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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 Total 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 authorisation 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 ways to be reimbursed by the EURES TMS project, check the most suitable for you:

- benefiting from a reimbursement in a **single installment** of the total incurred costs (already paid by you) right after you finish your language course (if you want to benefit from a reimbursement in **one installment**, please keep reading **this guide “Candidate application for Language Training – Total reimbursement”**).
- benefiting from a reimbursement in **two installments** (If you want to benefit from a reimbursement in **two installments**, please read the **guide “Candidate application for Language 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 the FAQ for details.

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



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HOW TO GET THE LANGUAGE COURSE ALLOWANCE

This financial benefit request consists of two different phases:

1. After being pre-selected for a job vacancy, you should submit the ***Candidate 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.15-22)

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 "**Candidate application for Language Training - Advance/Balance reimbursement**".



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

1

Login to the project platform

→ Login into 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@anpal.gov.it

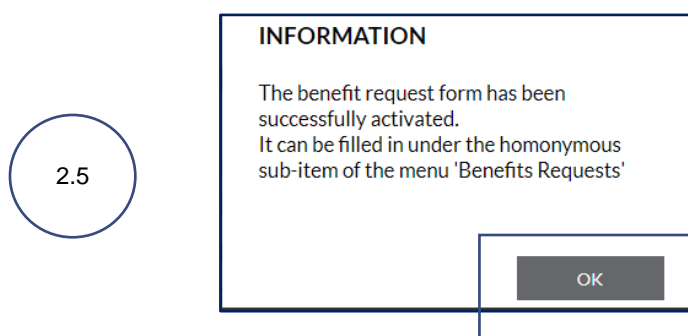
2

Activate the Language Course authorisation

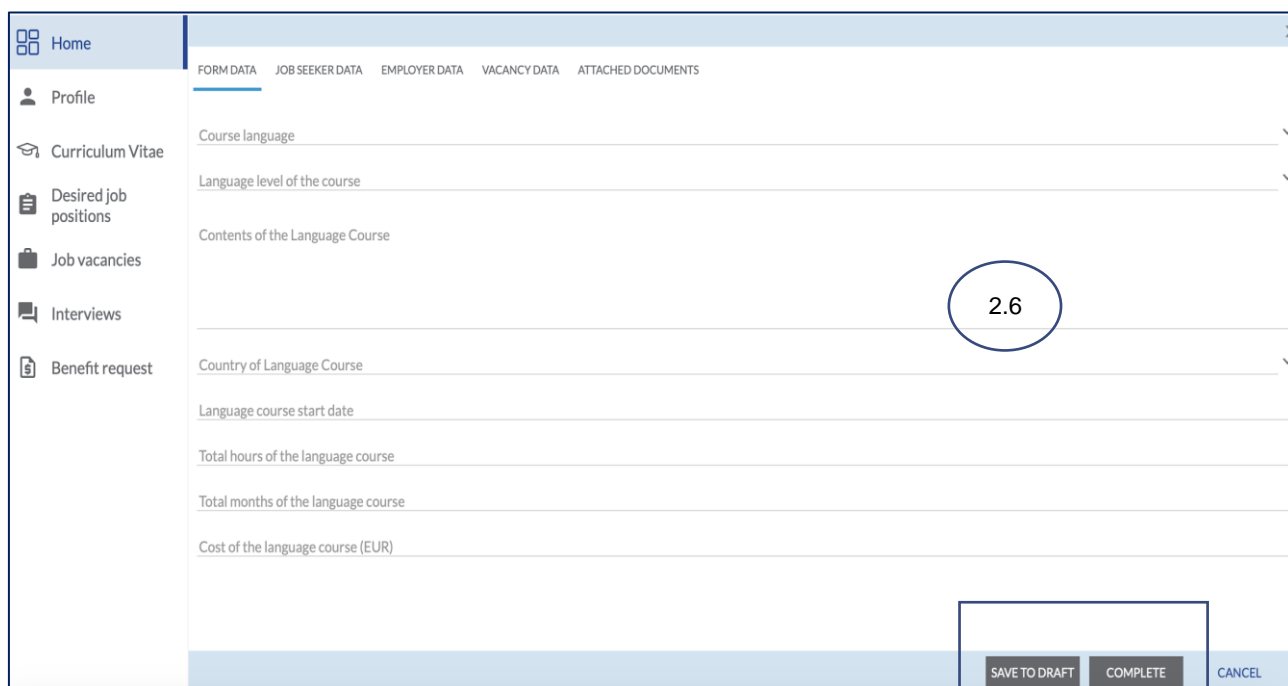
→ From **Home**, go to the **Job Vacancies** section (#2.1), then select the **Job Vacancy** for which you want to apply the benefit for (#2.2) and click on **Activate Language Course** (#2.3)

