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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 Language Training Allowance Advance/Balance reimbursement

Instructions for jobseekers

(Version 1 – June 2025)

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



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knowledge of another language spoken in the host country (as official language), you can apply for language course reimbursement once again!

There are two different 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 have finished your language course (if you want to benefit from a reimbursement in **one installment**, please read the guide “**Candidate application for Language Training - Total reimbursement**”).
- benefiting from a reimbursement in **two installments** (if you want to benefit from a reimbursement in **two installments**, please keep reading **this guide “Candidate application for Language Training – 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 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 Training Programme.



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HOW TO GET THE LANGUAGE TRAINING ALLOWANCE

This financial benefit request consists of two different phases:

1. After being pre-selected for a job vacancy, you should submit the ***Candidate Authorisation for attendance of Language Training***:
See how to **request the authorisation in four steps** (pp. 4-14)
2. See how to **request the payment** (pp.15-30).

After the Adviser validation of the authorisation 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 Guide.

On the other hand, if you wish to be reimbursed in two installments, please read the guide **"The Candidate Application for Language Training Total Reimbursement"**.

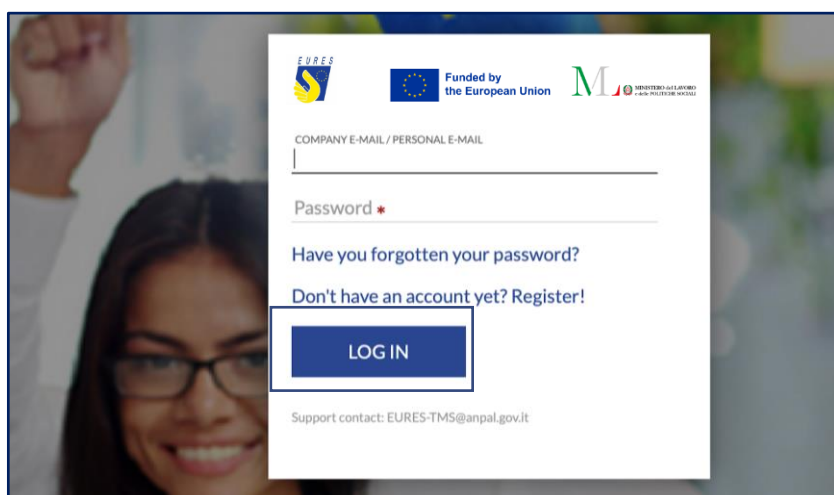
HOW TO GET THE LANGUAGE TRAINING ALLOWANCE IN 4 STEPS (AUTHORIZATION PROCEDURE)

1

Login to the project platform

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

1.1



The screenshot shows a login form for the EURES project platform. The form is overlaid on a background image of a smiling woman. The form includes the EURES logo, the European Union flag, and the logo of the Italian Ministry of Labour and Social Policies. The text 'Funded by the European Union' is displayed. The form has two input fields: 'COMPANY E-MAIL / PERSONAL E-MAIL' and 'Password *'. Below the password field are links for 'Have you forgotten your password?' and 'Don't have an account yet? Register!'. A blue 'LOG IN' button is at the bottom of the form. At the very bottom, the support contact 'EURES-TMS@anpal.gov.it' is listed.

2

Activate the Language Course authorisation

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

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

→ Then, click on **OK** (#2.5)


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'

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 you **Complete** it.



Home

X







FORM DATA

JOB SEEKER DATA

EMPLOYER DATA

VACANCY DATA

ATTACHED DOCUMENTS

-  Profile
-  Curriculum Vitae
-  Desired job positions
-  Job vacancies
-  Interviews
-  Benefit request

Course language

Language level of the course

Contents of the Language Course

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)

2.6

SAVE TO DRAFT

COMPLETE

CANCEL



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→ In case saved the form in **Draft**, you can then find the **Language Course** in the **Activated Benefit Requests** section (#2.7)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

Desired Job Position

desired ★

CZ - Česko/Czech Republic

Albanian

Legislators, senior officials and managers:

