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

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.

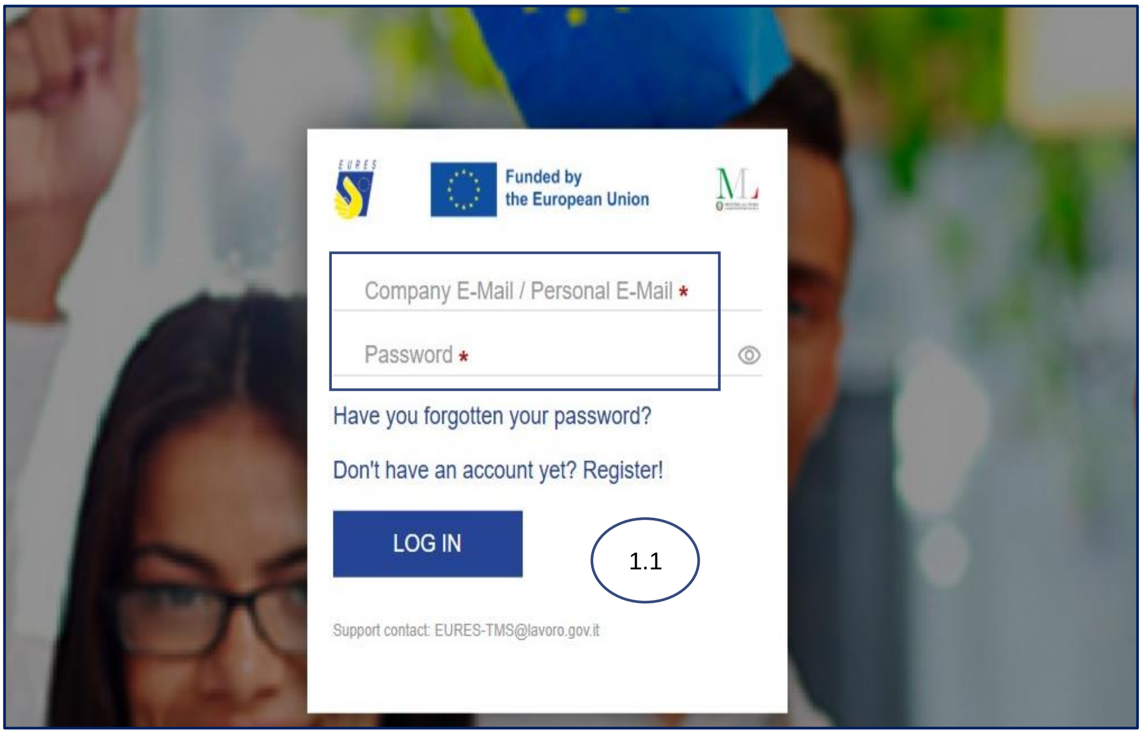
HOW TO GET THE TRAINING PROGRAMME ALLOWANCE IN 4 STEPS

(Authorisation Procedure)

1

Log in to the project platform

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



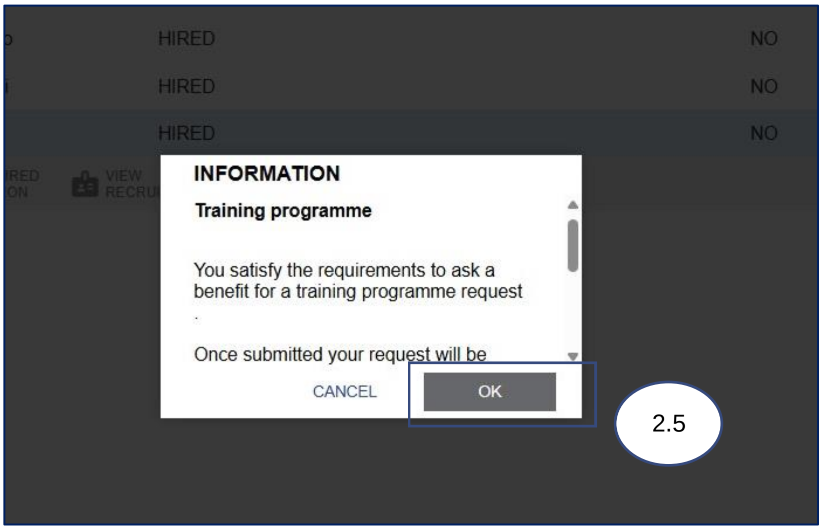
2

Activate the Training Programme financial benefit

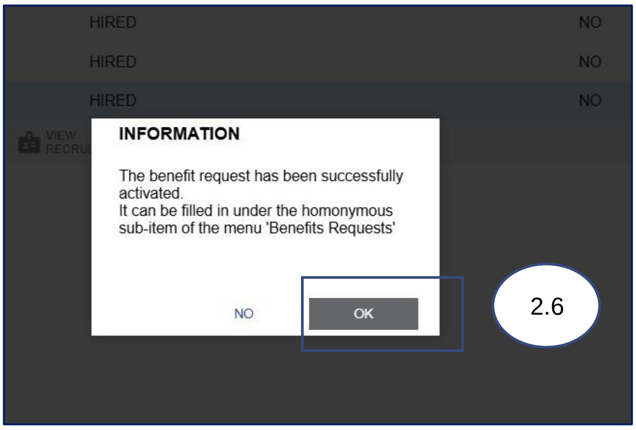
→ From **Home,** go to the side menu and look for **Job Vacancies** section, find the relevant vacancy and click on **Training Programme** (#2.1). You can also proceed from the **main dashboard**, where you can find the **Job Vacancies** section, select the relevant vacancy and click on **Candidate's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

→ 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)

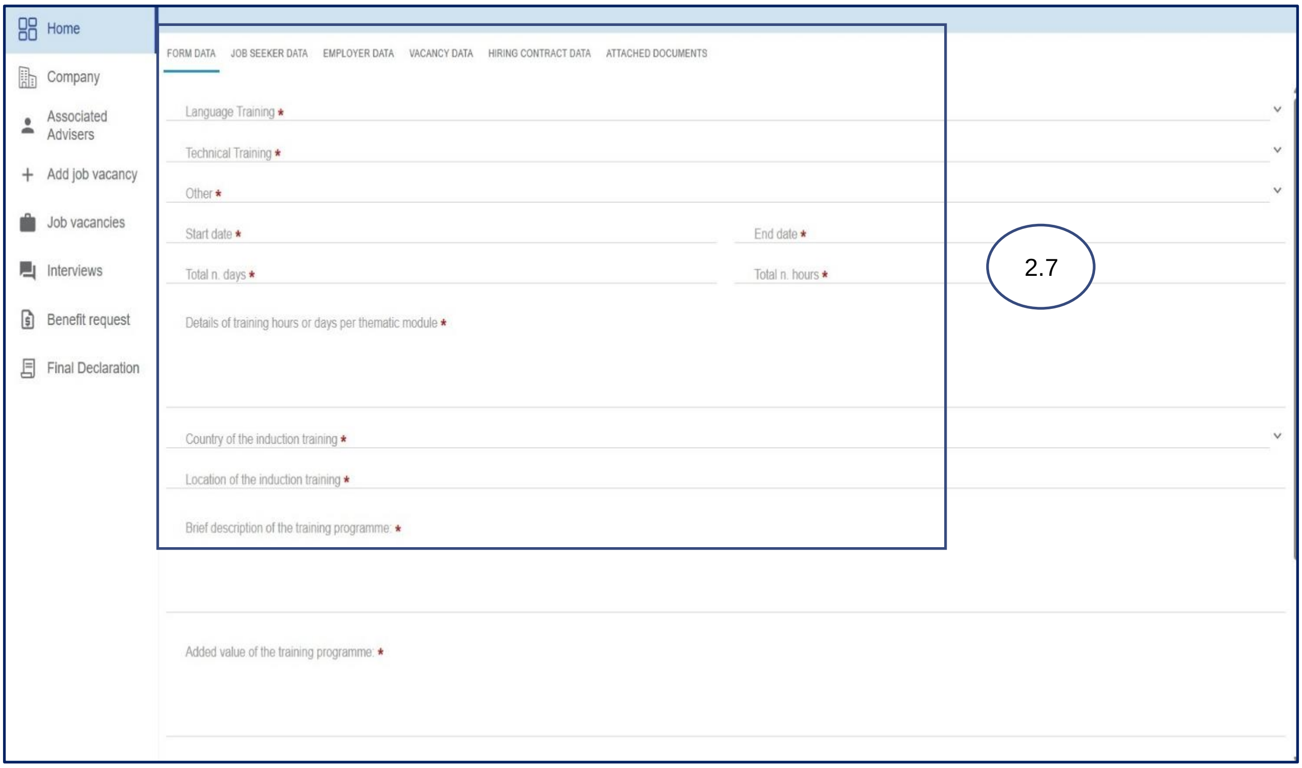
→ Read the information and click on **OK** (#2.5)



