

Information for Organisations

International Mobility Programme for Young Professionals. 2021

Introduction

For over three decades, the NoviaSalcedo Foundation (NSF) has been helping young people bridge the gap between the world of education and the world of work. Through a wide range of services, we provide these young people with skills, guidance and experience to help them transition into sustainable employment.

A cornerstone of our work is to help young people gain experience through **local and international work placements**. Over the past decade, over 5000 young professionals have thus obtained work placements in companies in the Basque Country, and we have sent over 900 young professionals abroad through international work placements.

Programme Overview

The objective of this program is to help young professionals acquire significant international work experience, combining professional integration, work experience in emerging fields of employment, and personal development through living in foreign environments, learning local culture, improving language skills, etc.

Furthermore, the programme aims to:

- Promote economic and social cohesion through cooperation between different agents and the generation of mutual benefit both for young people and the host companies.
- Reinforce the role of practical international learning as a generator of citizenship, knowledge, intercultural dialogue and an opening towards other people and cultures.

Characteristics of the mobility programmes

Programme	Global Training   
Destinations	Worldwide
Duration	6 months fully funded by Basque Government+ 4-6 months paid by the host organisation
Language	English
Deadline for host organisations	May 2021
Start of the work placement	Nov 2021

Fields of work

The programme offers work placement opportunities in a wide range of fields, with particular emphasis on emerging fields of employment including Sustainable Development, Corporate Social Responsibility, eco-innovation and eco-design, Life Cycle Analysis, Excellence and Quality Management, Information Technologies, Architecture, Engineering, Publicity, Marketing...

Financial Conditions

The programme is fully funded during the first 6 months, so the organisation does not need to pay international travel expenses, insurance or a salary to the candidates.

The second period of 4-6 months must be paid by the host organisation. This should be guaranteed by the host organisation with a letter of intent.

Young professionals

NSF runs a meticulous selection process to identify the best-suited candidates for the programme. Candidates are **outstanding young professionals** (aged max. 30) who have already **completed higher education degrees** in a wide variety of fields, such as Business Management, Communications, Human Resources, IT, Technical Degrees, Psychology, Law, Secretarial Administration, etc..., and in most cases have some professional experience, although this is not a requirement.

All participants are fluent in Spanish, and speak a sufficient level of English to ensure full integration in any English-speaking work environment. Some may speak other languages, but this is not a requirement for our programme.

Host Organisations

NSF is also very cautious in the selection of well-established organisations willing and able to welcome a young professional during the work programme.

The host organisation is expected to have sufficient organisational infrastructure for the young professional to carry out his/her duties in an adequate working environment. In particular, this means that the host organisation should at least:

- Have a minimum of 5 staff members working on a regular basis (part or full time).
- Be able to provide the young professional with suitable working space, including desk, computer, and any other resources necessary to undertake his/her work.
- Be able to work with the young professional using English as a main working language.

The host organisation will also be expected to:

- Offer necessary training and supervision of the work carried out by the young professional.
- Assist the beneficiary to fulfill the administrative formalities required to enter and stay in the host country.
- Organise the welcome of the young professional.
- Make available a tutor / mentor to whom the young professional can refer.
- Organise the evaluation of the young professional (also a task for the tutor).
- Provide a working plan for each participant.
- Issue an internship certificate for the participant, signed and stamped by the host organisation, specifying project duration and placement content.

Selection process

The NoviaSalcedo Foundation acts as promoter and facilitator of this programme, and as such identifies and selects both host organisations and young professionals to participate.

Young Professionals

1. NSF will carefully pre-select the appropriate candidates for each placement, according to the requirements of the company / organisation. The selection process includes English language level tests, together with personal interviews and the evaluation of the candidate's CV.
2. NSF will send the applications of several pre-selected candidates to the host organisation, which may choose to participate in the selection process by interviewing pre-selected candidates by phone if they wish.

3. The final decision about the selection of candidates will depend on the host organisation, based principally on the ideal profile for the job.
4. NSF will also conduct an induction course for all the interns in order to provide them with useful information on how to manage successfully in their countries of destination. NSF also organises Business English lessons aimed to reinforce and adjust the intern's communication skills in English to working within European organisations.

NSF will additionally:

- Ensure that all measures have been taken to cover the beneficiary for adequate social security during the placement.
- Ensure that all measures have been taken to grant a personal insurance to the beneficiary.
- Prepare a collaboration agreement document or “internship contract” for each of the internships covered, which will be signed by the host organisation, and by NSF.

Application procedure

1. To express interest in taking part in the programme, to host an intern and collaborate with us, NSF requires that you return the application form for the 2021 Global Training Programme.
2. NSF will review applications to ensure that the host organisation fits the requirements and that the terms of reference for the job are clear, complete and contribute both to the organisation and the young professional's development.