Armed forces occupations, other ranks

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

3

Fill in the Language Course authorization request form

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

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA

JOB SEEKER DATA

EMPLOYER DATA

VACANCY DATA

ATTACHED DOCUMENTS

COURSE LANGUAGE
Greek

LANGUAGE LEVEL OF THE COURSE
A1 - BASIC USER

CONTENTS OF THE LANGUAGE COURSE
test

3.1

COUNTRY OF LANGUAGE COURSE
DK - Denmark

LANGUAGE COURSE START DATE
13/10/2022

TOTAL HOURS OF THE LANGUAGE COURSE
200

TOTAL MONTHS OF THE LANGUAGE COURSE
4

COST OF THE LANGUAGE COURSE (EUR)
1000

SAVE TO DRAFT

COMPLETE

CANCEL

→ Insert all data required in **Form Data** and check that all information you provided (**Jobseeker**, **Employer** and **Vacancy Data**) is correct (#3.2)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

FORM DATA

JOB SEEKER DATA

EMPLOYER DATA

VACANCY DATA

ATTACHED DOCUMENTS

COURSE LANGUAGE
Greek

LANGUAGE LEVEL OF THE COURSE
A1 - BASIC USER

CONTENTS OF THE LANGUAGE COURSE
test

3.2

COUNTRY OF LANGUAGE COURSE
DK - Denmark

LANGUAGE COURSE START DATE
13/10/2022

TOTAL HOURS OF THE LANGUAGE COURSE
200

TOTAL MONTHS OF THE LANGUAGE COURSE
4

COST OF THE LANGUAGE COURSE (EUR)
1000



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→ Upload the required **Attached Documents** (#3.3)

To verify that all required attachments have been uploaded correctly, please refer to the FAQ section at the end of this document.

The screenshot shows the 'ATTACHED DOCUMENTS' tab in the application form. The left sidebar contains links to Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area has tabs for FORM DATA, JOB SEEKER DATA, EMPLOYER DATA, VACANCY DATA, and ATTACHED DOCUMENTS. Under the ATTACHED DOCUMENTS tab, there is a section for 'A COPY OF THE TRAINING PROGRAMME BROCHURE' with a 'Select file' button, and a section for 'ADD OTHER DOCUMENTATION' with an 'Add' button. A red circle highlights the number '3.3' next to the 'Add' button.

→ **Complete** the Application Form (#4.3)

The screenshot shows the 'FORM DATA' tab in the application form. The left sidebar is the same as in the previous screenshot. The main content area has tabs for FORM DATA, JOB SEEKER DATA, EMPLOYER DATA, VACANCY DATA, and ATTACHED DOCUMENTS. Under the FORM DATA tab, there are several fields for course information: COURSE LANGUAGE (Greek), LANGUAGE LEVEL OF THE COURSE (A1 - BASIC USER), CONTENTS OF THE LANGUAGE COURSE (test), COUNTRY OF LANGUAGE COURSE (DK - Denmark), LANGUAGE COURSE START DATE (13/10/2022), TOTAL HOURS OF THE LANGUAGE COURSE (200), TOTAL MONTHS OF THE LANGUAGE COURSE (4), and COST OF THE LANGUAGE COURSE (EUR) (1000). A red circle highlights the number '3.4' next to the 'COMPLETE' button. Below the form, there are three buttons: 'SAVE TO DRAFT', 'COMPLETE', and 'CANCEL'. A red box highlights the 'COMPLETE' button with the text 'Click on COMPLETE'.