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

→ Read the instructions you receive and click on **OK** (#2.5)



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





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

The screenshot displays 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 divided into several sections. At the top, there are three 'Activate Requests: Qualification Recognition' buttons. Below these, a box highlights the 'Activated Benefit Requests' section, which shows 'Language Course: 2'. Underneath this, a table lists job vacancies with columns for ID, EMPLOYER, and VACANCY. The table contains two rows: one with ID 4944, employer 'employer', and vacancy 'test'; and another with ID 4921, employer 'employer17giugno2', and vacancy 'Job Vacancy 17 giugno'. To the right of each row is a 'Forms List' link. On the left side of the main content area, there is a 'Desired Job Position' section with a star icon, listing 'CZ - Česko/Czech Republic', 'Albanian', and 'Legislators, senior officials and managers: Armed forces occupations, other ranks'.

| ID | EMPLOYER | VACANCY |
|------|-------------------|-----------------------|
| 4944 | employer | test |
| 4921 | employer17giugno2 | Job Vacancy 17 giugno |

3

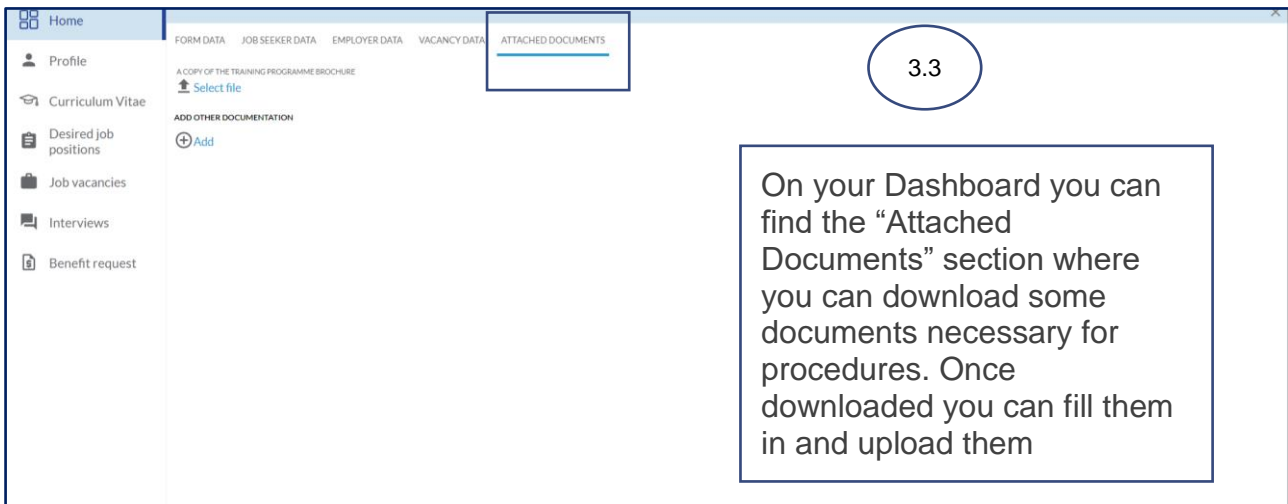
Fill in the Language Course authorisation request form