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

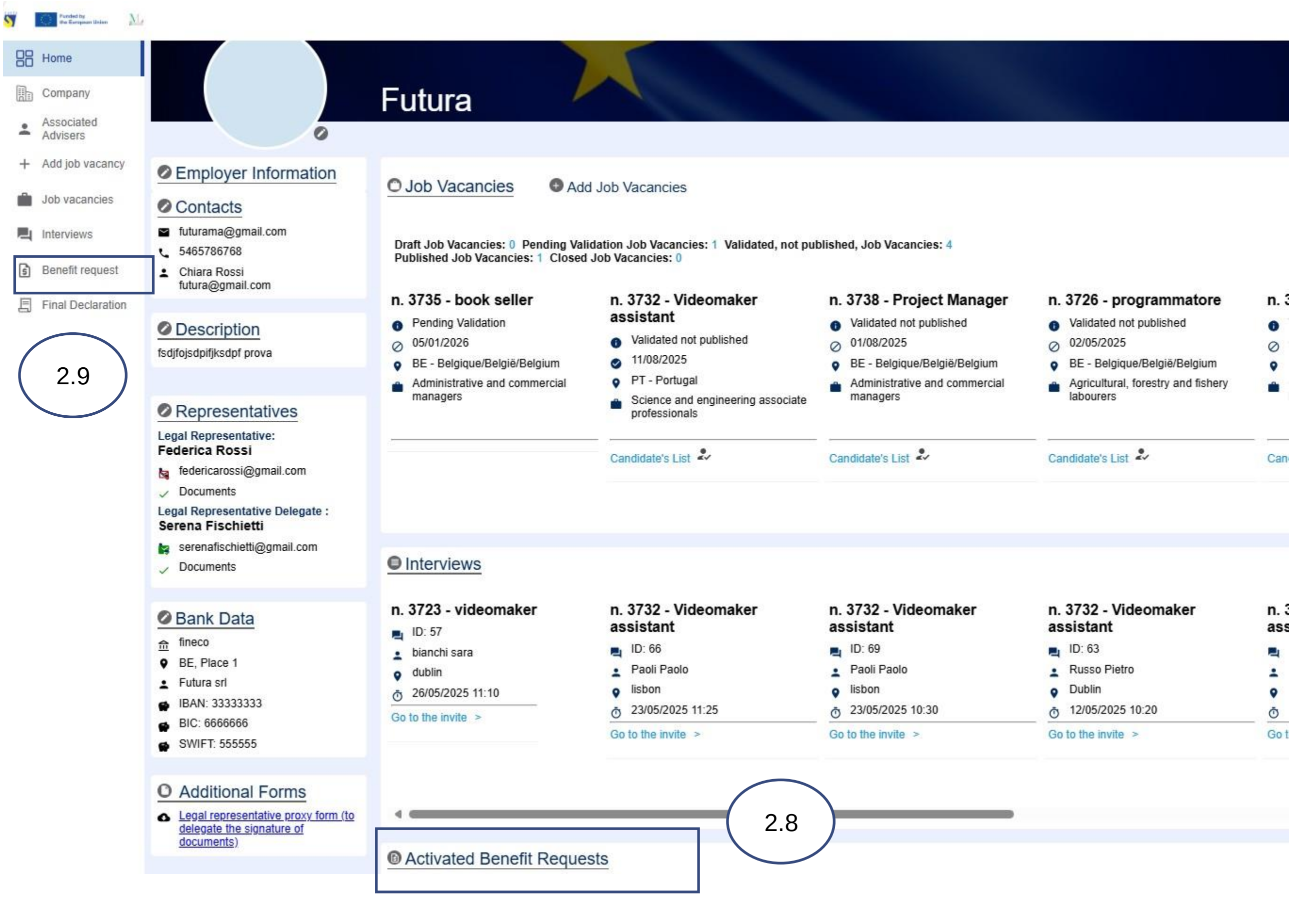


→ The **Training Programme Authorisation** application form page will automatically launch (#2.7), start completing the application. Or **save it to draft** to complete it later.



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

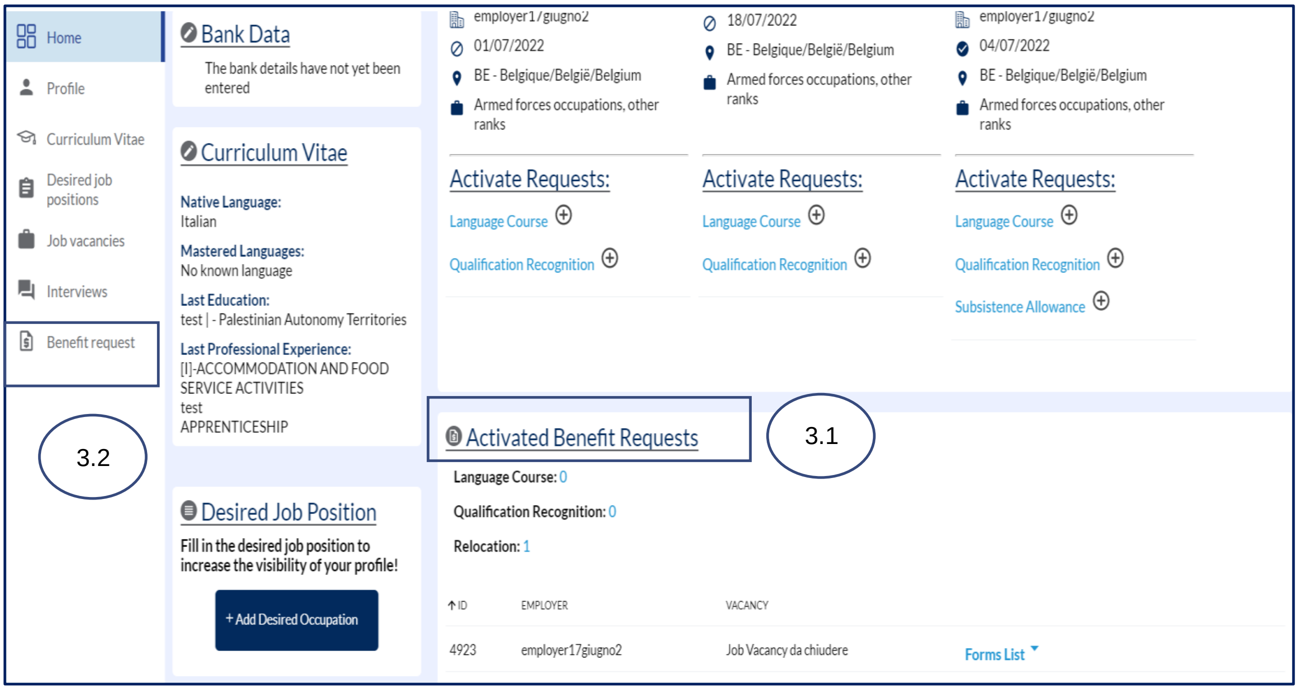
Or you can find it from the left side menu (#2.9) procedure: **Benefit Request** > **Training Programme**