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

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



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4

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

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

Home | DOCUMENT

Profile | Curriculum Vitae | Desired job positions | Job vacancies | Interviews | Benefit request

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EURES National Coordination Office - Italy
ANPAL
Via Fornovo n. 8 - 00192 Roma
EURES-TMS@anpal.gov.it

4.1

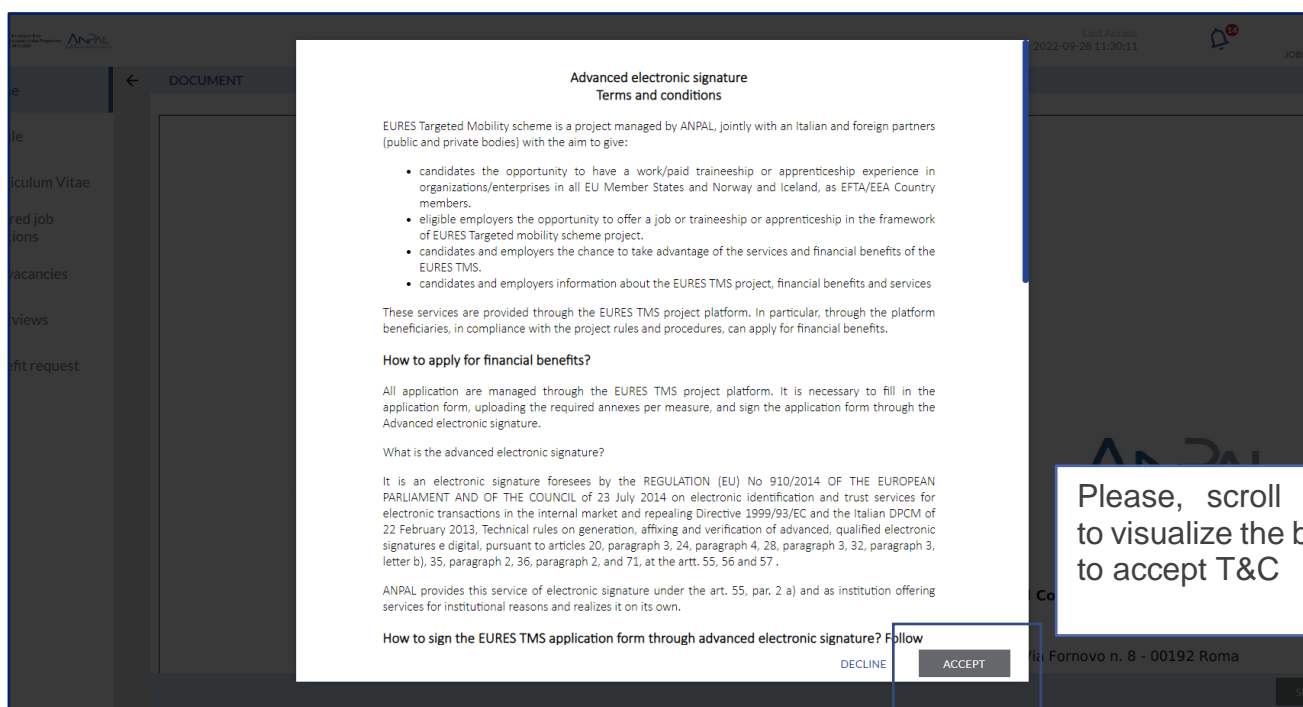
EURES - TARGETED MOBILITY SCHEME (TMS)
CANDIDATE REQUEST OF AUTHORISATION FOR ATTENDANCE OF LANGUAGE COURSE

I, the undersigned, 17giugno Jobseeker
Nationality ITALIAN
Resident in IT145 - Frosinone - test
Country IT - Italia/Italy

4.2

SEND OTP

→ 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

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

4.3





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



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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

TMS ©2022

4.4

4.5

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!

→ Your **Request of Authorisation** has been correctly signed. Click on **OK** to complete the procedure (#4.6)

4.6

INFORMATION

The document was successfully signed

→ Your signed **Authorisation 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

The screenshot shows the EURES dashboard interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections. The 'Desired Job Position' section shows a job listing for 'CZ - Česko/Czech Republic' with the role of 'Legislators, senior officials and managers'. The 'Activated Benefit Requests' section is highlighted, showing a table with columns for ID, EMPLOYER, and VACANCY. A red circle highlights the status '4.7' in the 'VACANCY' column for the first row. Below the table, there is a section for 'Language course' with details for 'n.4921', 'employer17giugno2', 'Job Vacancy 17 giugno', 'Authorization n.1120', and 'SENT'. A 'Download Document' link is also visible.

