

1.1. ITS Academy ICT Piedmont TRAINEESHIP POLICY AND GUIDELINES

Applicable to ITS Academy ICT Piedmont Curricular Traineeships

2024- 2025

ITS Academy ICT Piedmont Traineeship Policy

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BACKGROUND

The Higher Technological Institute Academy for Information and Communication Technologies of Piedmont (in short, “ITS Academy ICT Piedmont” or “Institute”) offers Short Cycle Tertiary level Higher Education 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, project work, laboratory activities and school-work alternation initiatives.

In this context, 630 course hours (35% of the total) are devoted to a mandatory curricular traineeship that each student carries out during the last semester of the biennium, in a Company or a Body (“receiving Entity”), whose business and/or operation is relevant to her studies. The traineeship aims at:

- ✓ completing and integrating the formal and practical learning and training with competences that can be acquired with a significant uninterrupted period of activity in a real work and business context,
- ✓ 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.

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 traineeships abroad, given the professional and cultural relevance of international experience for an advanced and global sector such as ICT, offering opportunities to gain significant experience of advanced contexts, technologies and methodologies

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 reported in the following, consistent with, and implementing the legislative provisions and didactics best practices concerning student curricular traineeships carried out abroad.



Implementation of the Traineeships

The training and orientation purpose of the traineeship does not imply or represent any employment relationship with the receiving Entity, nor is it under any obligation to employ the student at the end of the traineeship.

MODES OF IMPLEMENTATION

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

For the curricular traineeships, the regional educational and training Authority supervising the Higher Technological Institutes requires that the traineeships be in Physical mode; a reduced amount of traineeship hours, not exceeding 30% of the total traineeship hours, may be carried out in smart work mode from the receiving country, as long as it is during working hours, the receiving Entity adopts a blended workplace scheme, or in cases agreed with the company for which it is not appropriate or possible to conduct the activity at the corporate offices.

Daily working hours may not exceed 8 hours; weekly working hours may not exceed 40 hours

IMPLEMENTATION AND MANAGEMENT GUIDELINES

To ensure effectiveness of the Traineeship and compliance with the rules established by the competent authorities, 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 through calls for application and adopting 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

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, for the curricular traineeships, the Educational authority supervising the Institute operation.



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 development cybersecurity, AR/VR, Cloud Systems) or as a key enabler (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. 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), to testify the learning achievements and acquired competences.
- 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 e.g the mentor and the administrative contact personas required by the Erasmus+ programme
- 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 Academy ICT Piedmont and the Trainee, covering all the aspects of the programme, developed in accordance with the Educational Authority and funding institution(s)
- Cooperates with ITS Academy ICT Piedmont 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 Academy ICT Piedmont, including a timesheet to record the traineeship work hours spent daily and a final evaluation form resulting in a grade attributed to the traineeship, both required by yhr

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
- Daily records the work hours on proper forms provided by the Institute, and makes sure 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 Academy ICT Piedmont as a scanned PDF within the 5th day of the month following and accurately keeps the originals to be brought back to the Institute upon the traineeship end

This document and the Institute Erasmus+ accreditation information are available at the Institute website Erasmus+ page <https://www.its-ictpiemonte.it/erasmus/>

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

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