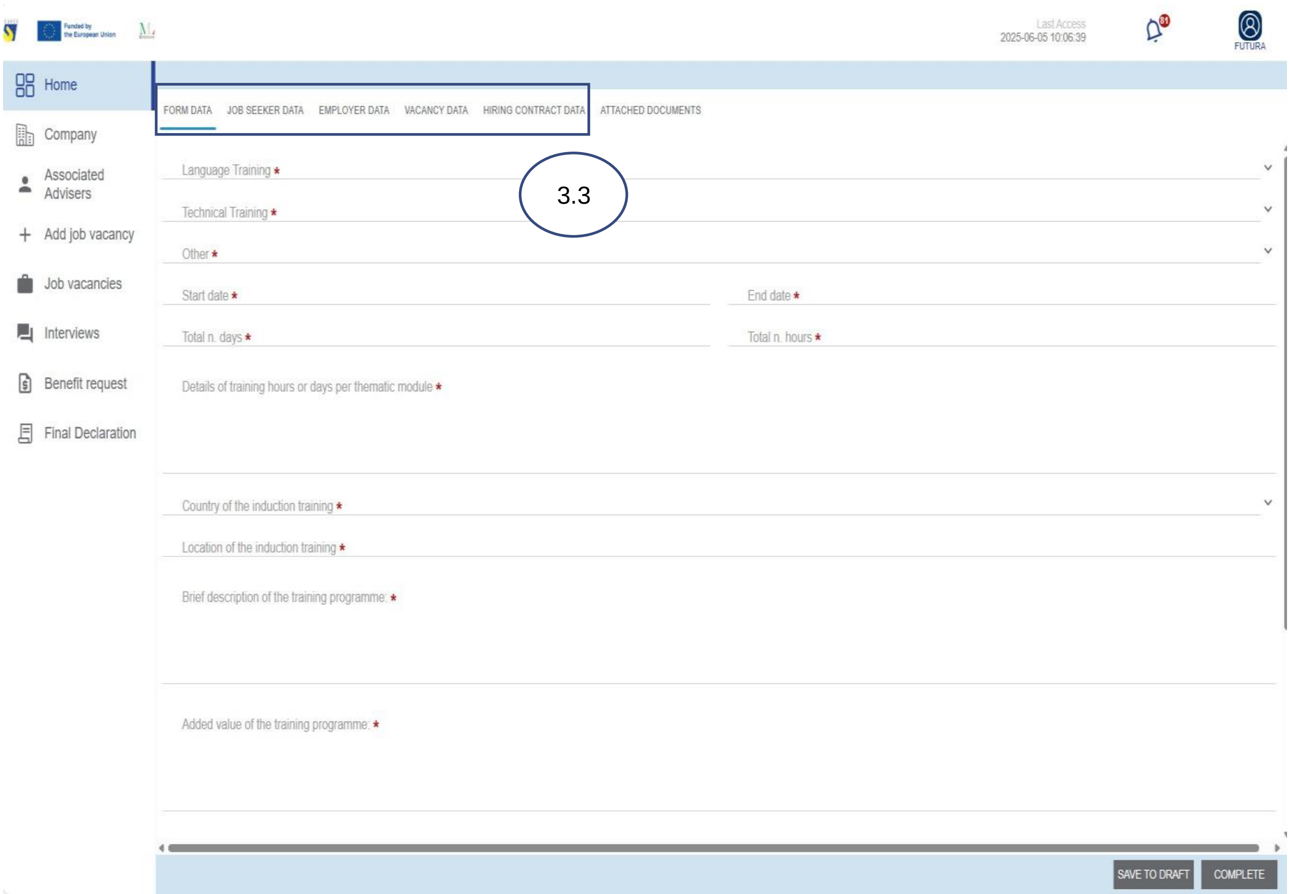
3

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)

