

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

SURVEY REPORT “Hosting companies” Netherlands



QUARTER MEDIATION
2014



Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

A **HOST ORGANIZATION** is any type of job place where a trainee can live a practical work experience; it can be either a private or a public company, but also a not-for-profit association.

THE HOST ORGANISATION UNDERTAKES TO:

- **Foster** understanding of the culture and mentality of the host country.
- **Assign** to participants **tasks and responsibilities** to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available.
- **Identify** a **tutor** to monitor the participant's training progress.
- **Provide practical support** if required.
- **Check** appropriate **insurance** cover for each participant.

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

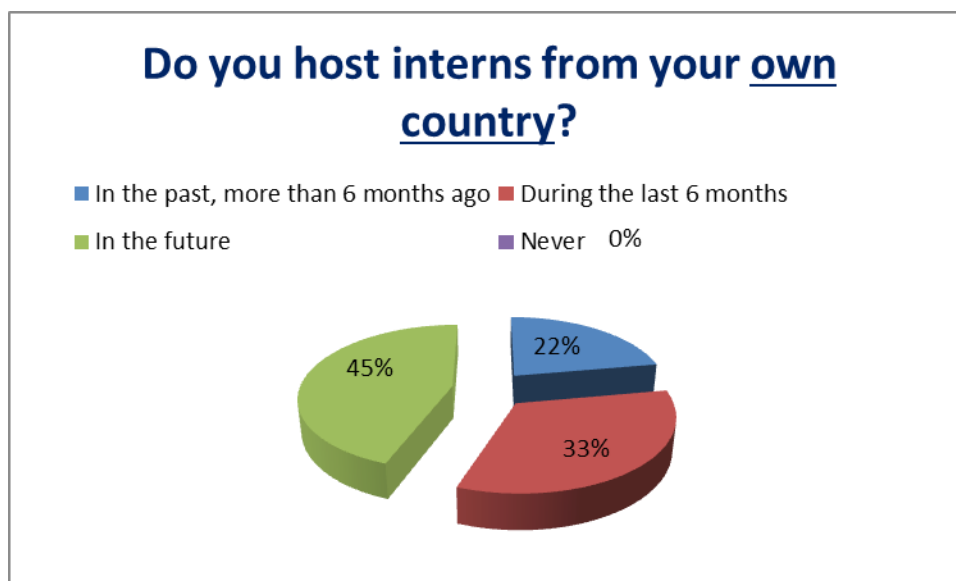
A total number of 5 organizations from the Netherlands, acting in 5 different areas of activity, answered to the PLACET questionnaire.

The questionnaire was distributed via e-mail to the organizations in the professional network of Quarter Mediation, active in different areas of working life as the following: Volunteer organization in the area of environmental education, Service Company, Media Company, consultancy organization in leisure and tourism, museum.

Question no. 1: *In which field of activity does your organization operates?*

NAME of the organization	Field of activity
Stichting IVN	IVN provides nature and environmental education programmes for primary and secondary schools and in National Parks. IVN has 100 employees and 20.000 volunteers.
Effective Webdesign	Web design
Miquel Gonzalez Photography	Photography, Media Production
Pretwerk	Consultancy in leisure and tourism
Molen "De Wachter"	Mill museum - culture, education, crafts, touristic. De Wachter has 90 volunteers.