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

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

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

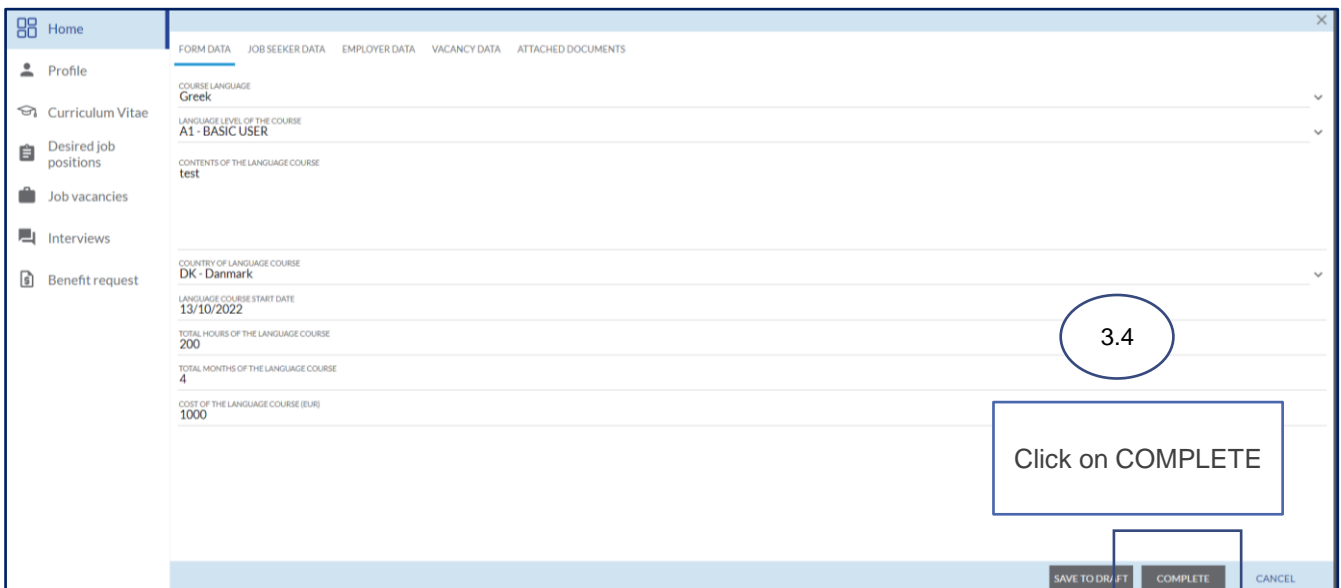
To verify that all required attachments have been uploaded correctly, please refer to the FAQ section at the end of this document.



3.3

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

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



3.4

Click on COMPLETE

SAVE TO DRAFT COMPLETE CANCEL



→ 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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

DOCUMENT

EURES

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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 IT45 - Frosinone - test
Country IT - Italia/Italy

4.2

SEND OTP



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

**Advanced electronic signature
Terms and conditions**

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

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

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

How to apply for financial benefits?

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

What is the advanced electronic signature?

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

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

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

DECLINE ACCEPT

4.3

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

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

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**MINISTERO del LAVORO
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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 **Authorisation Request** 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 with a sidebar on the left containing links to Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is divided into several sections:

- Home**: No known language, Last Education: test | IT - Italia/Italy, Last Professional Experience: [IT]-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, Camping grounds, recreational vehicle parks and trailer parks.
- Additional Forms**: Family member declaration (Personal data processing acknowledgement).
- Activated Benefit Requests**: Language Course: 2. A table shows a request with ID 4921, Employer employer17giugno2, and Vacancy Job Vacancy 17 giugno. The status is 4.7, highlighted by a red circle. Below the table, details for the language course are listed: n.4921, employer17giugno2, Job Vacancy 17 giugno, Authorization n.1120, and SENT. A Download Document link is also present.