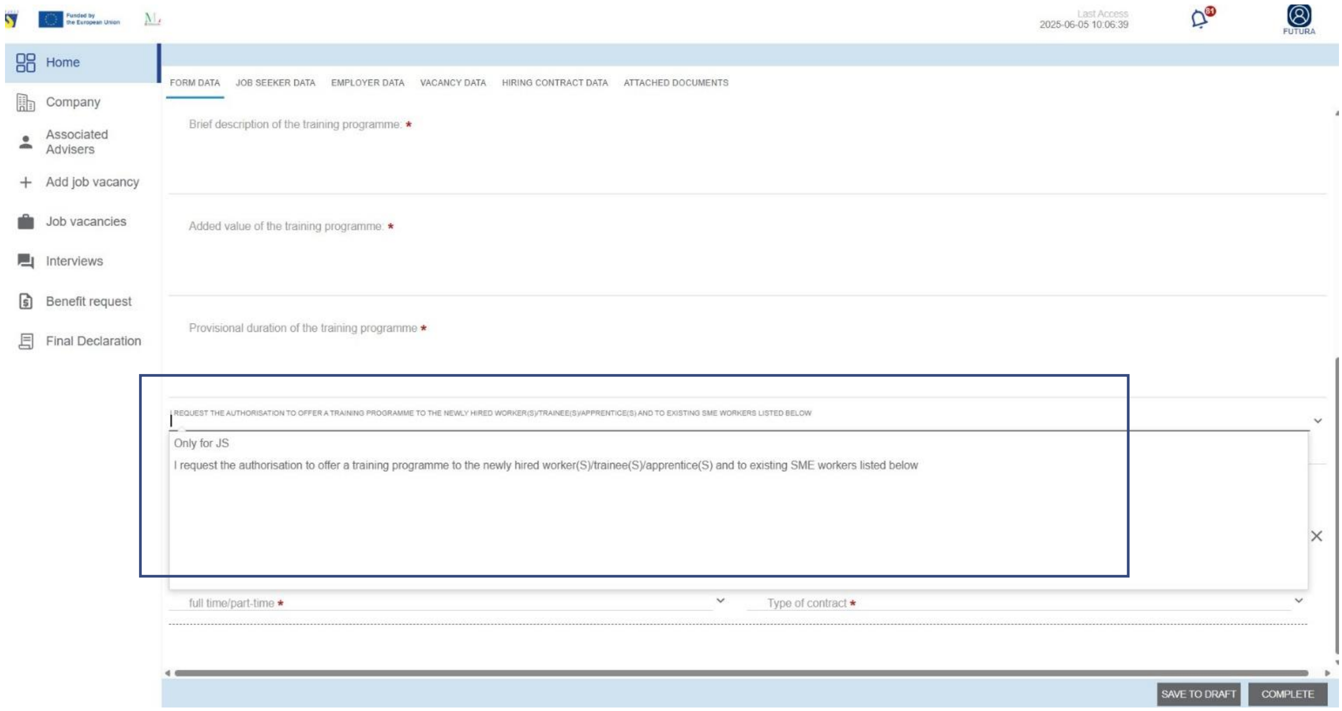


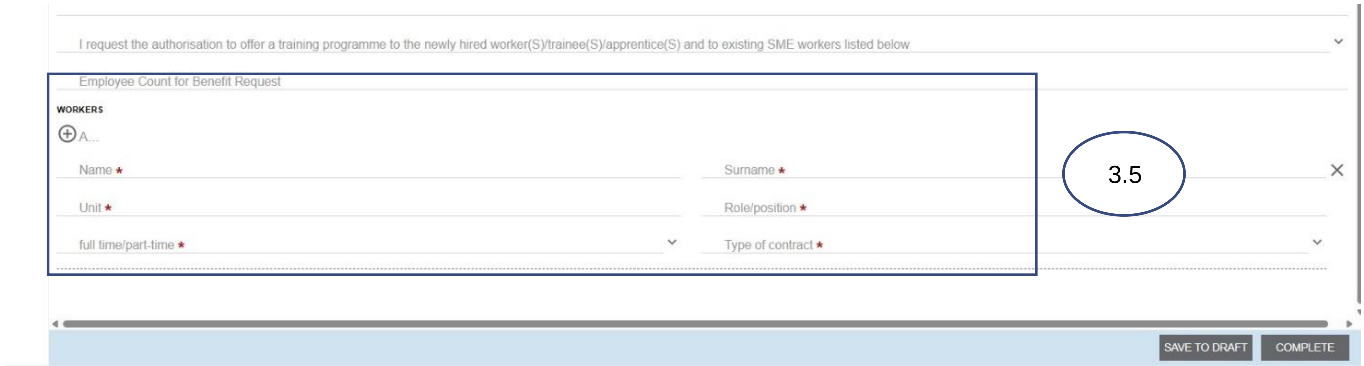
→ The Form will automatically open, insert all required data in **Form Data** and check all information you provided (**Jobseeker Data**, **Employer Data**, **Vacancy Data** and **Hiring Contract Data**) is correct (#3.3)



→ 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**

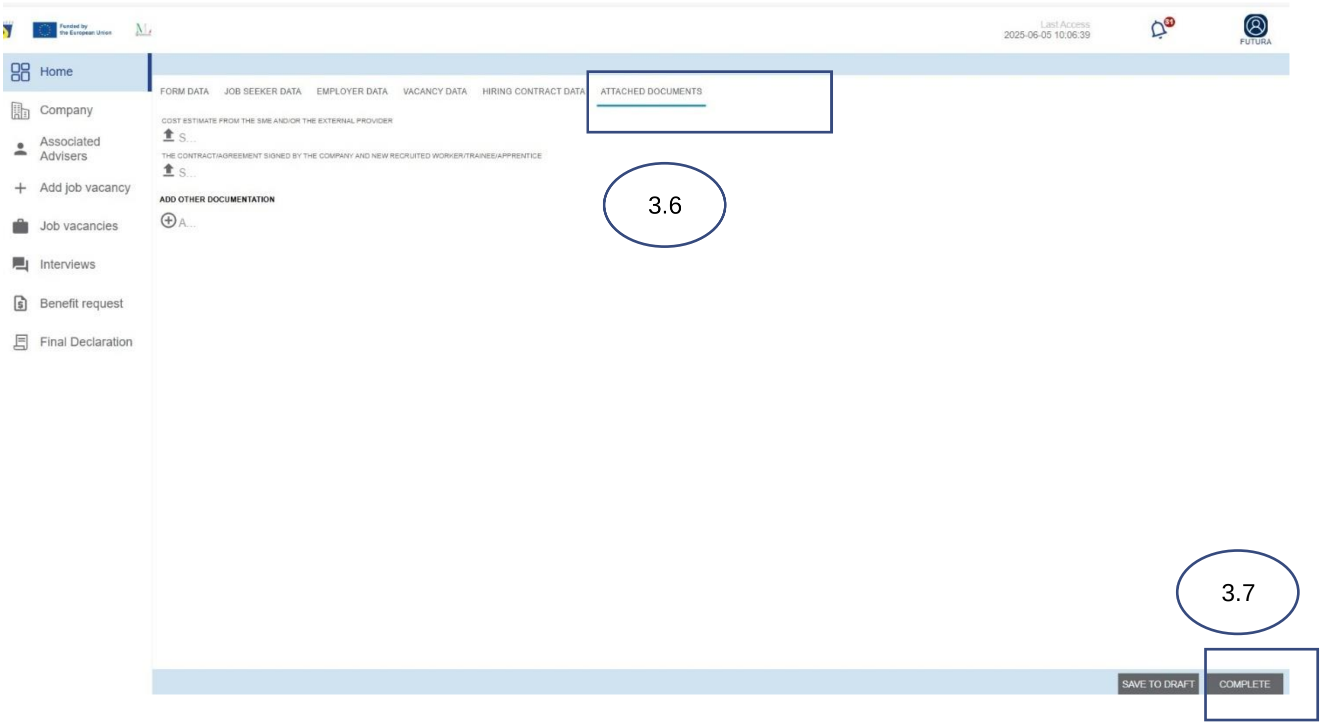
training,are eligible for each candidate taking part in the EURES TMS project) (#3.4) you can enter their details in the **'Form Data'** section at the bottom of the page (#3.5)





→ 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



4

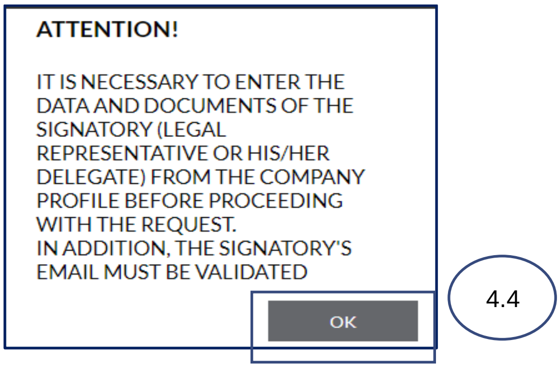
Sign the Training Programme Allowance Authorisation Request with One Time Password code (OTP)

→ 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)

