

# TRAINEESHIP POLICY

How traineeships take place at the ETF

#HR #traineeship

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# INTRODUCTION

The ETF traineeship policy is part of the overall talent and people management policies. The ETF highly values diversity. The traineeships give an opportunity for younger generation from diverse backgrounds to join the ETF. As an institution committed to lifelong learning and human capital development, traineeships allow ETF to contribute to the development of individuals providing a hands on working and learning experience. Traineeships also contribute to spread the understanding around the EU, our work and our values on which we firmly believe.

## SCOPE

This policy has the scope to provide training opportunities for graduated students who have recently completed a university degree.

The ETF may also offer internship opportunities to university students who have to undergo a traineeship as part of their university education. This curricular internship scheme, however, will be dealt with *ad hoc* Agreements stipulated with the relevant entities proposing the students.

## OBJECTIVES

The objectives for the ETF traineeship are:

- To provide trainees with an understanding of EU external relations and human capital development 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, in the context of EU external relations policies);
- To give trainees the opportunity to work in a vibrant multi-cultural and multi-linguistic environment, and contributing to the development of mutual understanding, trust and tolerance;
- To enable trainees to put into practice and develop further the 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, contribute to innovation 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 the countries [where ETF works](#), excluding Belarus;
- Recently completed (within 3 years by the closing date for applications) a university degree of at least 3 years (i.e. Bachelor or equivalent)<sup>1</sup>;
- Satisfactory knowledge of the English language (at least level B2 in all dimensions as defined by the European framework of reference for languages);
- Not benefited from any kind of traineeship or in-service training (formal or informal, paid or unpaid) or any kind of employment (including work as an interim, consultant or expert) within a [European institution, body or agency](#).

## PROCEDURE

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

- Main activities/projects and/or department or unit where the traineeship takes place;
- Learning objectives;
- Expected start and end dates;
- Selection criteria;
- Monthly grant awarded;

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<sup>1</sup> The traineeships are addressed to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

- 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” section 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 arrange remote interviews with candidates.

Considering the proposal made by the ETF managers (and/or a delegated staff), the ETF Director establishes a list with the most suitable candidates. The Director may offer a traineeship to a candidate in the list by signing a traineeship offer which is to be accepted by the candidate trainee. However, inclusion in the list does not guarantee a traineeship offer.

Only successful candidates will be contacted by HR.

This list is valid until the publication of the new traineeship notice.

If candidates’ qualifications and skills are of an equal level, the ETF seeks to ensure gender equality and a balanced geographical representation and to address cases of under representation of any other groups.

## 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 1<sup>st</sup> or 16<sup>th</sup> of the month.

## RIGHTS AND DUTIES OF TRAINEE

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 hosting Unit or Department.

Upon selection a programme is set according to trainee's profile and interest and in line with ETF work programme. The programme is reviewed by the trainee and the tutor to ensure that it corresponds to expectations and that it offers opportunities for the development of trainee's skills.

In exceptional and duly justified cases, following written request from the respective Head of Unit or Department, the Director (or delegated staff) may grant authorisation for trainees to travel on mission, on the condition that the mission is of technical and not of representative nature. The authorisation to be sent on mission shall entitle the concerned trainees to reimbursement of mission expenses in accordance with ETF rules.

Trainees can benefit from training and other learning opportunities offered by ETF to its staff provided it does not incur in additional costs.

Trainees must exercise their duties and behave in accordance with ETF values, 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. Should trainees be confronted with any improper behavioural issues in the in-house relationships, the tutor and the relevant manager should be informed.

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 they are 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.

The ETF's rules on working hours, absences and official holidays apply to trainees by analogy.

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.

Trainees can apply for Temporary Agent or Contract Agent positions published by ETF during and after their traineeship period if no conflict of interest is identified.

## MAINTENANCE GRANT

Trainees are awarded a monthly maintenance grant unless they receive any grant from other sources. Where the latter 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 worked 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<sup>2</sup>.

## TRAVEL EXPENSES

Trainees whose place of residence at the beginning of the traineeship is more than 200 km from the ETF are entitled to a contribution toward travel expenses incurred at the beginning and at the end of the traineeship. These expenses are reimbursed

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<sup>2</sup> For trainees with a fiscal residence in Italy, the maintenance grant must be declared.

upon presentation of the relevant travel documents, according to the rules applicable to ETF staff upon entry into service.

No expenses for obtaining the necessary visa for entering Italy are reimbursed by the ETF. The ETF relocation agency may assist trainees from non-EU countries in the application process for a residence permit and the cost will be borne by the ETF.

## **SICKNESS AND ACCIDENT INSURANCE**

Sickness and accident insurance is compulsory as trainees do not benefit from the Staff Regulations' sickness insurance cover.

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

During the traineeship, the ETF insures trainees against civil liability in ETF premises on the same terms as non-statutory staff at the ETF.