

## ITS ICT TRAINEESHIP POLICY AND GUIDELINES

### ITS ICT TRAINEESHIP POLICY

ITS ICT offers Short Cycle Tertiary level courses in the domain of leading-edge Information and Communication Technologies and systems. Bi-annual 1800 hours pathways bring students to the award of a EQF5 Higher Technician degree according to the relevant National and Regional legislation. The courses adopt a systematic approach based on Learning-by-Doing and Work Based Learning, associated to formal education and laboratory activities.

In this context, 560 hours (31% of the total) are devoted to a curricular traineeship that each student has to carry out during her biennium, in a Company of the sector relevant to her studies, with the aim of:

- Completing and integrating the formal and informal education and training with competences that can be acquired with a significant uninterrupted period of activity in a real work and business context
- Performing a project work activity that constitutes one key element of evaluation at the final exam for the degree awarding

Added to this, the Institute, thanks to Erasmus+ Programme and other instruments give the possibility to worthy and motivated students, selected through a thorough, fair and transparent Call for application process, to carry out a traineeship abroad to develop an international perspective of own professional profile and competence, and gain experience in multicultural social and professional contexts.

To ensure effectiveness of such a strategic factor of the whole student pathway towards employability, the Institute has developed and maintains a set of guidelines, consistent with, and implementing the legislative provisions concerning students (and recent graduates) traineeship.

### ITS ICT TRAINEESHIP GUIDELINES

To ensure effectiveness of the Traineeship, each party - the Institute, the receiving Company and the trainee - is invited to implement the following Curricular Traineeship guidelines:

#### THE INSTITUTE:

in collaborazione con:



per una crescita intelligente,  
sostenibile ed inclusiva

[www.regione.piemonte.it/europa2020](http://www.regione.piemonte.it/europa2020)

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nr. 731



- Monitors and guides the student throughout her pathway to be adequately prepared to successfully carry out the Traineeship, including linguistic and teamwork, and objectives-oriented skills and competences
- Supports the student in finding the receiving Company, through proper matching and counselling services. In case of Traineeships abroad, these include the motivation and selection of candidates with adequate characteristics and may recognize a grant to support the traineeship, through the EU Erasmus+ Programme or other adequate funding instruments that might become available
- Cooperates with the receiving Company at all stages, from the definition of the Traineeship programme to the agreement development and signatures, the monitoring during traineeship and its final evaluation and recognition. To this purpose, maintains constant informal or, where necessary, formal contact with the trainee and the Company
- Makes available the relevant organization services and particularly the Traineeships and Erasmus+ offices, to cooperate in the traineeship monitoring and to address emerging issues and problems
- Ensures the official recognition of the Traineeship activity and results, and their transcription in student career records and in relevant certificates including the Europass Diploma Supplement and, where relevant or required by the student, the Europass Mobility document.
- Provides adequate insurance coverage and information related to trainee's accidents and liability risks during the Traineeship period, as indicated by the relevant legislation and the funding entity requirements

#### *THE RECEIVING COMPANY:*

- Is an organization operating in domains of ICT related to the student's pathway, either as the core business (e.g. web-, communication- or Ux design, back- or front-end development, ICT security) or having ICT as a key enabling technology (e.g. automation, smart and embedded systems, e-commerce, web / mobile content and services providers)
- Identifies and agrees upon with the student and ITS a Traineeship programme, aimed at completing the student's educational pathway by putting in place in real situations and acquiring further competences and skills of relevance for her professional profile. The programme has to include a project work to be illustrated by the trainee at the final exam (without disclosing confidential or proprietary contents or methods, if required by the Company) to testify the achievements and acquired competences.
- In any case, the educational and orientation aim of the traineeship doesn't imply or represent any employment relationship with the receiving Company
- Nominates within the organization a Company Traineeship Supervisor to support the trainee, by facilitating and assisting initial and continuing activity, supervising its development according to the objectives and topics agreed upon, and carrying out the intermediate and final monitoring and evaluation activities, as required by the traineeship agreement. If required by the legislation or by the funding agency, nominates other figures such as the mentor or the administrative contact person
- Provides the trainee with the necessary equipment and communication tools, as made necessary by the achievement of the traineeship objectives



- Signs a Traineeship Agreement with ITS and the Trainee, covering all the aspects of the programme, developed in accordance with the Educational Authority and funding institution(s)
- Cooperates with ITS in addressing and solving emerging problems and roadblocks, and by timely informing ITS about trainee's accidents or other problems and difficulties it becomes aware of
- Produces the periodic and final reporting as required by the Agreement, on the basis of forms and procedures provided in due advance by ITS

#### *THE TRAINEE:*

- Thoroughly carries out the activities and the programme agreed upon by the parties, reporting to the Company supervisor for the actual implementation of the assignment and activities, and for addressing emerging issues and problems
- Acts in a cooperative and respectful way towards the supervisor and the company colleagues, and uses responsibly the equipment and facilities provided to carry out the traineeship
- Timely informs ITS and the receiving company about absence from work, and accidents / incidents occurring at the company, during transfer and outside the company
- Records the daily presence on proper forms provided by ITS and makes sure that it is validated by the supervisor, and that a monthly activity summary report is compiled on the same form and validated by the company supervisor and by company legal representative. Forwards each form to ITS as a scanned PDF within the 5<sup>th</sup> day of the month following

For further information:

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