



**EUROPEAN
SOLIDARITY
CORPS**

Vademecum for Employers

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Your team is seeking for young people's talents and is ready to get involved in their professional development? It is willing to act for a more inclusive society and invest in the future?

Recruiting a young European participating in the occupational strand of the European Solidarity Corps may be your solution.

What is the European Solidarity Corps?

The [European Solidarity Corps](#) is a new European Union (EU) initiative which creates opportunities for young people to volunteer or work in projects abroad that benefit communities and people around Europe.

Its main mission is to contribute to building a more inclusive society, supporting vulnerable people and responding to societal challenges.

The occupational strand of the European Solidarity Corps seeks to support 4,000 fixed term work placements to young people (18-30 years old) all across Europe in occupations that have a solidarity dimension.

The work placements can take the form of either jobs, or traineeships, or apprenticeships for a duration ranging from 2 to 12 months.

It's about shaping a more inclusive society and responding to societal challenges by offering young people (18-30 years old) the possibility to acquire a new professional experience or broaden their experience in an occupation with a solidarity dimension.

Why should your company take part?

By taking part in the European Solidarity Corps you:

- ⇒ Demonstrate your corporate social responsibility and will to contribute positively to tomorrow's society, showing that the human factor counts,
- ⇒ Open up to enhance your company's multicultural dimension and possible business opportunities abroad,
- ⇒ Bring new perspectives to the team,
- ⇒ Offer a work placement according to your needs – a fixed term job, traineeship or apprenticeship,
- ⇒ Tap into a pool of motivated youngsters who will have received preparatory training and/or a language course prior to engaging in the work placement,
- ⇒ Benefit from young people's talents and skills and at the same time help them further develop their professional and personal skills,
- ⇒ Rely on a seamless support chain, made up of dedicated employment advisers who will guide you and the youngster(s) throughout the work placement,
- ⇒ Benefit from the European Solidarity Corps financial support for organising an integration programme for the new recruit(s).

What are the conditions for taking part?

Whatever your sector of activity is and whatever legal status you have (private company, NGO, association...), you can take part if you offer a work placement with a solidarity dimension to the youngster(s).

If you wish to take part you need to:

- ⇒ Be a legally established company,
- ⇒ Offer a paid fixed term job/traineeship/apprenticeship with a solidarity dimension,
- ⇒ Be compliant with labour and fiscal laws applicable in the country where you are established and where the work placement occurs.

Whatever the number of employees in your company, you can take part. But if you are an SME i.e. 250 employees maximum, you will have access to the European Solidarity Corps financial assistance

The *work placement(s)* offered have to:

- ⇒ Be framed in a job, or traineeship, or apprenticeship contract or agreement, complying with national labour and social protection laws and, if applicable, collective agreements, and ensuring adequate protection for workers and trainees or apprentices e.g. social security, health and accident insurance, etc.,
- ⇒ Be paid,
- ⇒ Have a duration from 2 to 12 months,
- ⇒ Be full-time or part-time (no less than 50% full time equivalent),
- ⇒ Be subject to open and transparent information on rights and obligations of parties,
- ⇒ Traineeships and apprenticeship placements should comply with the national regulatory frameworks applicable and, in the case of traineeships, comply as much as possible with the European Quality Framework for Traineeships (QFT)¹,
- ⇒ Result in certification detailing what the youngster has done during the placement.

Your work placements offer ***will not be retained if:***

- ⇒ Your company resides in a non-EU country,
- ⇒ The work placement is meant for implementation in a non-EU country,
- ⇒ The work placement does not comply with the minimum required quality standards and contractual duration,
- ⇒ The work placement is precarious and does not comply with national labour law and, if applicable, collective agreements,
- ⇒ The traineeship/apprenticeship is used for job substitution purposes or to recruit cheap workforce,
- ⇒ Vocational training or any other form of training support is part of mandatory professional certification requirements e.g. medical or legal professions, etc.

¹ [http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1411116781313&uri=CELEX:32014H0327\(01\)](http://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1411116781313&uri=CELEX:32014H0327(01))

How to determine the solidarity dimension?

The following checklist helps you to find the answer. If the reply is “yes” to **one or several** of the after-mentioned questions, then your work placement offer has high chances for being retained under the European Solidarity Corps:

1) Your overall activities	Yes	No
Is your activity helping in building a more inclusive society, respecting diversity and fundamental values of the EU?		
Are you supporting particularly vulnerable people such as the elderly or disabled people?		
Are you assisting with the response to social and environmental challenges proving of particular difficulty for certain groups of people or communities?		
Do you seek for solutions to citizens’ problems?		
Do you undertake projects aiming at helping or strengthening communities or people outside Europe?		
Are you trying to address social issues in communities or the EU as a whole?		
Is your activity not purely profit-oriented, but also community-oriented?		
2) The scope and nature of the specific work placement you offer	Yes	No
No minimum skills/qualifications required		
It can be operated in any occupational sector		
It reflects a clear desire and mandate to contribute to society and to help others unconditionally, in an environment that is especially designed to provide this type of assistance.		

How does it work in practice?