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

1

Fill in the Language Course Payment request

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

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 **Total** (#1.3) as a 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

NO OK

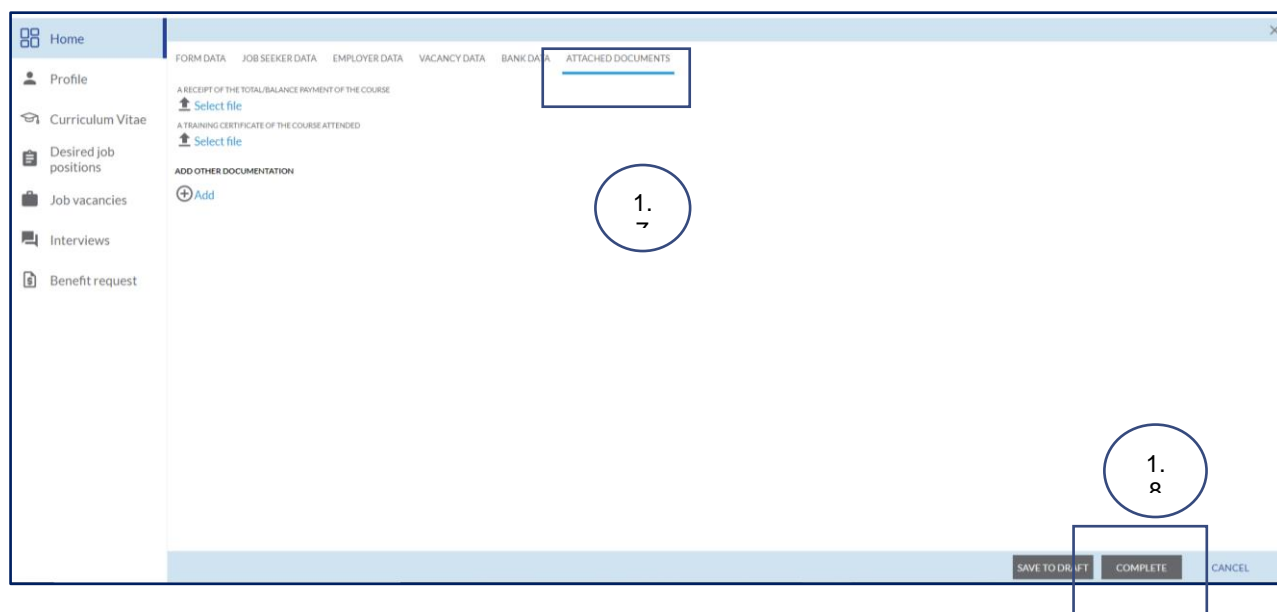
→ From **Home**, go to **Activated Benefit Requests** section, go to the **Language Course section**, select **Form List** and click on **Language Course Total/Balance payment request form Draft (#1.5)**

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

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

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

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



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



1. a

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

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

The screenshot shows a web application interface with a sidebar menu on the left containing: Home, Profile, Curriculum Vitae, Desired job positions, Job vacancies, Interviews, and Benefit request. The main content area is titled 'DOCUMENT' and displays a preview of a document. At the top of the document are the EURES logo, the 'Funded by the European Union' logo, and the Italian Ministry of Labour and Social Policies logo. Below these is the text 'EURES National Coordination Office - Italy' and 'ANPAL', followed by the address 'Via Fornovo n. 8 - 00192 Roma' and the email 'EURES-TMS@anpal.gov.it'. A circled '2.1' is placed over the contact information. The main title of the document is 'EURES - TARGETED MOBILITY SCHEME (TMS) CANDIDATE APPLICATION FOR REIMBURSEMENT OF LANGUAGE COURSE TOTAL OR BALANCE PAYMENT'. A circled '2.2' is placed to the right of this title. At the bottom left of the document, it says 'I, the undersigned, 22settembre Jobseeker' and 'Nationality Spanish'. At the bottom right, there is a 'SEND OTP' button.



