

EURES - TARGETED MOBILITY SCHEME (TMS)

Candidate application for Language Course Allowance Advance/Balance reimbursement

Instructions for jobseekers

(Version 2 – November 2022)

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

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

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

You can attend a language course:

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

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

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

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

benefit from a reimbursement in **one installment**, please read the guide “**Candidate application for Language Course - Total reimbursement**”).

- benefiting from a reimbursement in **two installments** (if you want to benefit from a reimbursement in **two installments**, please keep reading **this guide “Candidate application for Language Course – Advance/Balance reimbursement”**)
 1. **I tranche, Advance payment (up to 50%)**, can be claimed before you finish the training course, by submitting a copy of the first invoice or receipt
 2. **II tranche, Balance payment**, will be provided at the end of your course, after completion of the course by submitting a copy of the invoice or receipt of balance and a training certificate.

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

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

HOW TO GET THE LANGUAGE COURSE ALLOWANCE

This financial benefit request consists of two different phases:

1. After being pre-selected for a job vacancy, you should submit the ***Candidate Authorization for attendance of Language Course:***
See how to **request the authorization in four steps** (pp. 4-13)
2. See how to **request the payment** (pp.14-26)

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

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

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

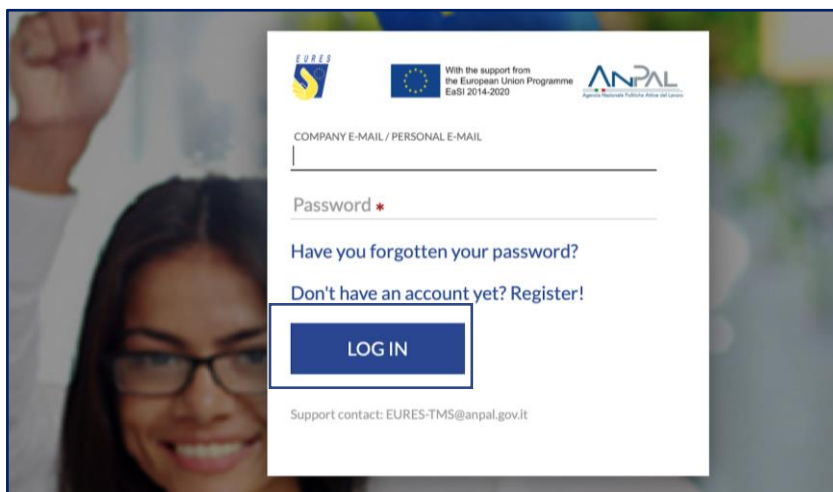
HOW TO GET THE LANGUAGE COURSE ALLOWANCE IN 4 STEPS (AUTHORIZATION PROCEDURE)

1

Login to the project platform

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

1.1



COMPANY E-MAIL / PERSONAL E-MAIL

Password *

Have you forgotten your password?

Don't have an account yet? Register!

LOG IN

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

2

Activate the Language Course authorization

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

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

→ Read the instruction you receive and 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 **Complete**



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

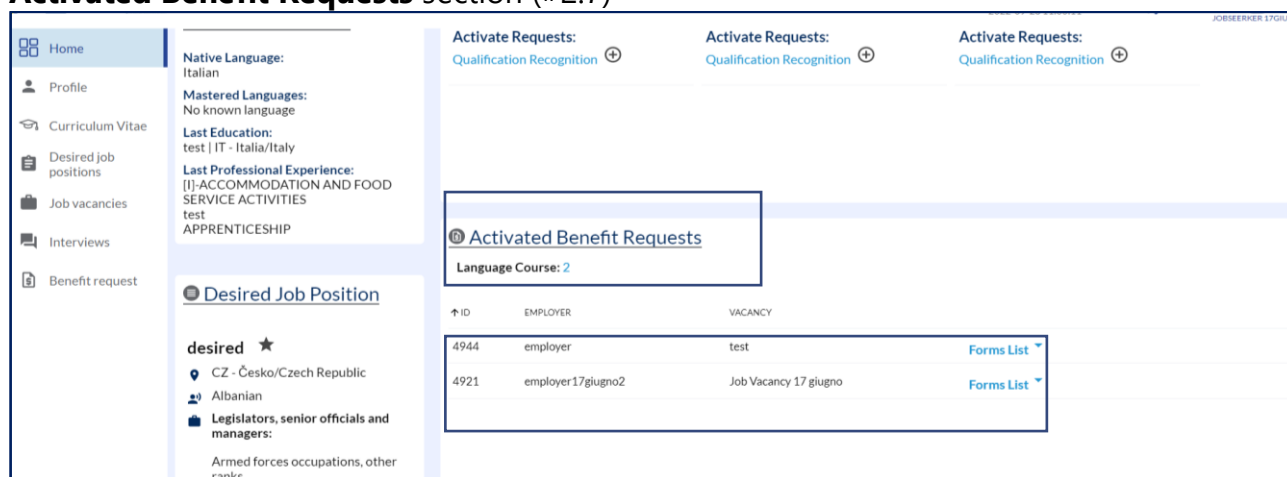
Cost of the language course (EUR)

