolo	Videomaker assistant	Forms List

Training programme
n.354

Videomaker assistant

Request n.21

TERMINATED

\$ 1500.00 | 12/06/2025 | HESITATE

2.5

Download Document

Training programme
n.354

Videomaker assistant

Authorization n.45

AUTHORIZED

\$ 1500.00

Download Document

HOW TO VALIDATE LEGAL REPRESENTATIVE OR THEIR DELEGATE'S E-MAIL ADDRESS

→ If the details or email address of the Legal Representative or their Delegate have changed and have not yet been validated, you can update them from the Dashboard by clicking on **Representatives** in the left-hand column(#1.1)

The screenshot shows the EURES dashboard with the 'Representatives' section selected. The left-hand column contains a red circle labeled '1.1' around the 'Representatives' link. The main content area shows the details for the 'Legal Representative' and 'Legal Representative Delegate'.

Legal Representative	Legal Representative Delegate
legalrepresentative@gmail.co	legalrepresentativedelegate@gmail.com
Documents	Documents

→ The **Employer/Representative Information** section will automatically open. Please enter the e-mail address of the Legal Representative or their Delegate and upload their identity cards (#1.2) and the delegation proxy form (#1.3)

The screenshot shows the EURES dashboard with the 'Representatives' section selected. The left-hand column contains a red circle labeled '1.2' around the 'Representatives' link. The main content area shows the details for the 'Legal Representative' and 'Legal Representative Delegate'.

Legal Representative	Legal Representative Delegate
Federica Verdi	Serena Fischietti
federicaverdi@gmail.com	serenafischietti@gmail.com
Documents	Documents

The 'Additional Forms' section is highlighted with a red circle labeled '1.3'.

1.2

1.3

The delegation proxy form can be downloaded from the **Additional Forms** section in your main Dashboard

Click on **Validate e-mail address** to receive the confirmation link for the new e-mail address (#1.2)

Please note: the **green letter icon** means that the email address **has been correctly validated**, while the **red letter icon** means that the email address **has not been validated yet**

→ Click on **Ok** to confirm the sending of the confirmation link to the Legal Representative or their Delegate e-mail address (#1.4)

Please note: the email with the validation link will be sent directly to the Legal Representative or their Delegate's new address



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→ **The Legal Representative or their delegate click the link received by e-mail** to confirm the new e-mail address (#1.5). After this procedure, the e-mail address has been validated.



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Dear Rossi Federica,
your email address has been entered by Chiara Rossi futura@gmail.com in the EURES TMS platform as the address of the legal representative of the company Futura.

To confirm your e-mail click on the following link (or copy and paste the address below in the address bar of your browser):

<https://eureslogin-stage.politicheattive.lavoro.gov.it/valida-email-lr/S3XA30I5UJ3/cf4a9ab2ef1ee653543ccba0bc938fd053bc86dcd362111e78dc0f89301da9e44Fmc8PDEY9>

After the link validation, you will be enabled to sign project forms via OTP.

1.5

If it wasn't you, please delete this e-mail.

Best regards,
The project team
EURES National Coordination Office Italy

→ The new email address will be indicated with the **green letter icon** (#1.6) once it has been validated

Home Company Associated Advisers Add job vacancy Job vacancies	EMPLOYER INFORMATION		1.6
	MAIN INFORMATION REPRESENTATIVES OFFICES BANK DATA		
	LEGAL REPRESENTATIVE		
	FIRST NAME Legal		
	SURNAME Representative		
	E-MAIL legalrepresentative@gmail.com		
	Mobile number		
	ID Card of the Legal Representative		



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

Please make sure all required annexes have been uploaded (refer to the FAQ at the end of the document to ensure the attachments are correct), and check that all fields in the form are properly filled in. Once everything is complete, please resubmit the form.

What happens next?

Once the form is completed and all required documents are attached, your application will be reviewed by your Adviser and the project staff.

If there are any issues or uncertainties, your Adviser will contact you for additional information or clarification.

If everything is correct and the documents are approved by the project staff, your benefit will be processed and issued 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!



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EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions Training Programme

1. Who can claim this measure?

SMEs (Small and medium-sized enterprises, staff < 250 employees) may request financial support for the training programme for newly recruited candidates under the project, as well as for existing employees within the company who require specialised training.

2. What should be the features of the Training Programme?

The training may be:

- internal (provided by the employer), external (provided through external providers selected by the employer), or a combination of both;
- on-site, remote, or a combination of both;
- individual, group-based, or a combination of both.

It is possible to include courses/modules in:

- language training (in the official language of the destination Country)³;
- and/or technical or specialised training;
- and other types of training (to be duly justified).

The duration and costs of the training programme may vary depending on the country, the upskilling needs, or the nature and duration of the services.

There is no time limit for the completion of the programme. However, all training activities must be concluded by the end date of the project (06/01/2027, unless extended).

³ If the newly hired candidate under the project also benefits from the individual "language training" allowance, the training provided by the SME may only cover a higher level than the one already attained or a different official language (in the case of countries with more than one official language).



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3. Which is the amount I can claim?

The training programme must include at least one worker recruited through EURES TMS. Under no circumstances may financial support be requested exclusively for workers already employed by the SME.

The amount of the benefit is calculated based on actual costs. For this reason, supporting documentation proving the expenses incurred must be attached to the benefit request. All activity-related costs must be justified, reasonable, and in line with the intended purpose and standard market prices.

For individual training, up to two SME employees may be trained for each newly recruited candidate;

For group training (including more than 3 participants): up to a maximum of €4,500.

4. When and which document should I upload for the Training Programme Authorisation Request?

The authorisation request may be submitted once the worker, trainee, or apprentice (recruited through the project) has officially started working at the SME and the training programme has at least been initiated. Required attachments:

- ✓ A copy of the employment contract signed by both parties
- ✓ Cost estimate for the planned training programme, either from the SME, the external provider, or both, in the case of a combined delivery format.

The **COST ESTIMATE FORM** can be downloaded from the main dashboard of the platform, under the '**Additional Forms**' section. It should then be completed and uploaded during the Training Programme Authorisation Request procedure (see page 11 of this guide).



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5. When and which document should I upload for the Training Programme Payment Request?

The payment request may be submitted upon completion of the training programme.

It is the responsibility of the assigned Adviser to verify that the training programme has been carried out in accordance with the terms outlined in the authorisation request. Subsequently, the project staff will assess the consistency of the actual costs incurred with both the submitted cost estimate and the supporting documentation, for the purpose of authorising the payment.

Payment will be made, in any case, only after the submission (via the platform) of a satisfaction questionnaire by the candidate recruited through the project.

If the programme was delivered exclusively by an external provider, the corresponding invoice must be submitted. If, instead, the training was carried out internally by the SME (either fully or partially), a specific self-declaration of the costs incurred must be completed, including details on how the amounts were calculated and any supporting documentation provided. Required documents:

- ✓ Supporting documents for the expenses incurred for the training programme;
- ✓ Attendance sheets signed by the participants;
- ✓ Self-declaration of the costs incurred for the training programme, to report any deviations from the approved plan and/or costs borne by the SME (for training programmes delivered fully or partially by the SME itself).

The **DECLARATION OF COSTS FORM** can be downloaded from the main dashboard of the platform, under the '**Additional Forms**' section. It should then be completed and uploaded during the Training Programme Payment Request procedure (see page 18 of this guide).