ID	EMPLOYER	VACANCY
4921	employer17giugno2	Job Vacancy 17 giugno

Language course
n.4921
employer17giugno2
Job Vacancy 17 giugno
Authorization n.1120
SENT

[Download Document](#)

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

1

Fill in the language course payment request

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

Activated Benefit Requests

Language Course: 2

ID	EMPLOYER	VACANCY	
4918	Employer ND	New Platform	Forms List
4915	Employer ND	New Platform	Forms List Make a Choice

Language course n.4915

- Employer ND
- New Platform
- Authorization n.1114
- AUTHORIZED
- \$ 100.00
- [Download Document](#)

→ Select **Advance/Balance** (#1.3) as way of payment and then click on **OK** (#1.4)

MAKE A PATH CHOICE

To continue with the request it is necessary to express whether to continue with the TOTAL request or divided into ADVANCE / BALANCE

Make Your Choice:

☐ Total ☒ Advance / Balance

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

Activated Benefit Requests

Language Course: 2

ID	EMPLOYER	VACANCY	FORMS LIST
4915	Employer ND	New Platform	Forms List

Language course n.4915

- Employer ND
- New Platform
- Request - Advance n.156
- 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)

Form Data

AUTHORIZATION DATE
26/09/2022

COURSE LANGUAGE
English

LANGUAGE LEVEL OF THE COURSE
A1 - BASIC USER

CONTENTS OF THE LANGUAGE COURSE
test

COUNTRY OF LANGUAGE COURSE
BE - Belgique/België/Belgium

LANGUAGE COURSE START DATE
08/09/2022

TOTAL HOURS OF THE LANGUAGE COURSE
100

TOTAL MONTHS OF THE LANGUAGE COURSE
2

COST OF THE LANGUAGE COURSE (EUR)
1200,00

Advance fee for the language course

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)

→ Read the instructions you received and click on **OK** (#2.6)

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.