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

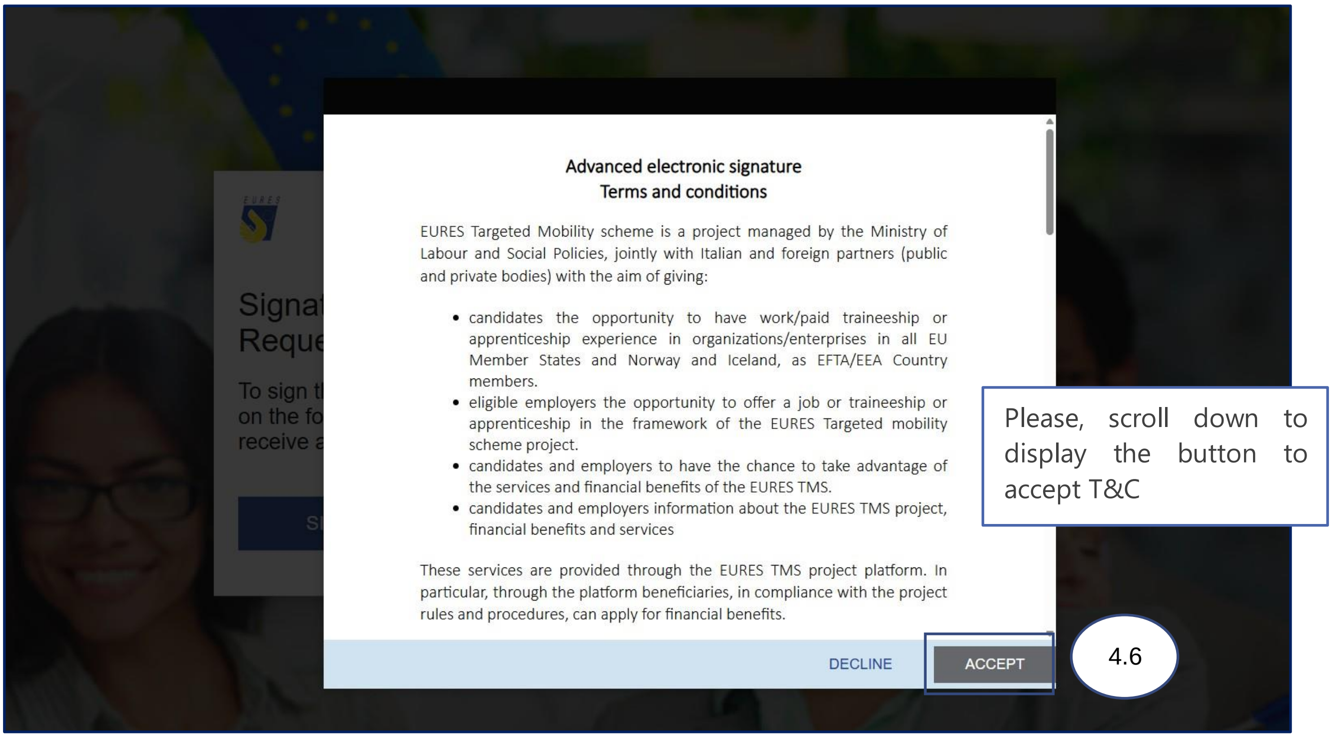
→ If it hasn't been done already, the system will ask you to enter the details of the legal representative or their delegate (depending on who was chosen to sign) and to validate their email to receive the OTP signature request.
If the Legal Representative or their Delegate details have already been 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 Legal Representive or their Delegate enter the **OTP** they received by e-mail (#4.7) and sign the **Training Programme Authorizatin Request** by clicking on **Confirm** (#4.8)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Dear Verdi Federica
Here is the OTP code you need to sign the document you are sending to us.
030299

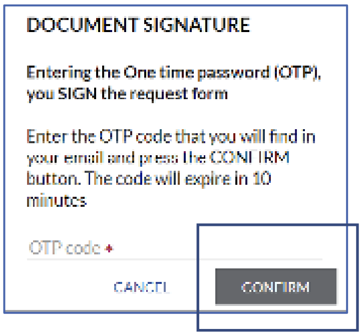
Please Note:
If it wasn't you, please contact the technical support.

Best Regards,
The project team
EURES National Coordination Office Italy

EURES TMS

4.7

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



4.8

PLEASE NOTE: The OTP expires within 10 minutes!

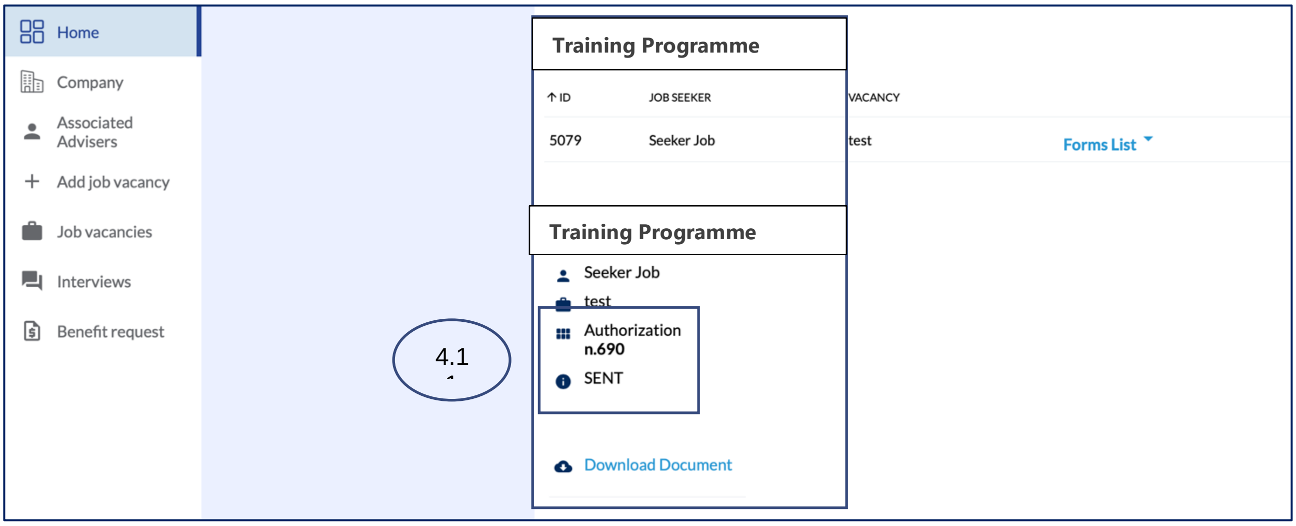
→ In order to complete signature procedure for the **Training Programme Authorisation,** the Legal Representative or their Delegate, click on **OK** (#4.9)

4.9

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

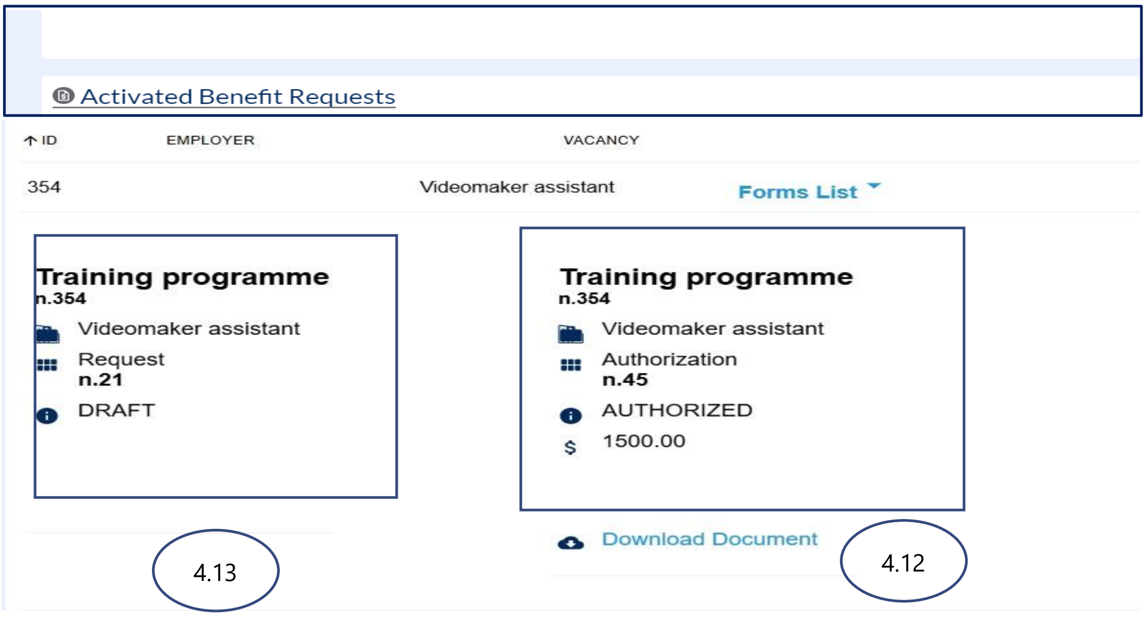
You can find it in your dashboard > **Activated Benefit Request> Training Programme.**

