



## TERMS OF REFERENCE

### ACCREDITATION OF CONTRACTORS

Internships Europe - 2025

#### **Article 1 : selection criteria relating to technical and professional capacity**

To be eligible, the bids shall cater the following core services :

- A two-week language tuition: 20 h /week minimum – if applicable (see Art.5– language course)
- A ten-week work placement : contractors are requested to guarantee the best possible matching between the candidate's needs, qualifications and expectations on the one hand and the host company on the other. They introduce the intern to the company.
- Monitoring during the internship (on site, by email or phone)
- Two options for accommodation (see Art. 4). Accommodation options must clearly indicate if the accommodation is bed and breakfast, or half/full board.

The price of these core (and compulsory) services shall be clearly indicated in the bid and on the invoice to the applicants, as well as the services linked to the accommodation. If down payment, it will also be indicated on the invoice, as it is part of the total amount the applicant pays to the contractor and is taken into account in the grant.

#### **Article 2 : Additional services**

The contractor may offer optional extra services to applicants. The latter shall be clearly stated as such in the bid on the invoice to applicants, as they cannot be taken into account in the grant they receive.

#### **Article 3 : Work placement**

Eligible candidates apply for a grant with Forem. Once the grant secured, the candidates start to look for an internship. Therefore, they have the possibility to contact an accredited contractor to help them find the internship.

After receiving information from contractor(s), they choose one and sign an agreement / convention. The agreement is in conformity with the bid accepted by Le Forem and the convention signed by the legal representative of the contractor and Forem and covers core services, as stated above. It is sent to Forem for agreement before any other step is taken.

The chosen contractor commits to find the most suitable internship, negotiates the placement and makes sure the placement form is finalized. The form outlines the intern's tasks and duties and the dates of the internship, it is signed and stamped by the mentor in the host company, and the intern and forwarded to Forem 20 days before departure.

In order to fine-tune a candidate's expectations, the contractor may initiate online interviews with him/her (also with company mentor). In case a candidate has already been in contact with a prospective host company, (s)he shall provide the contractor with the contact name and details to enable the latter to finalize the agreement. The content of the placement form shall be vetted by the contractor who is then bound by its terms. The contractor can place an intern in his/her company but the costs linked to the research and follow-up of the internship will then be reduced by minimum 50%.

Twenty days before departure, the contractor shall provide the customized invoice, the internship scheme duly filled, signed by intern and mentor in host company. Forem needs these documents in order to pay the candidate the first part of the grant, enabling him/her to pay the contractor for his services, prior to departure.

#### **Article 4 : Accommodation**

The contractor shall offer at least 2 options among the following:

- Family accommodation
- Individual room in shared flat/house
- Single or shared room with other students in a residence
- Individual flat

All options shall be described clearly in the bid and on the invoice: accommodation only, bed and breakfast, half or full board + cooking and other facilities. Prices for accommodation shall be all inclusive (utilities, taxes, Wifi, ...). The accommodation shall be clean and up to standard. Interns shall take care of their accommodation and their own liability is engaged in case of damage.

Shared accommodation shall include shared kitchen – living room with fridge, cooker, furniture, crockery and cutlery, shared shower of bath, toilets. The bedroom (single or double bed) shall not be shared.

Please note that candidates may wish to cater for their own accommodation. In that case, the contractor shall invoice them the core services only, **excluding** accommodation.

Upon arrival, the intern shall be provided with a welcome kit including all the necessary information regarding the city, transportation, school (if applicable) and more details about the host company.

#### **Article 5 : Internship + tuition**

Forem selects the applicants and the programme they may attend abroad according to various criteria.

Their level of language is :

	Grammar	Speaking
Malta 12 weeks (2 weeks compulsory tuition + 10 weeks work placement)	B1	B1
Malta 10 weeks	B1	B1+
Ireland 12 weeks (2 weeks compulsory tuition + 10 weeks work placement)	B1+	B2
Ireland 10 weeks	B2	B2+
Netherlands 10 weeks	B2	B1+
Netherlands 12 weeks	B1+	B1
Germany / Austria 10 weeks	B2	B1+
Germany / Austria 12 weeks	B1+	B1

Forem may lower the level required in view of the linguistic needs of the candidate's job. The language tuition shall consist of 2 weeks of language activities (20 full hours/week), including relevant information to help interns adjust in the company culture (Do's and Don'ts, attitude, first contacts, highlights of the city, ...).

In case an intern requests a package that includes a two-week language tuition, the latter shall be provided prior to the internship and not ex-post.

**Applicants having already received a grant from Forem for an immersion in a language school may not receive another for an internship in the same language.**  
**Contractors working with Forem in the scope of the “immersion” shall not publicize internship as a possible option after immersion.**

#### **Article 6: Introduction to host company**

On the first day, the contractor shall introduce the intern to his/her mentor in the company for a short briefing. Such a meeting can also be held during the 2-week language tuition before the actual internship commences.

#### **Article 7 : On-site monitoring**

As a general rule, the contractor shall have regular contacts with the intern directly or his / her mentor either by email or phone. The contractor shall be available to answer any queries from the intern. To this end, a contact number shall be given to them to be used in case of emergency.

**Article 8 : Contacts with Forem**

For any further queries, please contact Vanessa Kint or Etienne Vanassche at [planlangues.immersion@forem.be](mailto:planlangues.immersion@forem.be) .

**Article 9 : Respect of the law**

The contractor respects the legal procedures and regulations applicable in their own country in relation to unpaid internships.

**Article 10 : Penalties**

In case the contractor does not comply with the terms of reference, Forem reserves the right to remove the accreditation granted. Furthermore, in case of recurrent negative evaluations by interns, Forem can exclude the contractor of all future calls for interest made in the scope of the project “Internships Europe”.

I, the undersigned, ....., legal representative of ..... hereby approve the terms of reference above pertaining to the accreditation as a contractor in the framework of the Language Internships in Europe.

I confirm my interest to become an accredited contractor for Forem and agree to bid for the Internship Programme.

Date et signature :