

ITS ICT TRAINEESHIP POLICY AND GUIDELINES

Applicable to ITS ICT Curricular and Recent Graduate Extracurricular Traineeships

2022- 2023

e-mail:

info@its-ictpiemonte.it
its-ictpiemonte@pec.it

www.its-ictpiemonte.it

Registered Office

Torino
Piazza Carlo Felice, 18

Operating sites

Torino
Piazza 2
via Jacopo Durandi 10
Phone
+39 011 0371500
Fax
+39 011 0371505

Moncalieri
ITIS Pininfarina
via Ponchielli 16
Phone
+39 011 6058311 r.a.

Fax
+39 011 6820273

VAT Nr. 10600860018

Fiscal Code
97734430016

Chamber of Commerce
Companies Register Nr.
TO – 1147027

Legal Entities Register
Prefecture of Torino
nr. 731

ITS ICT TRAINEESHIP POLICY

BACKGROUND

The ITS Foundation for information and communication technology (in short, “ITS ICT” or “Institute”) 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 course 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 or a Body (“receiving Entity”), whose operation is relevant to her studies, aimed at 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, ad at carrying out a project work activity as a fundamental element of evaluation in the final exam for the achievement of the Higher Technician EQF5 Degree.
- Post -degree internship are offered each year to recent graduates (to be completed within one year after the degree), with a typical duration up to 6 months, aimed at carrying out a significant experience of active learning towards specializing and widening the professional profile in advanced work and market contexts

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 curricular and/or post-degree traineeships 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 traineeship management process and adopts and maintains a set of guidelines, consistent with, and implementing the legislative provisions concerning student curricular traineeships carried out abroad.

in collaborazione con:



MINISTERO DELL'ISTRUZIONE, DELL'UNIVERSITÀ E DELLA RICERCA



UNIONE EUROPEA



REGIONE
PIEMONTE

per una crescita intelligente,
sostenibile ed inclusiva

www.regione.piemonte.it/europa2020

INIZIATIVA CO-FINANZIATA CON FSE



ITS ICT TRAINEESHIP GUIDELINES

The Traineeships can be carried out in either of the following modes:

- Physical: in presence at the receiving Entity offices)
- Virtual¹: carried out remotely from the country where the Institute is based (Italy)
- Blended: Partially physical and partially virtual

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

THE INSTITUTE:

- Monitors and guides the students 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 and recent graduates through recurring calls for application and a fair, transparent and non-discriminatory selection process, based on the study performance and motivation of candidates
- Supports the candidates and the selected trainees in finding the receiving foreign receiving Entity, 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 Entity at all stages, from the definition of the Traineeship programme up to the Traineeship Agreement development and signature, 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 receiving Entity
- 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.
- For students' curricular traineeships, provides adequate insurance coverage and information related to trainee's accidents and liability risks during the curricular Traineeship period, as indicated by the relevant legislation and the funding entity rules

THE RECEIVING ENTITY:

- Is an organization operating in domains of ICT related to the student's pathway, either as the core business (e.g. web, mobile app and gaming development, back- or front-end development, ICT security) or as a key enabling technology (e.g. smart and embedded systems, digital marketing, e-commerce, content and services providers)
- Identifies and agrees with the trainee and the Institute the Traineeship programme, aimed at completing the trainee's educational pathway by putting in place in real situations and acquiring further competences and skills relevant to the professional profile. For curricular traineeships, 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, wherever required by the receiving Entity),

¹ Traineeships entirely in virtual mode are possible only in cases of widespread emergency situations preventing the transfer to, and/or the stay in the receiving country, as recognized and authorized by the funding Entity and the Educational authority supervising the Institute operation



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 Entity

- Nominates within the organization a 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 Entity, 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 ICT and the Trainee, covering all the aspects of the programme, developed in accordance with the Educational Authority and funding institution(s)
- Cooperates with ITS ICT in addressing and solving emerging problems and roadblocks, and by timely informing the Institute 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 ICT

THE TRAINEE:

- Thoroughly carries out the activities and the programme agreed upon by the parties, reporting to the 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 colleagues, and uses responsibly the equipment and facilities provided to carry out the traineeship
- Timely informs the Institute and the receiving Entity about absence from work, and accidents / incidents occurring at the Entity premises, and during transfer and outside the Entity
- When required by the education public authority or by the funding entity, records the work hours on proper forms provided by the Institute, and that a periodic activity summary report is compiled on the same forms and validated by the Entity supervisor and by a legal representative. Forwards each form to ITS ICT as a scanned PDF within the 5th day of the month following

For further information please contact the Institute International Activities and Innovation office:

e_cooperation@its-ictpiemonte.it

+ 39 011 037 1594