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



→ Once your Adviser approves the **Training Programme Authorisation Request**, the status will change to **Authorized** (#4.12) and the **Training Programme Payment Request Form** will automatically appear in **Draft** (#5.13)

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

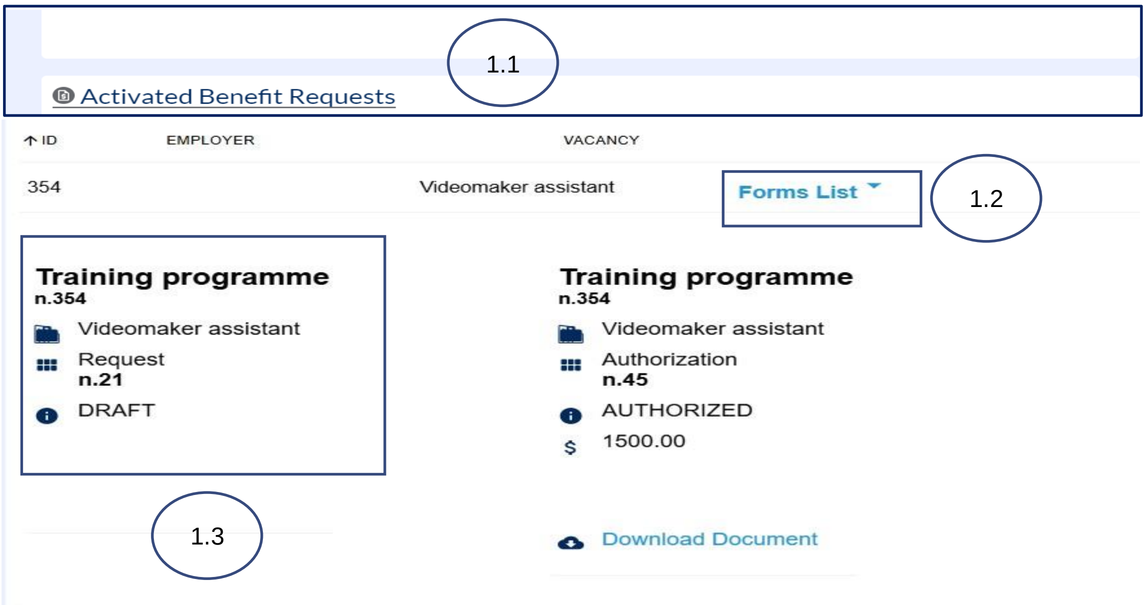


HOW TO GET THE INTEGRATION PROGRAMME ALLOWANCE
IN 2 STEPS (PAYMENT REQUEST PROCEDURE)

1

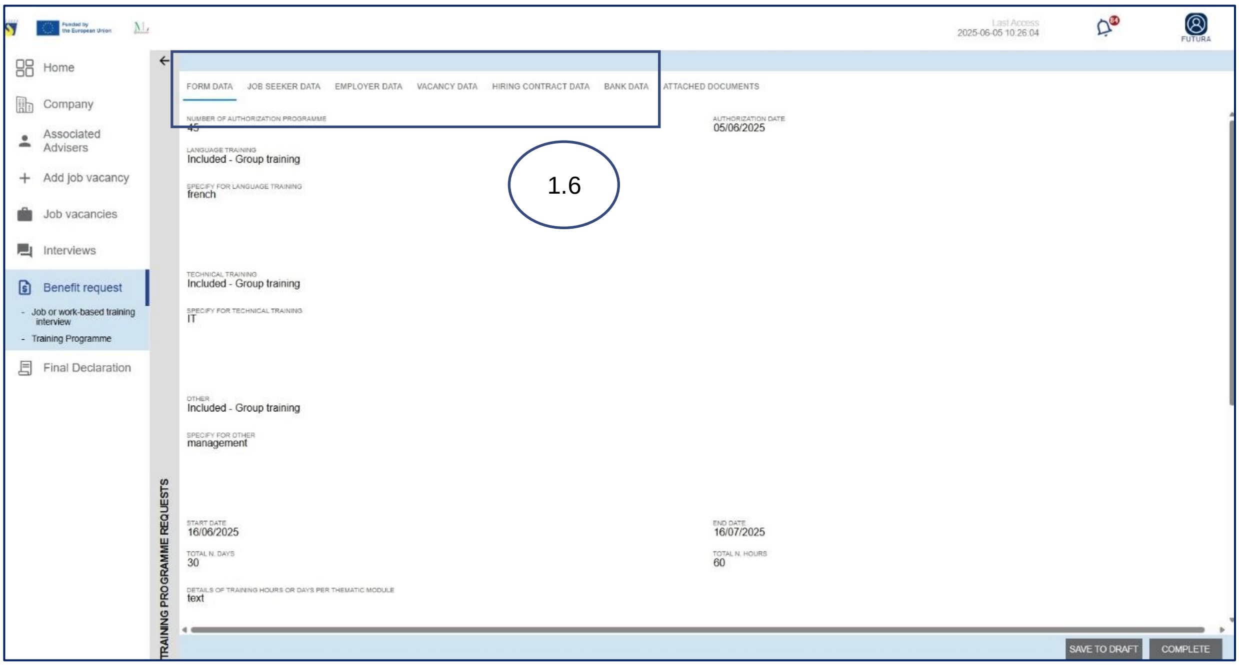
Training Programme Payment Request

→ 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)



→ 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)

→ 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)

