



# The Expatise Academy

dedicated to Global Mobility, Reward & Payroll Professionals

## Expatise® Online Certification in Global Mobility 2018

The Expatise online certification course examines the roles and responsibilities of the HR Global Mobility (GM) function, the focal point of stakeholders in cross border work relations.



In this arena of competing (and often conflicting) interests and continuously changing requirements the HR GM function has become a specialisation that serves many interests and harbours many (academic) disciplines.

### Course perspective

The Expatise online certification course provides an overall, holistic approach to working with international workforce from the HR GM point of view. This is an important differentiator that sets the course apart from other courses in global mobility that were designed from a vendor's or relocating assignee's point of view.



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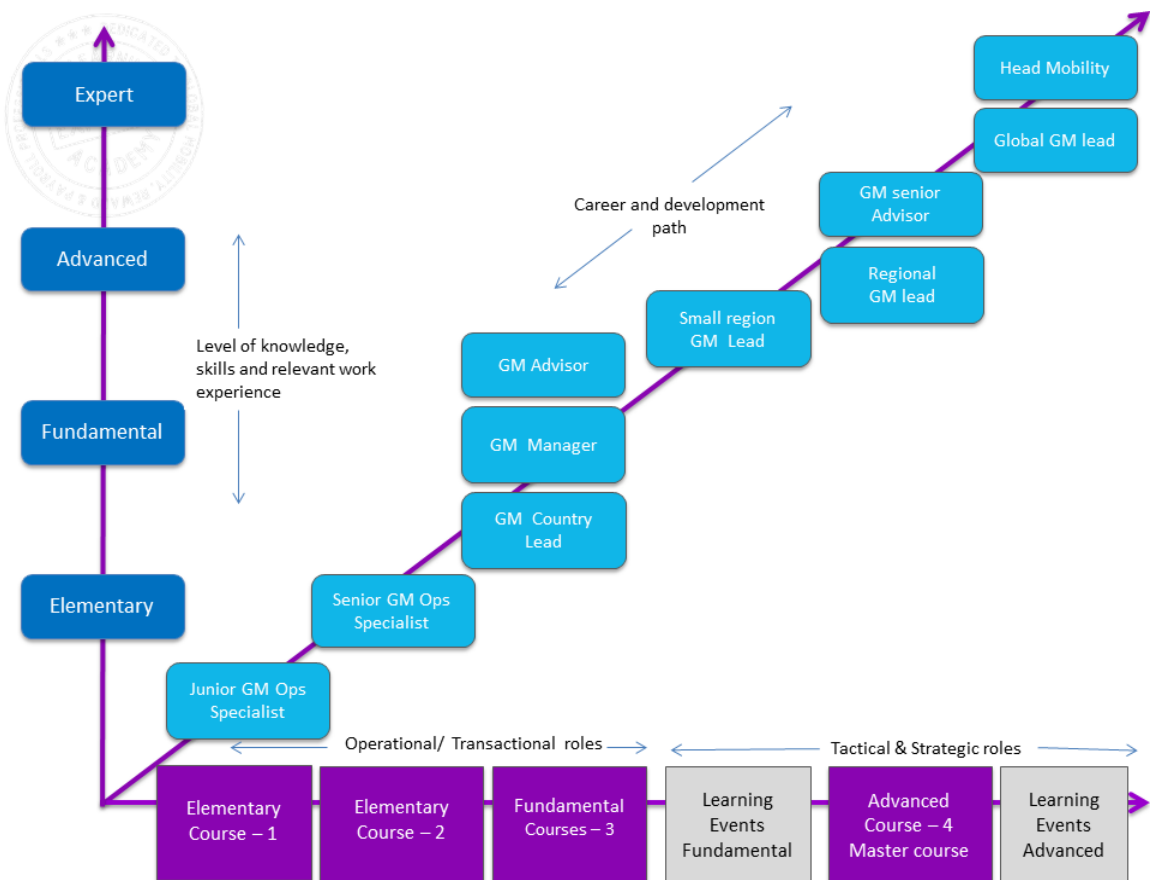
Furthermore, at Expatise Academy we put the learner at the centre of education and have geared the course towards two entry levels:

## Level 1. Beginner

- Newly hired employees who need to get up to speed with the case handling of international assignments;
- HR business partners, line managers and service providers who are not directly responsible for handling international assignments but who want to understand the Global Mobility function;

## Level 2. Elementary

- Working professionals looking to refresh and repair gaps in their basic knowledge;
- Working professionals preparing for the next step up the career ladder: GM Advisor, Manager, Country Lead.



## Curriculum

The curriculum covers the core topics GM professionals need to understand when handling international assignments in practice.

Next, you will find a detailed description of the learning objectives and curriculum per level.

Enrollment in level 2 requires prior completion of level 1 course or relevant work experience validated by Expatise Academy.



## Online certification course level 1 – The Curriculum

Entry level: beginner

### Module 1 Cultural awareness and intercultural competences

Learning objective = to develop an understanding of and gain insights into

- What is culture and what are cultural dimensions
- What is the impact of culture on communication
- Which competences do you need to reconcile cultural differences.

### Module 2 The environment of our profession

Learning objective = to develop an understanding of and gain insights into

- Globalisation and internationalization of business activities
- The dynamics of cross-border activities and the role that Human Resource Management (HR) in general and the Global Mobility function (GM) in particular play in that framework
- The organisational structure and positioning of the HR GM department within the company
- The different roles and responsibilities of GM: cost center and strategic advisor
- Internal and external stakeholders and their interests
- What drives an assignment
- Different assignment types, policies, home based and host based compensation approaches and pay delivery methods
- What is meant by the assignment lifecycle and the assignee and spouse experience
- What is meant by statutory compliance and contractual compliance and why is compliance a challenge in an international context
- What are commonly used vendors for international assignments, what selection criteria are being used, what are practice challenges in vendor management, RFP, KPI.
- Administration and process requirements.

### Module 3 Principles of international labour law

Learning objective = to develop an understanding of and gain insights into

- The employment contract in an international context
- What is meant by employer: the formal, material and economic approach
- What is Labour Law
- The international scope of national labour law
- Non-compliance risks and consequences.

### Module 4 Principles of labour migration law

Learning objective = to develop an understanding of and gain insights into

- The nature of visa and work/ residence permits
- Profiling persons for exemption
- Profiling activities for exemption
- Profiling simplified application procedures
- Key traps and challenges in practice, non-compliance risks and consequences.

### Module 5 Principles of international taxation

Learning objective = to develop an understanding of and gain insights into

- The concept of Corporate and Personal Taxation
- What is meant by Fiscal Residence, Employer, Permanent Establishment, Tax sourcing, Avoiding double taxation



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- Key traps and challenges in practice, non-compliance risks and consequences.

## Module 6 General principles of international social security

Learning objective = to develop an understanding of and gain insights into

- Social security in a national and international context,
- Allocation of social security rights and obligations
- Compliance requirements
- Key traps and challenges in practice, non-compliance risks and consequences.

## Module 7 General principles of international payroll

Learning objective = to develop an understanding of and gain insights into

- What are payroll taxes and what is meant by withholding;
- Statutory payroll compliance
- Tax systems, tax credits, tax rates
- The impact of exchange rates and inflation fluctuations
- Payroll record requirements: setup, withholding, declaration, payment
- Key traps and challenges in practice, non-compliance risks and consequences.

## Module 8 The employee experience

Learning objective = to develop an understanding of and gain insights into

- Phases of the assignment experience
- Assignee concerns regarding housing, safety and security, dual career, education, repatriation, succession
- The spouse experience, partner support, dual career
- Duty of care and psychological contract
- The moving and relocation process.

