



University of  
**Salford**  
MANCHESTER

# International **OPPORTUNITIES**

INTERNATIONAL WORK EXPERIENCE TOOLKIT

**PUSH YOUR  
BOUNDARIES  
WITH AN INTERNATIONAL  
EXPERIENCE**

*Barcelona, Spain*

Madrid, Spain

STAND OUT  
FROM THE CROWD,  
GO ABROAD

**STAND OUT** from the crowd  
with an international work experience

## HOW CAN I FIND A TRAINEESHIP/PLACEMENT/ WORK OPPORTUNITY ONLINE OR ABROAD?

### What do we mean by international work experience?

An international work experience is essentially a period of overseas work experience, usually undertaken by students while studying for their degree, either for credit as part of their course or during the summer as a voluntary option. These experiences vary in length and could be for as short as a week to year-long 'sandwich' placements which are an integral part of some courses. If your course has a year-long sandwich placement, your school will be able to talk you through your options.

In light of the current Covid-19 pandemic, these experiences can be more flexible and include virtual opportunities where it is more appropriate, meaning you can still apply your learning, but in the safest way possible. If you wish to take part in a virtual international work experience for credit, please contact your school for approval.

### Why take part in an international work experience?

An international work experience abroad will improve your employability and will make you stand out from the crowd\*. It can also serve as an opportunity to immerse yourself in a new environment and culture, growing both professionally and personally, while learning/practising a foreign language.

\*Source: [UUKi, 2020](#).

### Who can apply?

Open to all levels of students, including recent graduates (up to one year after graduation).

### How long for?

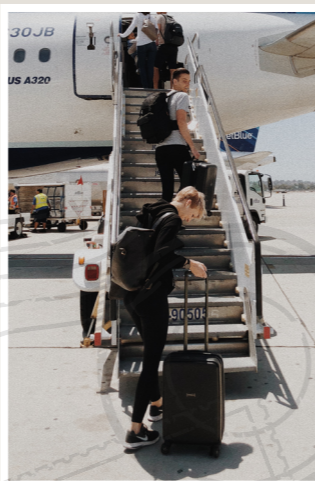
Duration varies depending on the chosen work experience.

For Erasmus+ traineeships or graduate traineeships, the minimum duration in order to be eligible for funding is two months. The maximum is 12 months of funding per study cycle. Graduate traineeships must be completed within 12 months following the course completion date.

### How much?

International work experiences are often partially or fully funded/salaried by the provider. Exact amounts will depend on your chosen opportunity. The University of Salford can financially support students who take part in a work experience (including graduate traineeships) in a EU country via Erasmus+ funding. Erasmus+ grants range between €470 and €520 per month depending on your chosen country. For more information, visit our [website](#)

Please note Erasmus+ funding is currently in place until May 2023. At the time of writing (January 2021), it is not clear what funding will be available from Erasmus+ after that date.



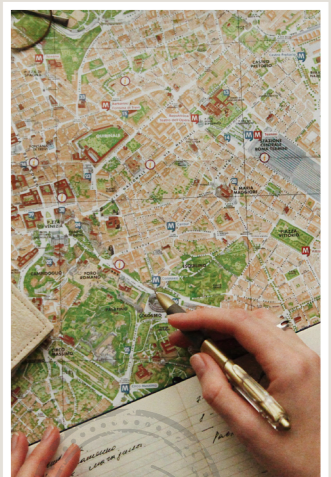
### Who can help?

- ✓ Your tutors - start with the people you see the most in your academic life. Given their experience in the industry and their contacts, they represent the perfect starting point for your research
- ✓ Family and friends - spreading the word around can prove useful as they might be able to help as well, by sharing knowledge and contacts
- ✓ The Exchange Coordinators in your school - please visit [our website](#) to find out who they are
- ✓ The International Opportunities Team - If you can't find the answers you are looking for in this document and have already consulted with your school or online information, please contact us at [Salford-IOT@salford.ac.uk](mailto:Salford-IOT@salford.ac.uk)
- ✓ The Internet and social media - this might sound obvious, but there are countless blogs, websites and social media pages out there of people who have done or planning on doing the same thing and are happy to share their experience and advice. Make the most of them.

### HOW TO GET STARTED?

Finding a traineeship/work experience outside of your home country, or even a virtual one, can be quite a long process and might take a while for you to organise, so make sure you start planning in advance. If you are planning on going abroad, keep in mind and do some research on the following:

- ✓ Your preferred destination
- ✓ Which countries offer more/the best opportunities within your subject area
- ✓ Cultural differences (including the language)
- ✓ Cost of living and finances (budgeting)
- ✓ Accommodation
- ✓ Your placement provider (if you go for a placement offered by a third party)



### Find an International Work Experience abroad:

**1.** If you have a specific organisation/employer in mind, make sure you check their website and follow them on social media and, of course, check their vacancies and what kind of skills you could gain by joining their team; you can also contact them directly and explain that you are looking for a short-term work experience. If you are going to receive Erasmus+ funding from the University of Salford, we recommend informing them of this - please only do this if your funding is confirmed. Make sure you have a CV and cover letter ready. It goes without saying that these need to be relevant to the opportunity you are seeking. Make sure that you have done your research before getting in contact with queries - the answers are often available on the website. We also recommend having them checked by the our **Careers Team**

