TRAINEESHIP POLICY

How traineeships take place at the ETF
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INTRODUCTION

The ETF and trainees can benefit from traineeship placements in many ways. The ETF is therefore valuing very much such opportunities, from both a professional and human side.

OBJECTIVES

The objectives for the ETF traineeship are:

- To provide trainees with an understanding of EU integration processes and policies;
- To provide trainees with an understanding of the ETF mission (i.e. helping transition and developing countries to harness the potential of their human capital through the reform of education, training and labour market systems);
- To give trainees the opportunity to work in a multi-cultural and multi-linguistic environment, and contributing to the development of mutual understanding, trust and tolerance;
- To enable trainees to put into practice knowledge and skills developed during their studies, in particular in their specific areas of competence;
- To allow the ETF to benefit from the input of recent graduates who can give a fresh point of view and bring, amongst other, up-to-date academic knowledge;
- To create long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside.

WHO CAN APPLY

To be eligible, candidates must have:

- EU nationality or nationality of one of ETF’s partner countries or territories;
- Recently completed (within 2 years by the closing date for applications) a university degree of at least 3 years (i.e. Bachelor or equivalent);
- Satisfactory knowledge of the English language (at least level B2 in all dimensions as defined by the European framework of reference for languages).
WHO CANNOT APPLY

Candidates will not be eligible if:

- They don’t satisfy all requirements mentioned in the paragraph above by the closing date of the traineeship notice;
- They have already benefited or benefit from any kind of traineeship or in-service training (formal or informal, paid or unpaid) within a European institution, body or agency;
- They have had or have any kind of employment within a European institution, body or agency, including anyone who is or has been working as interim staff, consultant or expert.

PROCEDURE

Subject to budget availability, a limited number of traineeships may take place at the ETF every year; in this case, traineeship notices are published on the ETF website and they indicate:

- Main activities and department or unit where the traineeship takes place;
- Learning objectives;
- Expected start and end dates;
- Selection criteria;
- Monthly grant awarded;
- Closing date of the traineeship notice, documents requested and instructions for the submission of applications.

Applications not matching the requirements mentioned in the “Who can apply” paragraph are discarded by HR as ineligible.

ETF managers (or delegated staff) assess applications on the basis of the selection criteria described in the traineeship notice and, if necessary, arrange phone or Skype interviews with candidates.

Selected candidates are contacted by HR within three months after the closing date of the traineeship notice. Candidates not contacted by HR can consider their application as not selected.
DURATION

The expected minimum duration of the traineeship at the ETF is six months.

The traineeship can be extended once upon request of the Head of Unit or Department in which the traineeship takes place. The extension must be authorised by the ETF Director and in no case the overall duration of the traineeship can exceed the total of twelve months.

Traineeships start on the 1st or 16th of the month.

RIGHTS AND DUTIES OF TRAINEES

Trainees are supervised by a Tutor who is responsible for the trainees’ activities and achievement of the learning objectives; the Tutor is nominated by the Head of Unit or Department in which the traineeship takes place.

Trainees are required to work 8 hours a day with a rest-break (lunch break) of at least 20 minutes and up to 2 hours, from Monday to Friday.

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct or the performance of the trainees do not prove satisfactory, the ETF Director can decide to terminate the traineeship at any moment.

Trainees are required to declare any personal or professional interest that may be in conflict with those of the ETF in relation to the duties to which the trainee is assigned. The ETF reserves the rights not to award or to terminate the traineeship in the event of a conflict of interest.

Trainees must exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of their traineeship. They categorically must not:

- Disclose to any unauthorised person any document or information not already in the public domain. Trainees will be bound by this obligation also after the end of their traineeship;
- Publish or cause to be published any matter dealing with the work of the ETF, whether alone or with others, without the permission of the ETF Director. All rights in any writing or other work done for the ETF are the property of the ETF.
At the end of their traineeship, trainees are asked to submit to their Tutor and to HR a report on their activities during the traineeship period. Upon submission of the report, trainees receive a certificate specifying the duration of the traineeship and the Unit or Department to which they were attached.

Trainees are entitled to 2 days of annual leave (holidays) for each completed month of work. Unspent leave days are not reimbursed at the end of the traineeship. Leave days spent to participate to university or school exams are not deducted from the trainee’s leave entitlement, upon condition that a certificate of attendance is provided.

In case of illness, trainees must immediately notify HR and their tutor about their absence from work. If absent for longer than three calendar days, trainees must provide HR with a medical certificate (without any diagnosis) identifying the duration of the absence. Absences without justification or notification are not allowed; any unjustified absence is automatically deducted from the trainee’s leave entitlement and where leave entitlements are exhausted, from the grant.

Admission to a traineeship at the ETF does not give trainees the status of “other servants of the European Union”, nor does entail any rights or priority with regard to an appointment at the ETF. Nevertheless, during their traineeship period, trainees can apply to ETF open selection procedures.

No missions are normally foreseen during traineeships.

MAINTENANCE GRANT

Trainees are awarded a monthly maintenance grant unless they receive any grant from other sources. Where such grant is lower than that of the ETF, the difference will be awarded to the trainee.

The amount of the grant is published in the traineeship notice. It is due per completed month and is paid by mid-month. If trainees terminate the traineeship earlier than the date specified in the traineeship offer, they are requested to reimburse any amount due for the period not worked.

Upon presentation of the necessary documentation and consultation of the ETF Medical Advisor, disabled trainees may receive a supplement to their grant up to a maximum of 50% of its value.

Maintenance grants awarded to trainees are not subject to special tax regulations applying to Officials and other servants of the European Union. Trainees are the sole
responsible for the payment of any taxes due on the maintenance grant they receive from the ETF by virtue of the laws in force in the State concerned.

**TRAVEL EXPENSES**

Trainees whose place of residence at the beginning of the traineeship is more than 200 km from the ETF are entitled to the reimbursement of the travel expenses incurred at the beginning and at the end of the traineeship. These expenses are reimbursed upon presentation of the relevant travel documents, according to the rules applicable to ETF staff upon entry into service.

No additional expenses for obtaining the necessary visa for entering Italy and administrative costs related to the request for a *Permesso di soggiorno* (residency permit) are reimbursed by the ETF.

**SICKNESS AND ACCIDENT INSURANCE**

Sickness and accident insurance is compulsory: trainees do not benefit from the Staff Regulations’ sickness insurance cover. During the traineeship, the ETF insures trainees against civil liability in ETF premises on the same terms as non-statutory staff at the ETF.

Before starting at the ETF, trainees must provide evidence that they have a national or private insurance covering medical expenses which may incur during the traineeship.

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1 For trainees with a fiscal residence in Italy, the maintenance grant must be declared.