



TRAINEESHIP IN EUROPE



WHAT a traineeship is?

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Internship \neq Traineeship

- **Internships** are usually included in your curricula as a part of your formal education and have usually a brief duration (few weeks). Its recognition is usually directly related to your studies.
- **Traineeships** are experiences outside the formal education, their duration usually goes from a few weeks to six months.



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Traineeships as ALMP-type tools

Active Labour Market Policy

Traineeships are work-based experiences, formally regulated and included in the Labour

Legislation/Employment Acts of a Country

Traineeships within the Open Market

Open market traineeships, are present in certain Countries, as direct agreements between the trainee and the employer

“Traineeships are understood as a limited period of work practice, which includes a learning and/or a training component”



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Table 1: Main differences between open market and ALMP-type traineeships

Aspect	Open market traineeships	ALMP-type traineeships
Responsibility for organising traineeships	Employers (public/private/non-profit)	Public Employment Services (PES) in cooperation with employers
Type of agreement	Agreement between trainee and employer	Tripartite trainee–employer–PES agreement
Contract	Usually with a form of work contract	With or without work contract
Remuneration	Paid by employer (basic wage) or unpaid	Trainees <i>may</i> receive allowance or compensation and/or other benefits (i.e. as unemployed)
Subsidies	No state subsidies to employers	Employers may receive wage subsidies from state or EU funds to cover the labour costs incurred by trainees
Aim	Preparing for regular employment	Easing transition from school to work or from inactivity to activity
Beneficiaries	Students, graduates or new employees in need of specific practical training on the job	Unemployed and inactive young people/adults

Source: European Commission based on ICF analysis.

(COMMISSION STAFF WORKING DOCUMENT Applying the Quality Framework for Traineeships, Strasbourg, 4.10.2016, <https://eur-lex.europa.eu/legal-content/DA/TXT/?uri=CELEX:52016SC0324>)



WHY to start a traineeship ?

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By the side of Trainees

- ✓ are a valuable way for young people to gain necessary work experience before entering regular jobs
 - ✓ help young people gain practical and professional experience, improving employability and facilitating transition into regular employment
 - ✓ give the chance to approach companies all around Europe, in many different sectors



WHY to start a traineeship ?

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By the side of Employers

- traineeships give to employers access to a pool of talented young people all around Europe
 - traineeships can also help to give employers a positive image on the labour market
 - are well-known and well-accepted by the employers as a tool to “verify mutual professional expectations”



EU freedom of movement and residence

Directive 2004/38/EC on the right of EU citizens and their families to move and reside freely within the EU

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Welcome in Italy

first step:

County clerk's Office - Temporary population – **registration**

Anagrafe - Popolazione Temporanea - **iscrizione**

- If you wish to stay in Italy for a certain period, for example to carry out an internship / traineeship or to search for a job, etc. and / or for more than 3 months, first of all you must register with the Temporary Registry of the Municipality where you live.
- https://europa.eu/youreurope/index_en.htm



HOW to activate a traineeship ?

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1. *Traineeship Agreement / Convenzione Di Tirocinio*

The Traineeship Agreement/Convenzione di tirocinio is the very first document required by law to activate a traineeship with jobseeker. It is a contract between the Company/Host organization and the PES (public employment services) Universities, accredited regional training bodies, universities, social cooperatives and employment integration services, which defines rights and duties for both parties.



HOW to activate a traineeship ?

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1a. REQUEST YOUR TRAINEESHIP AGREEMENT

Here are the details you are suggested to have ready at hand to request your Traineeship Agreement:

- FIRST NAME, LAST NAME, EMAIL ADDRESS and TELEPHON NUMBER of the HOST ORGANIZATION ADMINISTRATIVE
- REFERENT, who will follow the procedure to activate the traineeship Agreement
- FIRST NAME, LAST NAME, PLACE and DATE OF BIRTH of the LEGAL REPRESENTATIVE, who will sign the Internship Agreement, or the same details for a delegate.
- » FULL ADDRESS of the HOST ORGANIZATION'S main office



WHERE activate a traineeship ?

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1. EMPLOYMENT CENTRES

To access the service The employment centres are public offices distributed throughout the Italian territory that provide information and services to people and enterprises with the aim to promote employment and the economic development of the territory:

<https://www.anpalservizi.it/territorio>

There are also offices and staff dedicated to the work placement of people with disabilities and protected categories.



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2. EMPLOYMENT CENTRES

- Each Employment Center also has a network of local offices throughout the region with the presence of EURES Advisor and EURES Assistant at your disposal to introduce you to the Italian Labor Market:

<https://ec.europa.eu/eures/public/en/eures-advisers>

- The Italian labour market differs widely between the regions.



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3. EMPLOYMENT CENTRES

- To enter the services offered by the employment centres and to be able to apply for company job offers or traineeship, you must go personally to the closest employment centre to the place where you live and register there.
- You will receive your first orientation interview to start your job search and be supported and helped along this way.
- Once registered you can look for training opportunity or job offers, read them and apply directly through the web portal.



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4. EMPLOYMENT AGENCIES

- To access the service Employment agencies are private entities authorized by the Italian state to offer work intermediation services, that is, a link between job offer and request.
- Sometimes they can also offer training opportunities, both free and paid, thus facilitating job placement.