Before the placement

- You fill in the registration and work placement form at <https://escorps.eu/>
- A European Solidarity Corps adviser will evaluate your work placement offer and inform you about the outcome in terms of eligibility (whether it corresponds to the necessary criteria or not),
- In case your work placement offer does not correspond to the required criteria, it will be published according to the standard practice in your country (via the usual channels of your employment office), but you will not benefit from the European Solidarity Corps specific support for your recruitment,
- In case of approval of your work placement offer, the European Solidarity Corps adviser will send you a copy of a (several) youngster (s) application(s), for you to evaluate which youngster’s profile fits best your requirements,
- After you have made your choice, the shortlisted youngster(s) is (are) informed about the job/training opportunity you offer. d. A recruitment interview can be set up on line or on site. If on site, financial allowances can be granted to the youngster(s) to attend,

- A [work placement agreement](#) (in form of a labour, traineeship, or apprenticeship contract or agreement) will be drawn up and signed by you as employer and the youngster. Traineeship and apprenticeship may have additional legal requirements depending on the national legislation.

During the placement

- The European solidarity corps adviser will accompany both you and the youngster during the work placement, and the content and the conditions of this follow up are agreed on in an “[on-the-job integration process](#)”,
- The “on-the-job integration process ” is to state the [contact arrangements](#) with you and the youngster (telephone, e-mail, video-conference, in person), their [frequency](#) and to [outline the integration programme](#) that you will provide to the youngster,
- These contacts will enable the European Solidarity Corps adviser, you and the youngster to review the latter's integration in the company, and any new professional skills acquired, the improvement in language skills,
- The contacts can also provide the opportunity to set up corrective action, if necessary, to ensure the quality of the placement and ensure that the period of employment is positive for both sides,
- The [integration programme](#) may consist of vocational training, language lessons, but also support for administrative formalities and help to settle in. For the implementation of the integration programme, you will identify a [mentor/coach](#) among your work force.

After the placement

- At the end of the placement, you will be required to issue a [certificate](#) detailing the activities and tasks the youngsters accomplished during their period of employment.

Financial aspects:

The youngster’s work is to be paid in line with the legal rules applicable in your sector of activity and your organisation.

If you are a SME, you may request financial assistance from the project for implementing an integration programme with the youngster at the beginning of his/her work placement.

The European Solidarity Corps financial assistance can amount to [up to 2,000 € per placement, depending on the location of their work placement and the content of the programme.](#)

Examples of solidarity sectors and solidarity-related occupations

Solidarity-related sectors

This list is not comprehensive

Health care, including long-term care, health promotion/disease prevention activities	Social integration/Social work, including the reception and integration of asylum seekers and migrants, child care, elderly care, assistance to disabled people	Environmental protection
Education, literacy training	Emergency and disaster management (Non immediate response)	Food aid
Creativity and culture	Physical education and sport	Citizenship and democratic participation

Examples of solidarity-related occupations

- ⇒ A young Greek social worker from Athens can take up a job offer to work in a refugee centre in Schlüchtern, Germany. He will work as a secretary in a team of psychologists, social workers and teachers, to help integrate refugee children. Although an administrative job in itself, it clearly falls within the category of solidarity work, given the scope of the opportunity to be able to assist in integrating refugee children into society and gain exposure to the wider issues and challenges of this work.
- ⇒ A young Romanian person can take up a traineeship as a Fundraising Officer in a specialist school for physically disabled children aged 2-16 based in the Netherlands. The trainee will be able to use their creativity and skills to organise events and communicate their importance of the school's work for the local community. They will also be able to learn vital organisation, planning and budgeting skills useful for any future career, while making an important contribution to the Dutch community.
- ⇒ A young Polish person can work to provide respite care (providing a break) to families in Sweden who care at home for their ill or disabled family member(s).
- ⇒ A young Portuguese health worker can work in a community health center in Italy, providing care to the whole community.
- ⇒ A young Lithuanian person can take up an apprenticeship as a cook in a restaurant in France where the waiters are all blind and the meals are served in a dark room.

The Integration Programme Guidelines

The integration programme consists of a package of training and other support services like in-company mentoring or coaching with the objective of improving the recruited youngster's skills, competences and adaptability to a "foreign working environment".

It is **developed** by the employer, together with the European Solidarity Corps adviser and the youngster, **at the outset of the work placement**.

The duration of the training may vary, depending on the integration needs and the duration of the work placement (several weeks up to 2 months).

The two main components of the integration programme would typically be a training component and a mentoring/coaching component.

The **training component** could consist of one or more modules:

- a vocational-oriented training to prepare the youngster to his/her new responsibilities,
- a language course, helping the youngster to further improve his/her language skills,
- administrative support and settlement facilitation (e.g. housing, residence registration, etc.).

The objective of the **mentoring/coaching component** is to guide and accompany the youngster along the duration of the work placement. To this end, the employer would identify an in-house mentor/coach.

SMEs (up to 250 employees) when implementing an integration programme can benefit from a financial allowance under the condition that all the activities of the programme are linked to the integration of the youngster.

The integration programme will be part of the on-the-job integration process that is being agreed on and signed by the European Solidarity Corps adviser, the employer and the youngster(s) as soon as the work placement is confirmed.

The integration programme should be different from the compulsory training component included in the traineeships or apprenticeships.

How to proceed:

At the time of interviewing the youngster, you decide which kind of assistance/training will be provided in the frame of the integration programme.

An estimation of the expected costs is drafted on a predefined application form and sent to the consortium partner in charge of the validation. The European Solidarity Corps adviser will notify you about the acceptance/refusal of the financial contribution of the European Solidarity Corps for your integration programme.

In case the financial contribution is approved, you will have to submit a short report after completion of the integration programme, signed by you and the youngster, and a cost claim on a predefined application form.

The costs are reimbursed after receipt of the cost claim and all required documents by the European Solidarity Corps consortium partner in charge of payment.