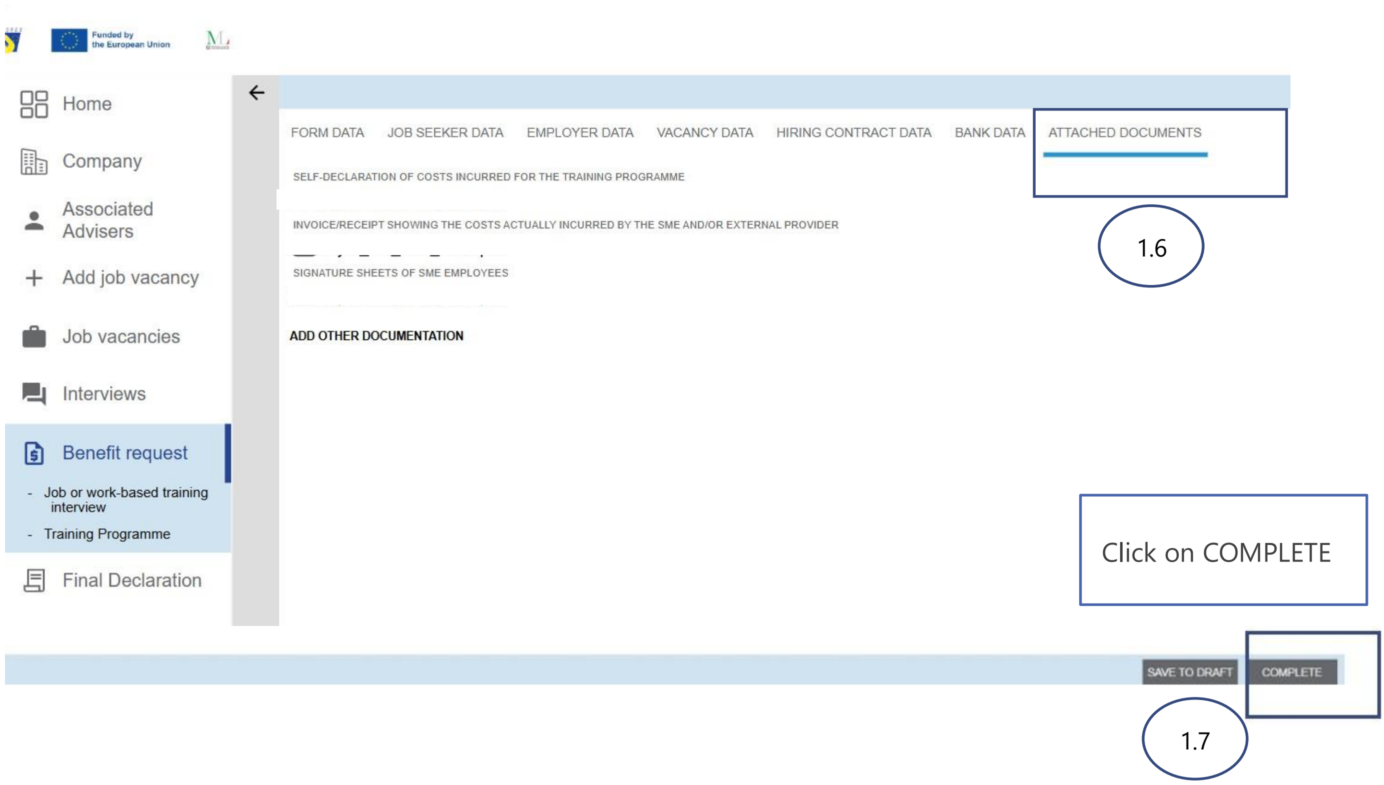


If you haven't done it yet: fill in the **bank details item**. If you have already done it, make sure that all data are up-to-date and correctly filled. Please consider that the required financial benefit is payable only if your bank details are correct.
The payment will be executed to the bank account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



2

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

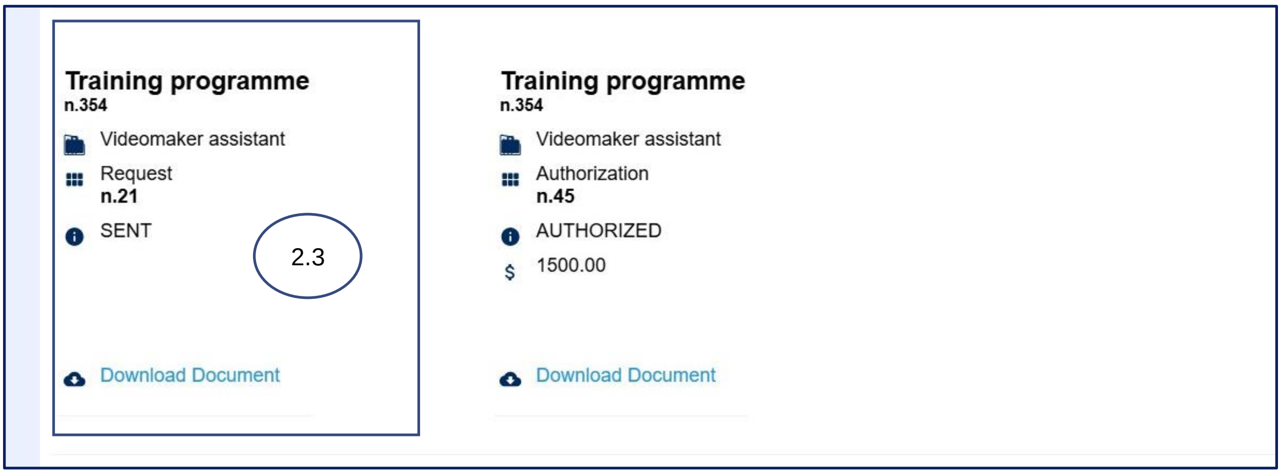
→ By clicking on **Complete**, the **Integration Programme Payment Request form** will automatically open (#2.1). To continue, click on **Send OTP** (#2.1) and follow the same flow indicated for the authorisation signature (see page 12-15)

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



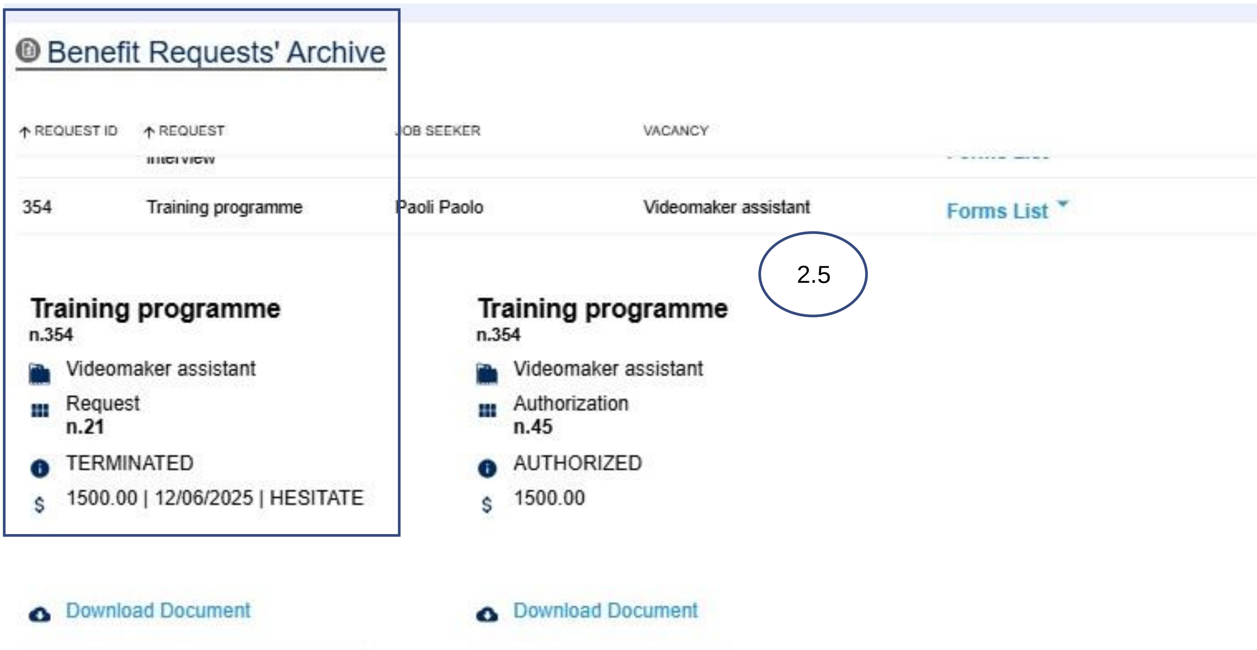
→ Once your Adviser and the Project Staff have approved your **Training Programme Payment Request** the status will change to **Approved.**