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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 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.
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- candidates and employers the chance to take advantage of the services and financial benefits of the EURES TMS.
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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

2.3

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

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



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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

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2.4

2.5

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

2.6

INFORMATION

The document was successfully signed

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

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

Activated Benefit Requests

Language Course: 2

| ID | EMPLOYER | VACANCY | Forms List |
|------|-------------|--------------|------------|
| 4918 | Employer ND | New Platform | Forms List |
| 4915 | Employer ND | New Platform | 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
- \$ 50.00 | 03/10/2022 | HESITATE
- Download Document

Language course n.4915

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

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

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 - Total/Balance n.315
- APPROVED
- \$ 50.00
- Download Document

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

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

[U]-ACTIVITIES OF EXTRATERRITORIAL ORGANISATIONS AND BODIES 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 | Forms List |
|------|-------------|--------------|------------|
| 4915 | Employer ND | New Platform | Forms List |

Language course n.4915

Employer ND

New Platform

Request - Total/Balance n.315

APPROVED

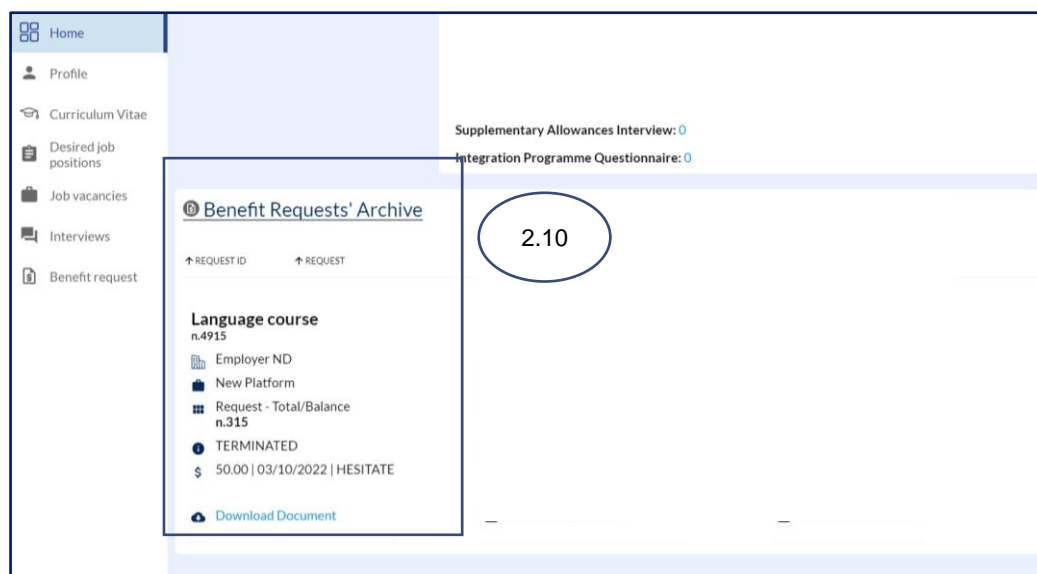
\$ 50.00 | TO PAY

Download Document

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** (#2.10)



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.



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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 for a job, traineeship or apprenticeship in another EU EFTA/EEA country who has been short-listed for recruitment purposes, and has strong possibilities to be offered a placement in a given country, is entitled to attend a language course:

a) in the country of residence (pre-departure) and/or b) in the country of destination (pre/after recruitment).

If a candidate decides to attend the language course after recruitment, it should start within two months after taking up duty and it should take place during the duration of the work contract. In all circumstances, however, the direct financial support given per candidate for language training (pre-departure and post-placement costs included) will not exceed EUR 2200.

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 Total Payment for the Language Training?

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

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

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 Training 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.