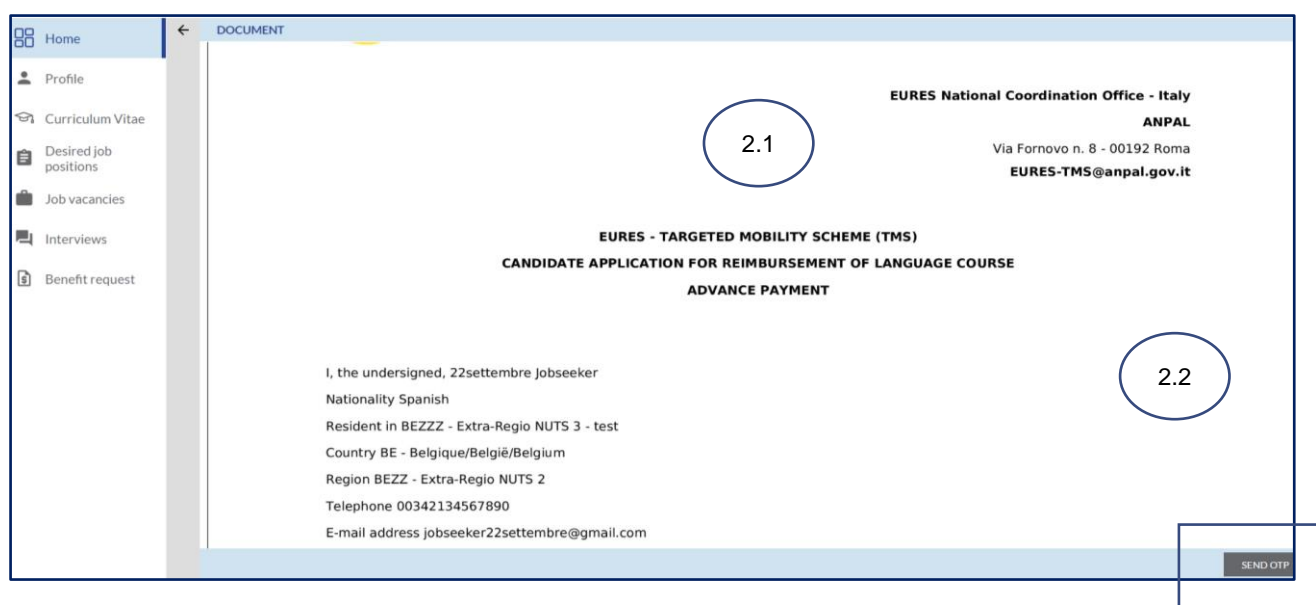
CANCEL

OK

2

Sign the Advance Payment Request with One Time Password code (OTP)

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



Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

DOCUMENT

2.1

EURES National Coordination Office - Italy
ANPAL
Via Forno n. 8 - 00192 Roma
EURES-TMS@anpal.gov.it

EURES - TARGETED MOBILITY SCHEME (TMS)
CANDIDATE APPLICATION FOR REIMBURSEMENT OF LANGUAGE COURSE
ADVANCE PAYMENT

I, the undersigned, 22settembre Jobseeker
Nationality Spanish
Resident in BEZZZ - Extra-Regio NUTS 3 - test
Country BE - Belgique/België/Belgium
Region BEZZ - Extra-Regio NUTS 2
Telephone 00342134567890
E-mail address jobseeker22settembre@gmail.com

2.2

SEND OTP



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

**Advanced electronic signature
Terms and conditions**

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- 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

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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?

DECLINE ACCEPT

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

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**MINISTERO del LAVORO
e delle POLITICHE SOCIALI**

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

TMS ©2022

2.4

2.5

DOCUMENT SIGNATURE

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
832927

CANCEL CONFIRM

PLEASE NOTE: the OTP expires within 10 minutes!

→ Your **Advance Payment Request** has been signed, click on **OK** to complete the procedure (#2.6)

2.6

INFORMATION

The document was successfully signed

OK

→ Your **Advance 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

Activated Benefit Requests

Language Course: 2

ID	EMPLOYER	VACANCY
4915	Employer ND	New Platform

Forms List

Language course n.4915

- Employer ND
- New Platform
- Request - Advance n.156
- SENT**
- Download Document

Language course n.4915

- Employer ND
- New Platform
- Authorization n.1114
- AUTHORIZED
- \$ 100.00
- Download Document



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→ Once your Adviser has approved your **Advance Payment Request**, the status will change to **Approved** (#2.8)

The screenshot displays the EURES portal interface. On the left is a navigation menu with links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' and includes a 'Language Course: 2' filter. Below this is a table with columns for ID, EMPLOYER, and VACANCY. The table contains one row with ID 4915, Employer ND, and New Platform. To the right of the table are three panels, each showing details for 'Language course n.4915'. The first panel shows 'Request - Total/Balance n.315' with a 'DRAFT' status. The second panel shows 'Request - Advance n.156' with an 'APPROVED' status and a value of '\$ 50.00'. The third panel shows 'Authorization n.1114' with an 'AUTHORIZED' status and a value of '\$ 100.00'. A red circle with the number '2.8' is placed over the 'APPROVED' status in the second panel. The left sidebar also contains sections for 'Desired Job Position' and 'Additional Forms'.

→ Once the Project Staff has approved your **Advance Payment Request**, the status will change to **Approved – To Pay** (#2.9)

The screenshot shows the EURES portal interface. On the left is a navigation menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' and shows 'Language Course: 2'. Below this is a table with columns: ID, EMPLOYER, and VACANCY. The table contains one row with ID 4915, Employer ND, and New Platform. To the right of the table, there are three panels for 'Language course n.4915'. The first panel shows 'Employer ND', 'New Platform', 'Request - Total/Balance n.315', and 'DRAFT'. The second panel shows 'Employer ND', 'New Platform', 'Request - Advance n.156', and 'APPROVED'. The third panel shows '\$ 50.00 | TO PAY'. A red circle highlights the number '2.9' next to the 'APPROVED' status.