Question no. 2: *Do you host interns from your own country?*

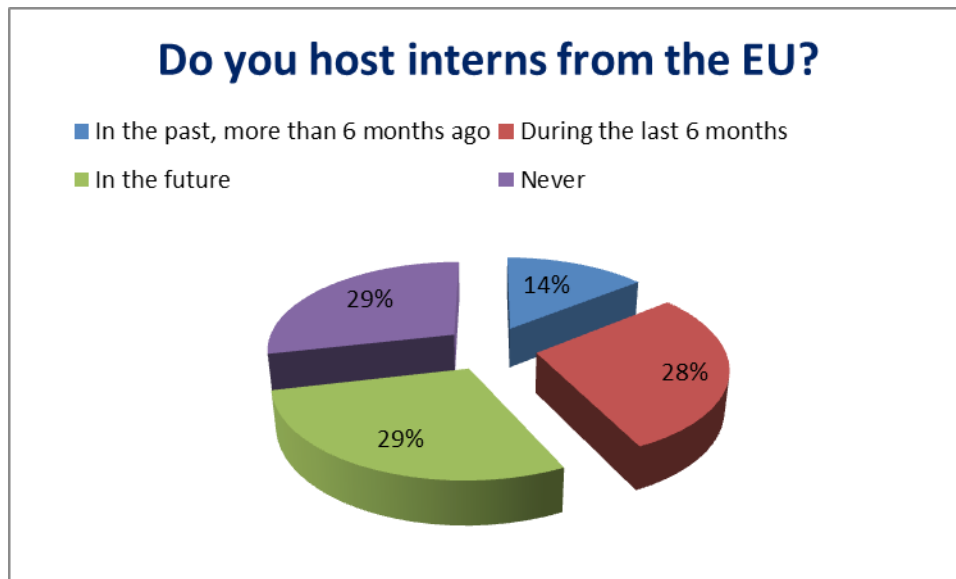


Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
 2013-1-IT1-LEO04-04235

When	No organizations
In the past, more than 6 months ago	2
During the last 6 months	3
In the future	4
Never	0

Why ? In order to stay up-to-date, and to profit from the input of young professionals.

Question no. 3: *Do you host interns from the EU?*



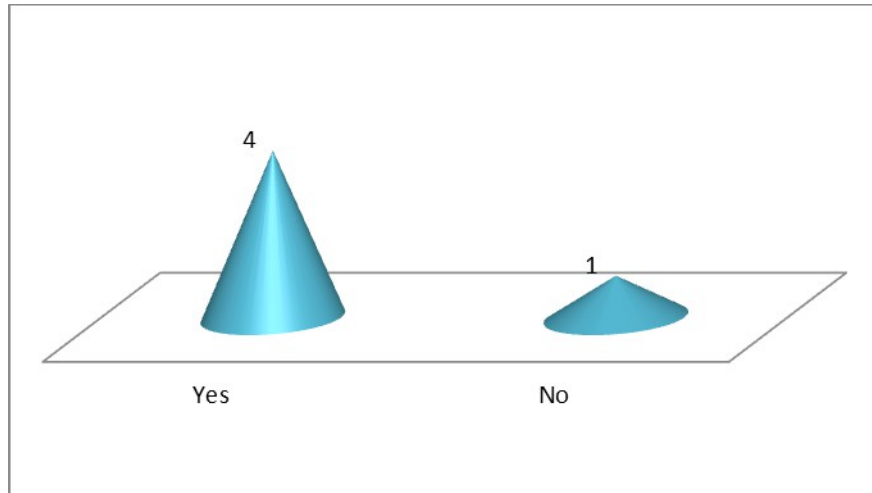
When	No organizations
In the past, more than 6 months ago	1
During the last 6 months	2
In the future	2
Never	2

Why yes? In order to stay up-to-date, and to profit from the input of young professionals.

Why never ? We were never asked.

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

Question no. 4: *Are you familiar with the EU Mobility programs that allow interns from the EU to do an internship?*



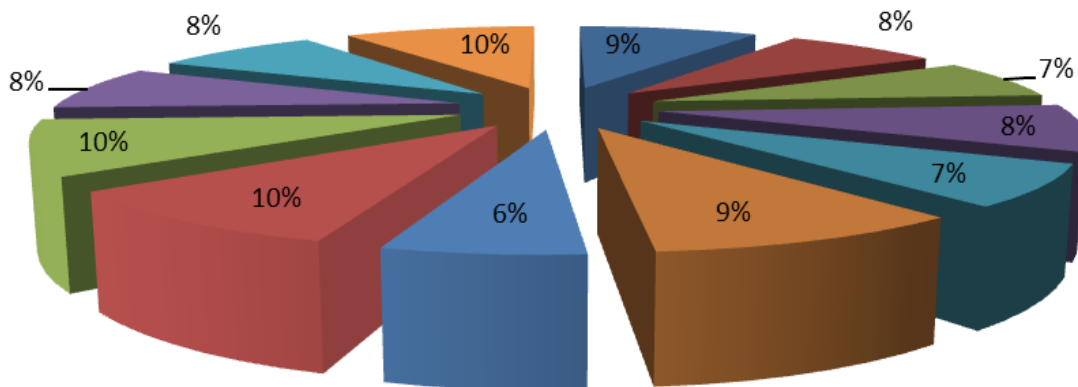
Question no. 5: *What information do you need in order to host a European intern? Please rank according to importance from 1 to 12 (1 being the most important information).*

