



## Checklist for accompanying trainers

Sometimes, mainly when participants are underage, it is considered necessary for a trainer from the sending partner to accompany the trainees to the hosting country, either during the first and/or last days of the stay, or even throughout the whole period in the hosting country.

Once in the hosting country, the responsibilities of this accompanying trainer would be:

### VISIT TO THE HOSTING PARTNER

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- Accompany the trainees to the hosting partner's premises.
- Meet the coordinator from the hosting partner.
- Agree with the coordinator about visits to the hosting companies.

### VISIT TO THE HOSTING COMPANY

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- Make sure the placement agreement is signed, in case it has not been done beforehand.
- Make sure all insurances are in order.
- Exchange contact information with the company's supervisor.
- Agree on the follow-up activities.
- Agree on the evaluation activities.
- Agree on the documentation delivered to the trainees at the end of the internship.
- Agree on possible follow-up visits to the company.

### FOLLOW-UP / FEEDBACK

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- If agreed with the company's supervisor, and depending on the duration of the stay, one or two follow-up visits can be paid to the company.

### EVALUATION

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- A final visit can be paid to the company for the evaluation of the whole period of internship.
- It is important to verify that all documents have been filled in and signed.