→ When the payment request is paid, your **Language Course Advance Payment Request** status will change to **Terminated – Hesitate** (#2.10)

The screenshot shows the EURES portal interface. On the left is a navigation menu with options: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' and shows 'Language Course: 2'. Below this is a table with columns: ID, EMPLOYER, and VACANCY. The table contains one row with ID 4915, Employer ND, and New Platform. To the right of the table, there are three panels for 'Language course n.4915'. The first panel shows 'Employer ND', 'New Platform', 'Request - Total/Balance n.315', and 'DRAFT'. The second panel shows 'Employer ND', 'New Platform', 'Request - Advance n.156', and 'TERMINATED'. The third panel shows '\$ 50.00 | 03/10/2022 | HESITATE'. A red circle highlights the number '2.10' next to the 'TERMINATED' status.

3

Balance Payment Request

→ From **Home - Activated Benefit Requests** section, you will be able to see both your completed **Advance payment form** and your new **Total/Balance payment request form** in draft and ready to be completed. Click on **Draft** and proceed with the second part of your Language Course allowance (#3.1)

The screenshot shows the EURES portal interface. On the left is a sidebar with navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'Activated Benefit Requests' and shows a table of requests. A callout circle labeled '3.1' highlights the 'Draft' status of a 'Language course n.4915'.

ID	EMPLOYER	VACANCY	Forms List
4915	Employer ND	New Platform	Forms List

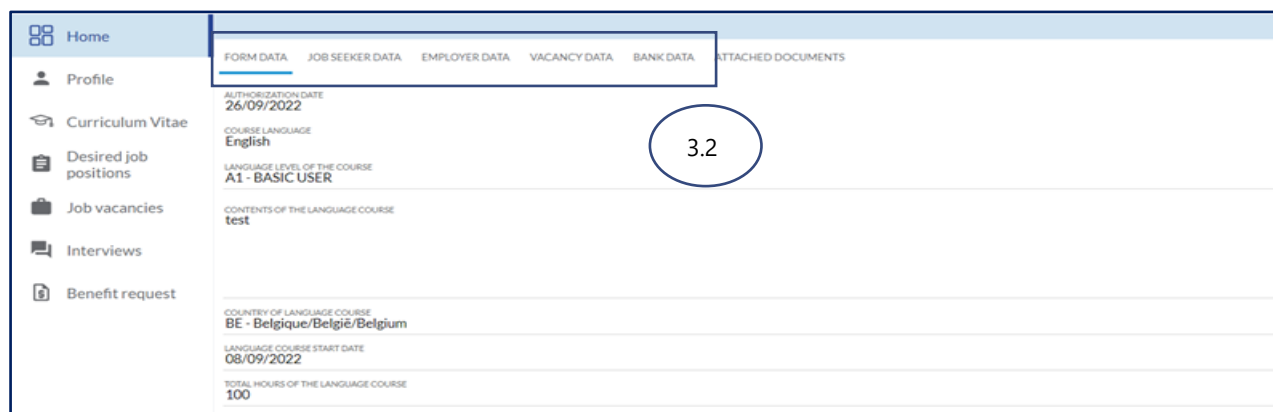
Language course n.4915

- Employer ND
- New Platform
- Request - Total/Balance n.315
- DRAFT

Language course n.4915

- Employer ND
- New Platform
- Request - Advance n.156
- TERMINATED
- \$ 50.00 | 03/10/2022 | HESITATE
- Download Document

→ By clicking on **Draft**, 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 (#3.2)