Information	Importance
Level of English	35
Photo of the intern	34
Level in other languages	34
Exact dates of the internship	34
Age	32
Goals of the intern	29
Complete CV (Previous experience in detail, precise training course)	29
Technical competences in detail	28
Nationality	27
Motivation letter	25
Level of education	25
Level of Dutch	21

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
 2013-1-IT1-LEO04-04235

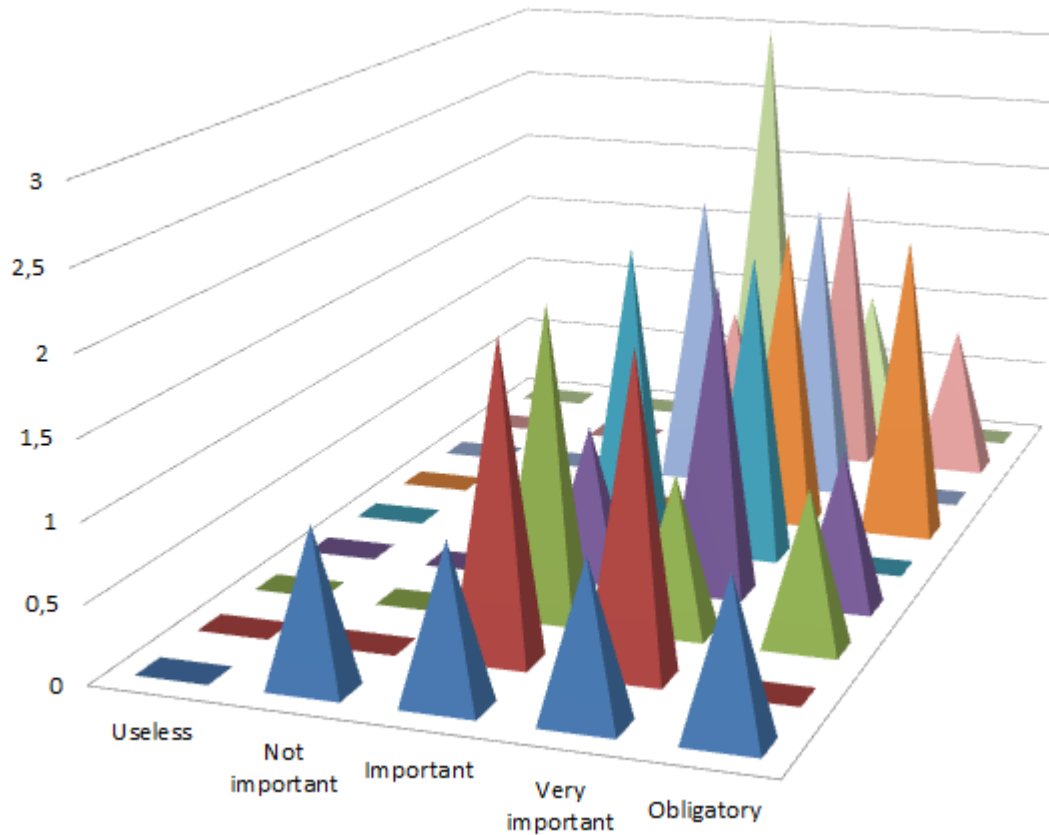
Importance of the relevant information

- Age
- Nationality
- Level of education
- Complete CV (Previous experience in detail, precise training course)
- Motivation letter
- Exact dates of the internship
- Level of Dutch
- Level of English
- Level in other languages
- Technical competences in detail
- Goals of the intern
- Photo of the intern



Leonardo da Vinci Learning Partnership Project
Supporting PLACEMENT Companies in European Training
 2013-1-IT1-LEO04-04235

Question no. 6: *What do you expect from an intermediary organization (that contacts you to propose an intern)?*



- An « efficient » linguistic preparation for the stagiaire to have a maximum of knowledge in the [language]
- A maximum of additional information regarding the intern's profile (ability to adapt, soft skills, discretion, autonomy etc.)
- A briefing on professional context in the host country and particularly in the host company
- An administrative assistance: contract, insurance, evaluation documents, internship certificate
- Personal assistance for the intern : local transport, absence, conflict management, legal framework, accommodation
- Organisation before the internship : You prefer to know at least one month in advance the profile and the dates of the internship
- Regular contact between the company and during the internship
- At the end of the internship: A feedback from the intern on his / her experience
- A "post internship" follow-up by the intern once back in his country

