

## ITS ICT TRAINEESHIP POLICY AND GUIDELINES

Applicable to ITS ICT Curricular Traineeships

2020-2021

### ITS ICT TRAINEESHIP POLICY

#### BACKGROUND

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 lectures, laboratory activities and school-work alternation initiatives.

In this context, 600 hours (33% of the total) are devoted to a curricular traineeship that each student carries out during the last semester of the 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
- Carry out a project work activity which constitutes a fundamental element of evaluation in the final exam for the achievement of the Higher Technician EQF5 Degree.

#### INTERNATIONAL TRAINEESHIP POLICY

The Institute actively promotes the international dimension of learning and training, in particular by consistently offering worthy and motivated students the opportunity of carrying out the curricular traineeship with a company abroad, given the professional and cultural relevance of international experience for an advanced and global sector such as ICT.

To ensure effectiveness of such a strategic factor of the whole student pathway towards employability, the Institute has developed a permanent process and maintains a set of guidelines, consistent with, and implementing the legislative provisions concerning student curricular traineeships carried out abroad.

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## ITS ICT TRAINEESHIP GUIDELINES

Since 2020, the Traineeships can be carried out in either of the following modes:

- in presence at the Receiving Company offices (physical modality)
- remote work from the receiving company country (virtual modality)
- Partially physical and partially virtual (blended modality)

In case of widespread emergency situations preventing transfer or permanence abroad, with particular reference to the Covid-19 pandemics, the traineeship can be also carried out totally or partially in virtual modality from the country where the Institute is based (Italy).

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

### *THE INSTITUTE:*

- Monitors and guides the student throughout the study pathway to be adequately prepared to successfully carry out the Traineeship, including linguistic and teamwork, and objectives-oriented skills and competences
- Identifies and selects worthy and motivated students through recurring calls for application and a fair and non-discriminatory selection process, based on the study performance and motivation of candidates.
- Supports the candidates and the selected students in finding the receiving foreign Company, through proper matching and counselling services. A financial support may be recognized, through the EU Erasmus+ Programme or other adequate funding instruments that may become available from other funding entities
- Cooperates with the receiving Company at all stages, from the definition of the Traineeship programme to the Traineeship 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 Traineeship 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.
- 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 rules

### *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) as a key enabling technology (e.g. smart and embedded systems, digital marketing, e-commerce, content and services providers)
- Identifies and agrees 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 relevant to the 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, as required by the Company) to testify the learning 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
- When required by the education public authority or by the funding entity, daily records the presence at the company on proper forms provided by the Institute, and that a monthly activity summary report is compiled on the same forms 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 please contact the Institute International Activities and Innovation office:*

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