



Annex I

SELECTION PROCEDURE FOR IN-SERVICE TRAINEESHIPS AT CEDEFOP

1. General

The aim of traineeships is to provide young university graduates and PHD students with an understanding of the mission and objectives of Cedefop and with a first-hand experience of an EU agency. A traineeship at Cedefop allows these graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. It introduces them to the duties and opportunities in the professional world. As such, the traineeship is both a learning opportunity and an introduction to professional experience.

The traineeship programme at Cedefop is governed by the rules on in-service training. In light of budgetary and infrastructure constraints, the number of trainees per intake would typically not exceed 8.

The allocation of trainees to individual Areas/Services will be based on priorities and operational needs. The choice of specific trainees will be based on the qualifications and competences most suited to the requirements of the project proposal put forward by the Area.

2. Procedure

1. The Human Resources Service requests in writing all Heads of Area to consider the need for a trainee at Area or service.
2. The Head of Area transmits the requirement(s) to the HR service by using the attached template which indicates the needs in relationships to area objectives and annual work programme, operational requirements and the specific project proposal.
3. The HR service transmits the trainee requests to the Director, together with the statistics on previous trainee intakes and relevant budgetary data.
4. The Director discusses the trainee requirements at the Heads of Area meeting before taking her final decision on the allocation of trainees.
5. In light of the Director's decision, the HR service gives access to the traineeship applications database to the persons designated by the Heads of Area.
6. Within 2 weeks, the Areas must provide the HR service with a list of 3 proposed candidates for the traineeship.

7. The HR service contacts the candidates in the order of priority indicated by the Area to check whether the candidate is still available on the required dates.
8. HR service sends out the formal invitation to the successful traineeship applicant, together with a copy of the project proposal.

(signed)

Ginette Manderscheid
Head of Human Resources

TRAINEESHIP PERIOD – [] 200X

TRAINEE REQUEST	
Area/service	
Signature of Head of Area	
Date	
PROJECT PROPOSAL	
Project description <i>Please describe in detail the scope of the project, including the link to the work programme and the area objectives</i>	
Project outcome <i>Please describe the specific project deliverables</i>	
Expected learning outcome for the trainee	
Proposed supervisor for the trainee	