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

	Useless	Not important	Important	Very important	Obligatory
An « efficient » linguistic preparation for the stagiaire to have a maximum of knowledge in the [language]	-	1	1	1	1
A maximum of additional information regarding the intern's profile (ability to adapt, soft skills, discretion, autonomy etc.)	-	-	2	2	-
A briefing on professional context in the host country and particularly in the host company	-	-	2	1	1
An administrative assistance: contract, insurance, evaluation documents, internship certificate	-	-	1	2	1
Personal assistance for the intern : local transport, absence, conflict management, legal framework, accommodation	-	-	2	2	-
Organization before the internship : You prefer to know at least one month in advance the profile and the dates of the internship	-	-	-	2	2
Regular contact between the company and during the internship	-	-	2	2	-
At the end of the internship: A feedback from the intern on his / her experience	-	-	1	2	1
A "post internship" follow-up by the intern once back in his country	-	-	3	1	-

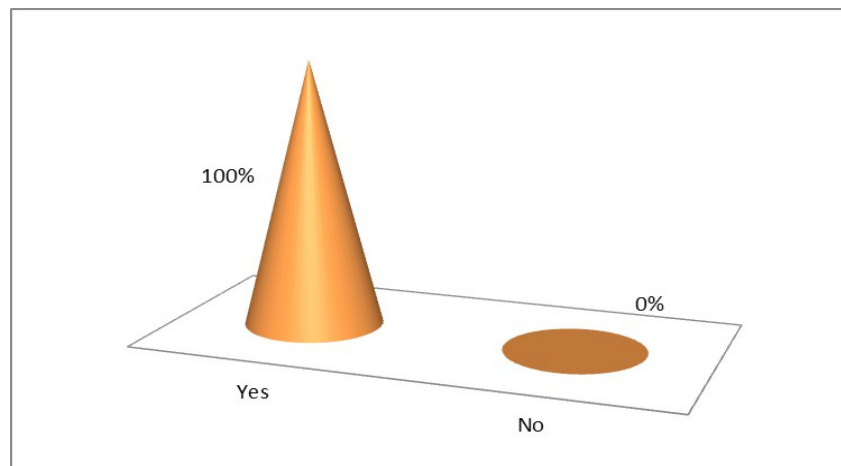
Question no. 7: *In the future if you host one or more interns in your company, what are the profiles that you are interested in?*

- **Level of education (equivalent):**
 - Higher vocational education (in NL : HBO)
 - Minimum secondary education
 - Higher education
- **Command of software:**
 - Familiar with Microsoft Office
 - Typo3
 - Wordpress
 - Adobe photoshop, Adobe lightroom
 - Word and Internet skills
 - Designing website, CMS, Php,
 - Knowledge of graphical applications
- **Minimum Language level (oral and written):**
 - Dutch sufficient ; English good
 - English
 - English: oral = good, written = regular
 - Good level of English is obligatory

Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

- **Knowledge of other languages:**
 - *not necessary*
 - *German, maybe Dutch*
 - *we can also speak German with the intern*
- **Minimum and Maximum duration of the internship:**
 - *min 3 months, max 6 months*
 - *min 3 weeks, max 2 months*
 - *min 2 months*
 - *min 2 months; max 8 months*
- **Possible work placement and tasks:**
 - *work is related to project management in the field of nature and environmental education*
 - *creating photos for website*
 - *designing website*
 - *maintain website in CMS*
 - *marketing*
 - *journalism*
 - *website development*
- **Period of the year during which you do not wish to receive interns:**
 - *Summer Holiday and Christmas Time*
 - *X-mas, summer holidays*
 - *July and August*

Question no. 8: *Do you wish to receive summary information of potential intern profiles that Quarter Mediation as an intermediary organization could offer you?*





Leonardo da Vinci Learning Partnership Project
Supporting PLAcement Companies in European Training
2013-1-IT1-LEO04-04235

Question no. 9: *How do you proceed when you consider hosting a European intern in your company? Please tick the box of the corresponding answer.*

Setting up of a work plan with the intern	4
Introduce the intern to the team	2
A company tour	2
Assignment of a contact person in the company : the Mentor	2
Weekly feedback meeting between Mentor and intern	2
Interview with the intern and the coordinating organization	1
Dividing the internship period in different departments of your company	1
Specific document describing your company and its rules to the intern	0
Others	0

