

1. Why invest in training your staff abroad?

- To increase the efficiency and competitiveness of your foreign subsidiaries, as well as strengthening your presence on international markets.
- Further education and training brings employees abroad closer to your company, promotes loyalty and improves the way staff identify with Austria as a business location.

A) Interested in training foreign staff with external trainers/teachers/consultants and imparting Austrian expertise (both abroad and in Austria)?

- 4.3. Further education programmes for Austrian-owned foreign subsidiaries and projects
 - Training with Austrian expertise, training sessions and events in Austria or abroad (no language courses)
 - Co-financing 50% of trainer's fee: For subsidiaries in Europe max. EUR 800- per participant; for overseas subsidiaries max. EUR 1,000- per participant
 - No limit on the number of participants, however the total amount to be paid to the Austrian headquarters (the company applying) must not exceed EUR 10,000- by 31st March 2011
 - Special conditions for Austrian management courses abroad: EUR 10.000,- per participant, and per company applying two participants

Examples: The Head of your Bucharest office should take a Management course in Austria; Foreign staff should complete a welding, IT or project management course etc. in Austria; An Austrian trainer holds a seminar (e.g. communication, technology, IT, etc.) for staff at your Turkey office (in their own rooms or a seminar hotel); Your staff in Hungary attend a course at a local training institute that has Austrian certification.

B) Interested in sending staff from your offices abroad to the Austrian headquarters (or vice versa) for educational purposes?

- 4.4.1. Exchanges for staff in training
 - Stays of up to six months are subsidised (calculated by day)
 - Branch offices in Europe EUR 800-; overseas EUR 1,000- per staff member per month.
 - In Europe, only SMEs¹ are entitled to these subsidies; no limit for overseas offices and subsidiaries
 - The number of staff and trainees participating in exchanges (from 4.4.1, 4.4.2. and 4.4.3.) per company applying (Austrian holding company) is limited to 31st March 2011: SMEs - 8 people, Large-scale companies - 6 people

Examples: A new technician at the Algerian site should come to the Austrian plant for training; The new distribution manager for Eastern Europe should familiarise himself with the subsidiaries in his area and the challenges and problems directly on the ground; A future staff member in the legal department should get an insight into the legal practices e.g. in China and should therefore be sent to the overseas office.

¹ Definition SME: Acc. to OJ, EU L 124/36 from 20th May 2003; Headcount: < 250; Turnover: ≤ EUR 50m or Balance Sheet Total: ≤ EUR 43m. See also http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm

2. Give work experience placements in your foreign offices to young Austrians and to young foreigners in your Austrian company!

- Promote the exchange of language, culture and knowledge in your company, thereby getting young people and staff ready for an international environment.
- Make the most of the innovative potential of young people and get to know prospective staff members.

C) Planning to give young Austrians a work experience placement in a subsidiary abroad?

- 4.4.2. Work experience placements for Austrians abroad
 - Austrian citizens, to begin work experience placement before 25th birthday
 - Stays of up to six months are eligible for subsidies
 - Branch offices in Europe EUR 800-; overseas EUR 1,000- per staff member per month. In Europe, only SMEs¹ are entitled to these subsidies; no limit for overseas offices and subsidiaries
 - The number of staff and trainees participating in exchanges (from 4.4.1, 4.4.2. and 4.4.3.) per company applying (Austrian holding company) is limited to 31st March 2011: SMEs - 8 people, Large-scale companies - 6 people

Examples: A logistics student from the University of Applied Sciences develops a new warehousing concept for your Bulgarian subsidiary. You send a newly qualified web specialist to your Russian office in order to design your web presence in Russia. A person who has recently completed a marketing traineeship works with your newly founded office in Abu Dhabi to develop a sales and marketing concept for the Middle East.

D) Planning to give young foreigners a work experience placement in your Austrian company to further their education and training?

- 4.4.3. Work experience placements for foreign staff in Austria
 - Non-Austrian citizens, to begin work experience placement before 25th birthday
 - Stays of up to six months are eligible for subsidies, with EUR 800- per month for staff from Europe and EUR 1,000- per month for overseas staff
 - No limits for Europe/overseas, but restrictions apply related to the company's relevant foreign trade activities, to the target country and to the activities carried out
 - The number of young foreigners participating per company applying (Austrian holding company) is limited to 31st March 2011: SMEs - 4 people, Large-scale companies - 2 people from 4.4.3. out of the total amount of 8 resp. 6 people

Examples: A Spanish student helps to produce your product information in Spanish and prepares for your trade fair attendance in Barcelona. A Chinese student prepares an important visit for customers from China to your plant and accompanies the delegation while in Austria. A Lithuanian technology student works on the development of a new testing method and contributes his specialist knowledge to the project.

For all of the aforementioned subsidies:

The applicant must be the Austrian (holding) company to whom the subsidy will be paid. The current period for subsidies begins on 1st April 2009 and ends on 31st March 2011. As an exception, until 31st October 2009 the application can be carried out retrospectively. After this date, applications can only be made before the start of activities eligible for subsidies.

Contact:

AUSTRIAN TRADE, Mag. Sina Gyöngyösi

T +43 (0)5 90 900-3632 | F +43 (0)5 90 900-218 | E awo.ressourcen@wko.at

Further information, guidelines and forms (in German):

www.go-international.at > Förderprogramme > Wettbewerbsfähigkeit durch Bildung