SAVE TO DRAFT

COMPLETE

CANCEL

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



Native Language: Italian

Mastered Languages: No known language

Last Education: test | IT - Italia/Italy

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

Activated Benefit Requests

Language Course: 2

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

Forms List

Forms List

desired ★

CZ - Česko/Czech Republic

Albanian

Legislators, senior officials and managers:

Armed forces occupations, other ranks

3

Fill in the Language Course authorization request form

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

Home

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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

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

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

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

COST OF THE LANGUAGE COURSE (EUR)
1000

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

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

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

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

Click on COMPLETE

→ Read the instruction 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

4

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

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



DOCUMENT

2022-09-28 11:30:11

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

EURES

European Union Programme for Employment and Social Innovation "EaSI"

ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

4.1

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

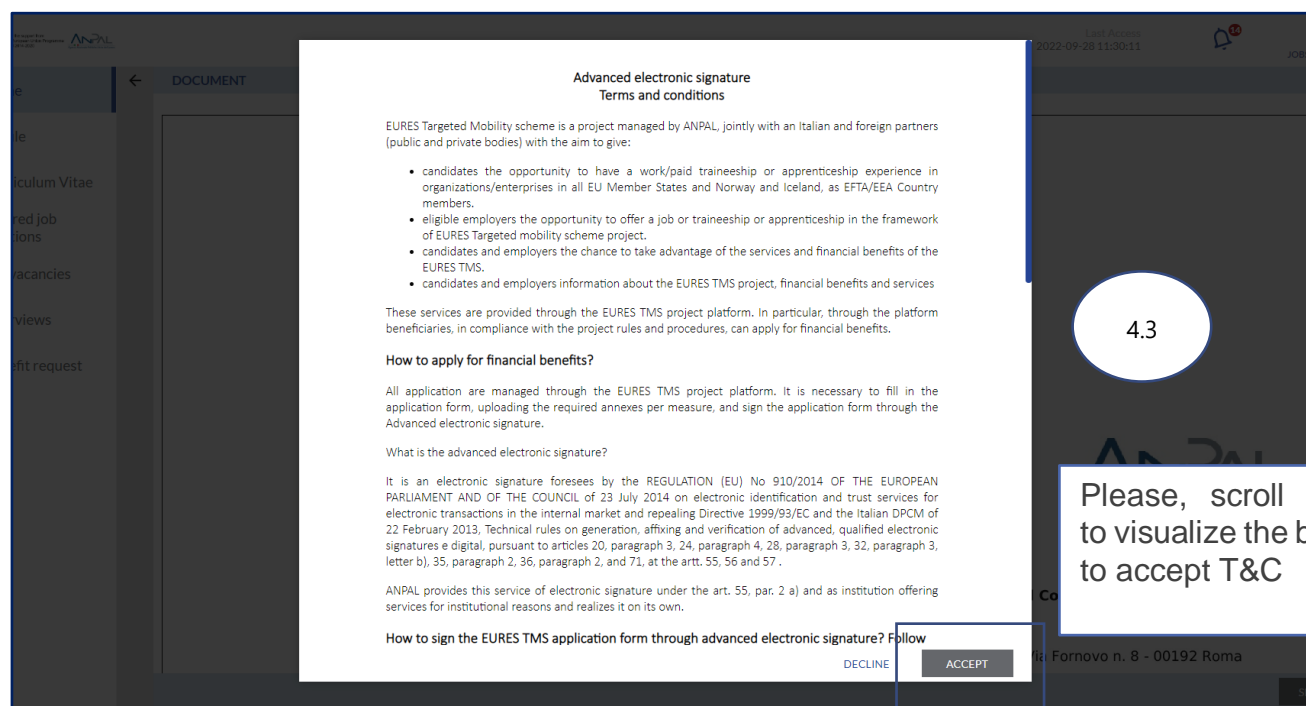
EURES - TARGETED MOBILITY SCHEME (TMS)
CANDIDATE REQUEST OF AUTHORISATION FOR ATTENDANCE OF LANGUAGE COURSE

4.2

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

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

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)



  With the support from
the European Union Programme
EaSI 2014-2020  ANPAL
Agenzia Nazionale Politiche Attive del Lavoro

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

4.6

INFORMATION

The document was successfully signed

OK

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

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

4.7

Home

Profile

Curriculum Vitae

Desired job positions

Job vacancies

Interviews

Benefit request

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

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

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

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

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

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

The payment will be executed to the bank account indicated in this stage.

ATTENTION: change the bank details only within the project platform, after entering with your credentials. Keep your bank information secret and be wary of emails or calls from people asking for your bank details or other information: they could be scammers!

Check that your ID card uploaded is still valid and, if not, kindly, upload the new one before signing your application form!

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

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

1.7

1.8

SAVE TO DRAFT COMPLETE CANCEL

→ Read the instruction 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)

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

2.1

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

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

**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.
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How to apply for financial benefits?

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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?