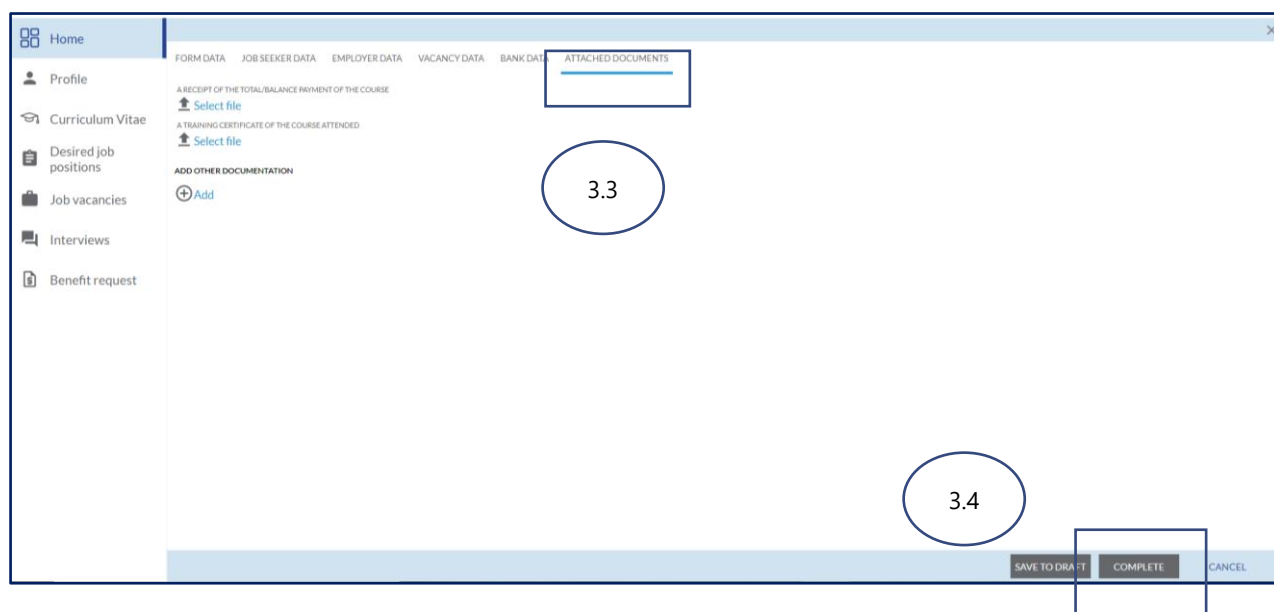
FORM DATA	JOB SEEKER DATA	EMPLOYER DATA	VACANCY DATA	BANK DATA	ATTACHED DOCUMENTS
AUTHORIZATION DATE 26/09/2022					
COURSE LANGUAGE English					
LANGUAGE LEVEL OF THE COURSE A1 - BASIC USER					
CONTENTS OF THE LANGUAGE COURSE test					
COUNTRY OF LANGUAGE COURSE BE - Belgique/België/Belgium					
LANGUAGE COURSE START DATE 08/09/2022					
TOTAL HOURS OF THE LANGUAGE COURSE 100					

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** (#3.3) and click on **Complete** (#3.4)

To verify that all required attachments have been uploaded correctly, please refer to the FAQ section at the end of this document.





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4

Sign the Balance Payment Request with One Time Password code (OTP)

→ By clicking on **Complete**, the **Balance Payment Request** preview automatically opens (#4.1). Click on the **Send OTP** to receive the code by e-mail (#4.2)

Home

- Profile
- Curriculum Vitae
- Desired job positions
- Job vacancies
- Interviews
- Benefit request

DOCUMENT

EURES

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MINISTERO del LAVORO e delle POLITICHE SOCIALI

4.1

EURES National Coordination Office - Italy
ANPAL
Via Fornovo n. 8 - 00192 Roma
EURES-TMS@anpal.gov.it

4.2

EURES - TARGETED MOBILITY SCHEME (TMS)
CANDIDATE APPLICATION FOR REIMBURSEMENT OF LANGUAGE COURSE
TOTAL OR BALANCE PAYMENT

I, the undersigned, 22settembre Jobseeker
Nationality Spanish

SEND OTP



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MINISTERO del LAVORO
e delle POLITICHE SOCIALI

→ 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 foreseen 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?

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 **Balance Payment Request** by clicking on **Confirm** (#4.5)

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**MINISTERO del LAVORO
e delle POLITICHE SOCIALI**

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

TMS ©2022

4.4

4.5

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

PLEASE NOTE:
The OTP expires
within 10 minutes!