Heading to a Quality Traineeship: WHY and HOW

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- **QUALITY:** WHY AND HOW

- **QUALITY WHY**  **EMPLOYMENT OUTCOME**

➤ Learning component

➤ Working conditions

HOW?  **WRITTEN AGREEMENT**

.....For the purposes of this Recommendation, traineeships are understood as a limited period of work practice, which includes a learning and training component, ... in order to **gain practical and professional experience with a view to improving employability and facilitating transition to regular employment**



Heading to a Quality Traineeship Framework: EC's path to the QTF(2014)

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Eu target: 75% Employment rate;
3.3 million Young People unemployed 2019

Eurobarometer survey 2013:
Traineeships useful to bridge to
jobs

European Solidarity Corps

Council Recommendation on Quality Framework for
Traineeships, 2014

Youth Guarantee

Council Recommendation on Quality Framework for Apprenticeships, 2018

European Parliament Resolution 2020/2764 ban on unpaid traineeships



Heading to a Quality Traineeship: A tool to assess Quality
(22 elements from the QTF)

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QUALITY FRAMEWORK TRAINEESHIP (QFT)

**Conclusion of a Written
Agreement (2-3)**

**Rights and
Obligations (9)**

**Learning and Training Objectives
(4-5)**

**Reasonable
Duration (10-11-
12)**

**Proper Recognition
(13)**

**Transparency
requirements (14-15)**

**Cross-border
EURES (16-
17)**

**Use of Structural
funds (18)**

**Apply the
QTF:
Actors,
PES (1-19-
20-21-22)**



CHECK YOUR ELIGIBILITY FIRST!

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**READY
TO GO ?**



- ❖ Country of destination in Europe (EURES!)
- ❖ ALMP vs OM (see part 1)
- ❖ Age
- ❖ Status
- ❖ Education requirements
- ❖ Duration vs my needs
- ❖ Learning objectives
- ❖ Admin. Requirements



ELIGIBILITY vs Member States Labour Law

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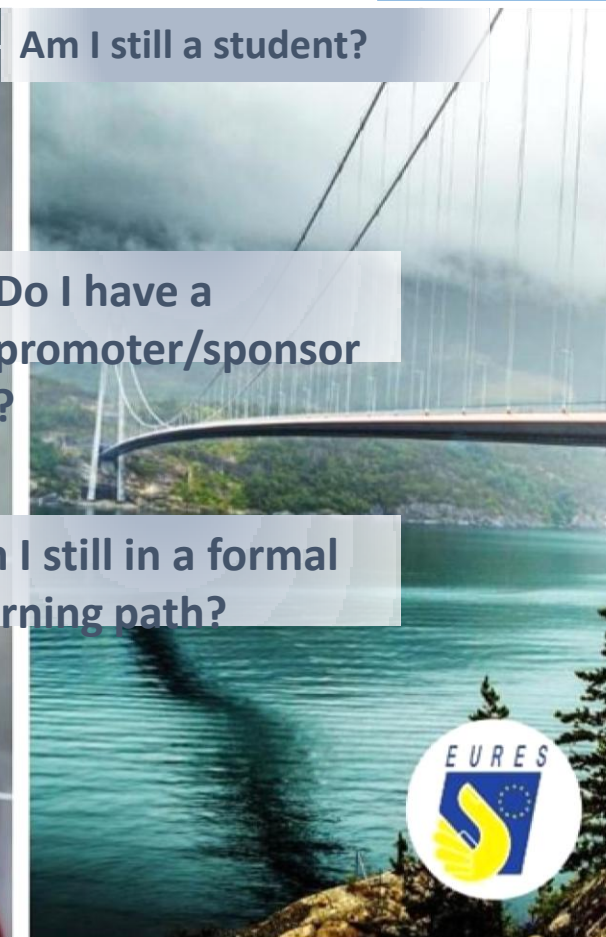


Does my
training
institution
comply with the
requirements?

Am I a jobseeker
registered with
that MS' PES?



Is it a
curricular
traineeship
?How can I
overcome
the
obstacle?



Am I still a student?

Do I have a
promoter/sponsor
?

Am I still in a formal
learning path?



EURES PORTAL: <https://ec.europa.eu/eures/>

ANPAL PORTAL: www.anpal.gov.it/eures



	SOCIAL EURES	SOCIAL EURES ITALIA
FACEBOOK	https://www.facebook.com/EURESjobs	https://www.facebook.com/EURESItaly
TWITTER	https://twitter.com/EURESjob	https://twitter.com/ItalyEures
LINKEDIN	https://www.linkedin.com/company/eures/	
YOUTUBE	https://www.youtube.com/user/EURESjob	



CHAT EURES: EURES Advisers can be contacted through EURES portal

<https://ec.europa.eu/eures>, by accessing to the CHAT service.

For Italy, the service is available every Friday (except public holidays) from 10:30 to 12:30 (CET).

<https://ec.europa.eu/eures/public/it/chat-with-eures-advisers>

Search for EURES Advisers: [EURES - Search for EURES Advisers - European Commission \(europa.eu\)](https://ec.europa.eu/eures/public/it/search-for-eures-advisers)