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 Pay.**

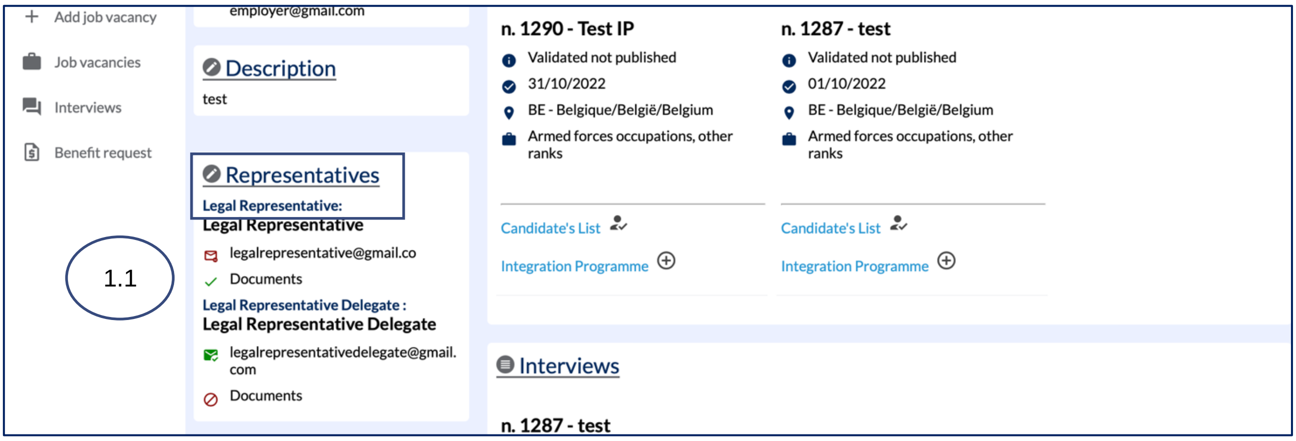
→ When the Project Staff send the request for payment, its status will change to **Paid** (#2.4)

→ 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)

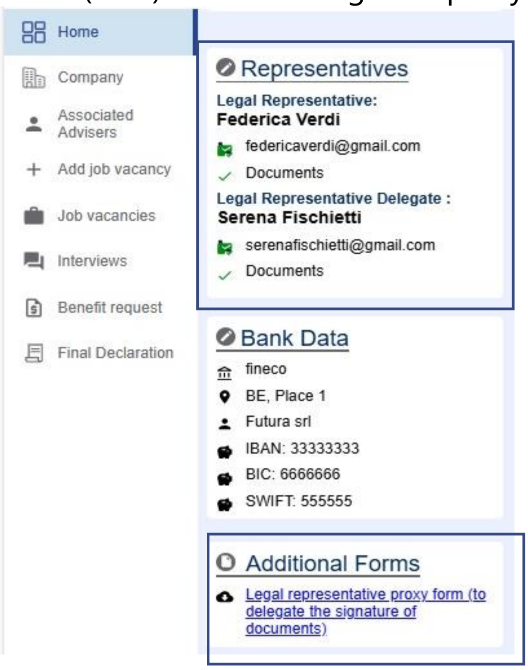


HOW TO VALIDATE LEGAL REPRESENTATIVE OR THEIR DELEGATE'S E-MAIL ADDRESS

→ 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 **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)



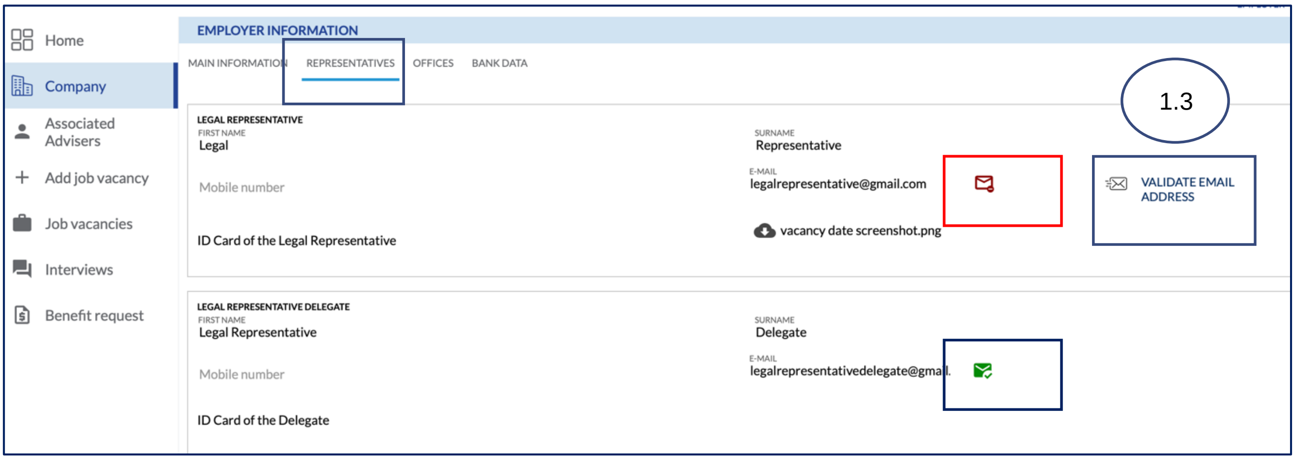
1.2

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

1.3

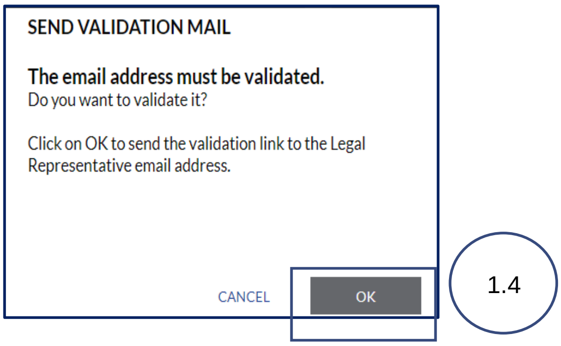
Click on **Validate e-mail address** to receive the confirmation link for the new e-mail address (#1.2)

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



→ **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.


EURES
Funded by the European Union

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

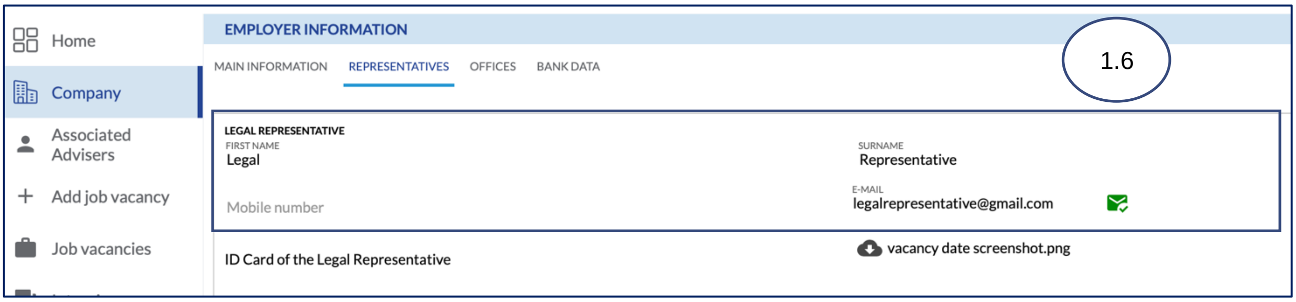
After the link validation, you will be enabled to sign project forms via OTP.

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

Best regards,
The project team
EURES National Coordination Office Italy

1.5

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



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!

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).

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 attachements:

✓ 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).

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).