**2.** Check our **University of Salford My Advantage Vacancies** section

**3.** Visit our **Careers website**

**4.** If you are interested in an English Language Assistant position, keep an eye on the opportunities offered by the **British Council**

**5.** Check the below portals for vacancies in all the EU countries:

✓ **EURES - European Job Mobility Portal**

✓ **Erasmus + Intern Website**

✓ **European Personnel Selection Office**

Check the providers below for virtual work experiences and vacancies outside the EU:

✓ **CRCC Asia**

✓ **Think Pacific**

✓ **Absolute Internships**

\*Due to the COVID-19 global pandemic, all traineeships are paused for the 2020-21 academic year. At the time of writing (January 2021), subject to developments, it is hoped that traineeships can resume from late summer 2021. Please refer to [our website](#) for the most up to date information.

We will not approve any overseas mobilities, for studies or work placements, whilst there is are UK government travel restrictions in place.

This toolkit should be used for initial research purposes only. Students should not confirm or accept any physical mobility traineeships whilst current restrictions are in place.

### REMEMBER

**1.** Learn lessons from your job hunt in the UK. There are more similarities than differences when applying for jobs abroad.

**2.** Networking: not all jobs are advertised, and if you're in a different country it can be difficult to know where to begin. Building your professional network through meetings, connecting on LinkedIn and attending events is a good first step.

**3.** You don't need to be bilingual (even though for some jobs this might help). Also, if you're a native English speaker, then look out for opportunities which require fluency in English, as you'll automatically be nearer the top of the pile.

**4.** Universities are often a great employer. They have several departments, laboratories, medical facilities, and they are very welcoming towards international students. Why not try finding a work experience within one? If you are interested in opportunities at any of our partner universities, please contact the International Opportunities Team to request an introduction. We recommend that you only approach partner universities via an introduction from our team - this will ensure you are put in touch with the relevant contacts.

**5.** There are hundreds of third-party providers that help in finding placements abroad. However, many are commercial companies and there may be a charge to use their services. Do your research before making any decisions.

**6.** Employers will expect your research skills to be tip top. Please check their websites for the information you need to avoid wasting their time.

**7.** As you are required institutional approval, you MUST let us know about your secured placement no later than two months before your traineeship is due to start. If your International Work Experience is for credit, or an integral part of your university course, you MUST have approval from your school and let the International Opportunities Team know no later than two months before it is due to start.

**7.** We promote further opportunities as and when they become available - keep an eye on our website and social media!

**For country-specific information and recommendations, please visit:**

[prospects.ac.uk](https://prospects.ac.uk)

## CHECK THE LINKS BELOW FOR VACANCIES IN THE FOLLOWING EU COUNTRIES PLUS ICELAND AND NORWAY.

### AUSTRIA

Public Employment Service Austria (AMS)

Just Landed

Graduateland

Prospects

Go Overseas

derStandard

### BELGIUM

derStandard

Jobat

Le Soir

Graduateland

Euractiv

Prospects

Go Overseas

Euro Brussels

### BULGARIA

Graduateland

Jobs.bg

Go Overseas

Job Tiger

### CROATIA

Moj Posao

Posao

Go Overseas

Learn4Good

### CYPRUS

Go Overseas

CyprusJobs

Prospects

Cyprus Recruiter

### CZECH REPUBLIC

Go Overseas

### DENMARK

Graduateland

Glassdoor

Prospects

Go Overseas

iAgora

### ESTONIA

Go Overseas

Graduateland

Go Overseas

Indeed

### FINLAND

Graduateland

Prospects

Go Overseas

Glassdoor

### FRANCE

Go Abroad

Indeed

Glassdoor

Prospects

Go Overseas

### GERMANY

Federal Employment Agency

Graduateland

Go Overseas

iAgora

Prospects

Go Overseas

### GREECE

Go Overseas

Glassdoor

### HUNGARY

Graduateland

Go Abroad

iAgora

BudapestJobs

### ICELAND

Europe-internship

Study Abroad

Prospects

Reykjavik.is

### IRELAND

JobsIreland

IrishJobs

Go Abroad

### ITALY

Go Overseas

Europe-internship

Prospects

Go Abroad

Graduateland

### LATVIA

Go Overseas

Europe-internship

Graduateland

## Glassdoor

## iAgora

If you are interested in gaining experience outside of Europe, **Prospects** is a good starting point,

For the most up-to-date information about how Brexit could affect the Erasmus+ programme, please visit the **askUS** site.

**Remember to do your research and planning well in advance. You should also check out our Student Planning Document for ideas.**

**Please note: all information is valid at the time of writing (January 2021).**

[illegible]



University of  
**Salford**  
MANCHESTER

[www.salford.ac.uk/io](http://www.salford.ac.uk/io)

 @UoS\_IntOpps  /Salford International Opportunities  salfordintopps