## Tuition fee and discounts

The tuition fee includes 12 months access to the Expatise Online Campus, a personal learning environment with handbooks, video lessons, e-learning tests, memo training, communities, libraries, and amounts to

Regular tuition fee level 1: € 1,750 plus vat (during the introduction campaign € 1,500 plus vat).  
Certification exam: € 300 plus vat

Multiple purchase discounts available.

Further discounts available via Expatise Partners.

## Certification

Participants who pass the exam earn the ECGlobal Mobility credential. This internationally-recognized certification is a formal recognition by Expatise partners that the participant has demonstrated a proficiency within, and comprehension of the Global Mobility environment and helps validate the level of expertise and experience of GM professionals and improve employability.

## Customization

The content of this online training as well as the look and feel of the learning environment can be customized according to the needs and wishes of the employer in question.



## Online certification course level 2 – The Curriculum

Entry level: elementary

### Module 1 Cultural awareness and intercultural competences

Learning objective = to develop deeper understanding and increase knowledge of

- Which competences you need to reconcile cultural differences
- Problem solving and conflict management.

### Module 2 The environment of our profession

Learning objective = to develop deeper understanding and increase knowledge of

- Trends and developments in Global Mobility
- The assignment cycle: pre-assignment, on-assignment, post-assignment
- How to match drivers of assignments with assignment profiles
- How to match profiles with mobility policies and compensation approaches
- Cost projection, return on investment
- Tax equalization and tax protection
- Impact of exchange rate and inflation fluctuations
- Internal stakeholders: their interests, roles and responsibilities
- External stakeholders: their interests, roles and responsibilities
- Administration, processes, technology, data analysis.

### Module 3 Principles of international labour law

Learning objective = to develop deeper understanding and increase knowledge of

- What is international labour law
- The international scope of national labour law
- How to determine which labour law regime applies
- The termination, secondment, suspension, dual employment construction
- Which construction matches with the type of assignment
- Reporting obligations
- Key traps and worst case scenarios.

### Module 4 Principles of labour migration law

Learning objective = to develop deeper understanding and increase knowledge of

- Profiling persons for exemption
- Profiling activities for exemption
- Profiling simplified application procedures
- Special visa and permits: NAFTA, Mercosur, APEC Card, ESTA, EU ICT permit, European Blue card, Van der Elst, Orange Carpet Visa Facility
- Immigration compliance policy
- Obligations, non-compliance, sanctions, global key traps.

### Module 5 Principles of international taxation

Learning objective = to develop deeper understanding and increase knowledge of

- The concept of Fiscal Residence, Employer, Permanent Establishment and the role of GM
- Double tax avoidance
- Allocation rules and tax treaties
- Tax Liability, withholding obligation and reporting obligation



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- Administrative obligations of a withholding agent
- Tax compliance, obligations, non-compliance, sanctions.

## Module 6 Principles of international social security

Learning objective = to develop deeper understanding and increase knowledge of

- International social security and determination rules
- Assignments within the EUR/EEA/Switzerland area
- Assignments between bilateral treaty countries
- The international health care insurance and determination rules
- National social security schemes
- Employee benefits and private insurance schemes
- Compliance requirements; key traps and challenges, non-compliance risks and consequences
- Social Security compliance policy.

## Module 7 Principles of international payroll

Learning objective = to develop deeper understanding and increase knowledge of

- Fiscal Administrative Requirement: Setup in Payroll, Payslips, Annual Income Statements, Wage Statements
- Wage Tax: Payroll Tax Brackets, Wage Tax Credits, Special Tax Rates
- Exchange rates, inflation, conversion rules
- Gross to net and net to gross calculations
- Payroll Taxes Return Process, Identification Part
- Payroll Processes & Systems, global payroll, shadow payroll, split payroll, and hypotax
- Insightful control for international assignees, technology & wage types,
- Customerization leading to employee centricity
- Repairing non/compliance in payroll.

## Module 8 The employee experience

Learning objective = to develop deeper understanding and increase knowledge of

- Duty of care and psychological contract
- Financial planning and private insurance schemes
- International pension plans
- Repatriation and succession planning.

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