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 **Advance Payment Request** by clicking on **Confirm** (#2.5)



The email content includes the EURES, European Union, and ANPAL logos. It addresses Mr. Rossi and provides the OTP code 717328. A note states that the code expires within 10 minutes. The email is signed by the EURES National Coordination Office Italy. A circled number 2.4 is placed next to the OTP code.

Dear Mr. Rossi

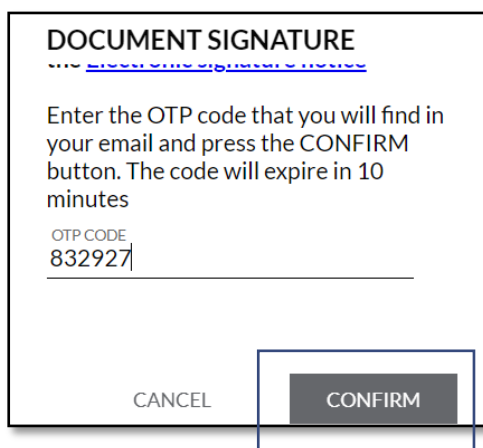
Here is the OTP code you need to sign the document you are sending to us.
717328

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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2.5



The 'DOCUMENT SIGNATURE' screen prompts the user to enter the OTP code from their email and press the CONFIRM button. The code will expire in 10 minutes. The OTP code 832927 is entered in the field. There are CANCEL and CONFIRM buttons at the bottom. A circled number 2.5 is placed to the left of the screen.

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

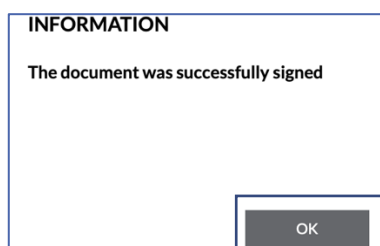
OTP CODE
832927

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



The 'INFORMATION' screen displays the message 'The document was successfully signed'. There is an OK button at the bottom right. A circled number 2.6 is placed to the left of the screen.

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

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
- SENT

Language course n.4915

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

2.7

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

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
- DRAFT

Language course n.4915

- Employer ND
- New Platform
- Request - Advance n.156
- APPROVED
- \$ 50.00

Language course n.4915

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

2.8

→ 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 divided into several sections:

- Mastered Languages:** No known language
- Last Education:** test | - Afghanistan
- Last Professional Experience:** [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)
- Activated Benefit Requests:**
 - Language Course: 2
 - Table with columns: ID, EMPLOYER, VACANCY. Row 1: 4915, Employer ND, New Platform.
 - Language course n.4915 details:
 - Employer ND
 - New Platform
 - Request - Total/Balance n.315
 - DRAFT
 - Language course n.4915 details (highlighted with a red circle and labeled 2.9):
 - Employer ND
 - New Platform
 - Request - Advance n.156
 - APPROVED
 - \$ 50.00 | TO PAY

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

The screenshot shows the EURES portal interface, similar to the previous one, but with the status changed to 'TERMINATED'.

- Activated Benefit Requests:**
 - Language Course: 2
 - Table with columns: ID, EMPLOYER, VACANCY. Row 1: 4915, Employer ND, New Platform.
 - Language course n.4915 details:
 - Employer ND
 - New Platform
 - Request - Total/Balance n.315
 - DRAFT
 - Language course n.4915 details (highlighted with a red circle and labeled 2.10):
 - Employer ND
 - New Platform
 - Request - Advance n.156
 - TERMINATED
 - \$ 50.00 | 03/10/2022 | HESITATE
 - Download Document
 - Language course n.4915 details:
 - Employer ND
 - New Platform
 - Authorization n.1114
 - AUTHORIZED
 - \$ 100.00
 - Download Document

3

Balance Payment request

→ From **Home** the **Activated Benefit Requests** section you will be able to see both your completed **Advance payment form** and your new **Total 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)

→ 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)

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)

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

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)

4.1

4.2

SEND OTP

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

4.3

DECLINE ACCEPT

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)





With the support from
the European Union Programme
EaSI 2014-2020



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

4.4

TMS ©2022

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 **Total/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

Activated Benefit Requests

Language Course: 2

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

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 **Balance Payment request** the status will change to **Approved** (#4.8)

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

Language course n.4915

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

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

[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
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](#)

Language course n.4915

- Employer ND
- New Platform
- Request - Advance n.156
- TERMINATED
- \$ 50.00 | 03/10/2022 | HESITATE
- [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** and **ready for download** (#4.10)

Benefit Requests' Archive

REQUEST ID	REQUEST	EMPLOYER	VACANCY
4915	Language course n.4915	Employer ND	New Platform

Language course n.4915

- Employer ND
- New Platform
- Request - Total/Balance n.315
- TERMINATED
- \$ 50.00 | 03/10/2022 | HESITATE
- [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](#)

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

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

What happens next?

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

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

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

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

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

EURES - TARGETED MOBILITY SCHEME (TMS)

Frequently Asked Questions Language Course Allowance

1. Who can claim for this measure?

Any candidate 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.

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

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

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

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).

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

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

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

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

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

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