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

4.6

INFORMATION

The document was successfully signed

OK

→ Your **Balance Language Course Payment 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

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

test
FIXED-TERM EMPLOYMENT.

Desired Job Position

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

+ Add Desired Occupation

Additional Forms

- Family member declaration (Personal data processing acknowledgement)
- Family member declaration (privacy conditions)
- Family member self-declaration attesting the physical relocation with family member
- Participant estimate of extraordinary expenditures (special)

Activated Benefit Requests

Language Course: 2

ID	EMPLOYER	VACANCY
4918	Employer ND	New Platform
4915	Employer ND	New Platform

Forms List

Forms List

Language course
n.4915

Employer ND

New Platform

Request - Total/Balance
n.315

SENT

Download Document

Language course
n.4915

Employer ND

New Platform

Request - Advance
n.156

TERMINATED

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Language course
n.4915

Employer ND

New Platform

Authorization
n.1114

AUTHORIZED

\$ 100.00

Download Document

→ Once your Adviser has approved **Balance Payment request** the status will change to **Approved** (#4.8)

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

test
FIXED-TERM EMPLOYMENT.

Desired Job Position

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

+ Add Desired Occupation

Additional Forms

[Family member declaration \(Personal data processing acknowledgement\)](#)
[Family member declaration \(privacy conditions\)](#)
[Family member self-declaration attesting the physical relocation with family member](#)
[Participant estimate of extraordinary expenditures \(special conditions allowance\)](#)

Activated Benefit Requests

Language Course: 2

ID	EMPLOYER	VACANCY
4915	Employer ND	New Platform

Language course n.4915

Employer ND

New Platform

Request - Total/Balance n.315

APPROVED

\$ 50.00

Download Document

4.8

Forms List

Forms List

Language course n.4915

Employer ND

New Platform

Request - Advance n.156

TERMINATED

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→ Once the Project Staff has approved your **Balance Payment request**, the status will change to **Approved – To Pay** (#4.9)

The screenshot displays the EURES portal interface. On the left, a sidebar contains navigation links: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled '[U]-ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES test FIXED-TERM EMPLOYMENT.' Below this, there's a section for 'Desired Job Position' with a button to '+ Add Desired Occupation'. To the right, the 'Activated Benefit Requests' section is visible, showing a table with columns for ID, EMPLOYER, and VACANCY. A specific request is highlighted with the following details:

ID	EMPLOYER	VACANCY
4915	Employer ND	New Platform

Below the table, the details for the selected request are shown:

- Language course n.4915**
- Employer ND
- New Platform
- Request - Total/Balance n.315
- APPROVED
- \$ 50.00 | TO PAY
- Download Document

At the bottom of the page, there are two summary items:

- Qualification Recognition: 0
- Relocation: 1

→ 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** (#4.10)

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 Language Training Allowance

1. Who can claim for this measure?

Any candidate to 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.

Limitations

Applicants already supported by previous/others TMS projects should submit their application to the Project Adviser for a case-by-case evaluation to avoid double funding.

2. Which documents should I upload in the attachments box to apply for the Language Training 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.**



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3. Which documents should I upload in the attachments box to get the Advance/Balance Payment for the Language Training?

Section 1. To get the Advance Payment for the Language Course you shall upload:

- The Receipt/invoice of the advance payment of the language course cost (the maximum amount to claim is 1100 EUR (50% of the total)).

Section 2. To get the Balance Payment for the Language Course you shall upload:

- The Receipt/invoice of the balance payment of the language course cost (the maximum amount to claim is 1100 EUR (50% remaining part of the total))
- Training Certificate

Consider that the project will reimburse only the real costs (for both Advance and Balance Payment).

4. Once hired, when can I apply for a Language Training 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.

5. I have been offered a Training Programme by the Employer (language course included), can I also apply for a Language Course Allowance?

Yes, if language course provided by the Employer cover a higher level or a different official language (in the case of countries with more than one official language) than the individual language training.

6. 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.