

# **Call for expression of interest**

Company internships in Europe

November 2024

## Context and objectives

In the conduct of its overall duties related to the Walloon Plan Langues, Forem has put in place a programme whereby Walloon jobseekers are given the opportunity to attend an internship in a company in Ireland, Malta, Germany, Austria and the Netherlands. The aim being to improve their language and professional skills while experiencing the local culture and especially the local business culture. Those internships have a duration of ten continuous weeks.

To this end, Forem is looking for private local operators able to implement those internships in the above-mentioned countries. Those private operators shall provide and follow internships, as well as provide English courses when applicable and accommodation according to the terms of reference defined by Forem.

The purpose of this call for expression of interest is the identification and selection of operators meeting the accreditation criteria.

Jobseekers wishing to participate in this programme shall be assessed and selected at the Headquarters of Forem. Once selected, a trainee shall be given a list with details of the accredited operators from which they can choose. The trainees may choose to proceed with an operator or on their own.

The internship project will have to be approved by Forem before any payment.

## ACCREDITATION CONDITIONS

The operator shall meet the following conditions:

- Have premises in the country in question ;
- Speak English, German or Dutch according to the location;
- Possess a significant experience in organizing company internships in the country in question ;
- Possess a network of companies and / or schools able to welcome the Forem student ;
- Provide quality accommodation in the vicinity throughout the stay
- Provide language courses to those who have to follow 2 weeks' Intensive language course before the internship

### Practical arrangements

Details of accredited operators shall appear on a list to be handed to the Forem student. The latter shall choose one operator to finalize their internship. The Forem student and the operator shall enter into an agreement through a convention.

### Financial provision

The Forem students are responsible for the payment of services related to the internship. To this effect, a grant is allocated to them by Forem.

The choice of the operator is the sole responsibility of the student. Inclusion on the list entails no obligation on the part of Forem (the contracting authority).

### Application procedure

Interested operators are kindly requested to express their interest by sending the following documents by email to [planlangues.immersion@forem.be](mailto:planlangues.immersion@forem.be).

- Signed terms of reference
- Service proposal for 2025

Deadline for reception of the application: **6 December 2024** at the latest

All applications will be assessed based on supporting evidence, completed questionnaire and signed terms of reference. Accredited operators shall enter into an agreement in writing containing terms of accreditation by **10 January 2025**. The accreditation resulting from this call for expression of interest is valid for the year **2025**.