



DECISION ON THE TRAINEESHIP SCHEME AT CEDEFOP

THE EXECUTIVE DIRECTOR OF CEDEFOP

Having regard to the Regulation (EU) 2019/1128 of the European Parliament and the Council of 16 January 2019 establishing a European Centre for the Development of Vocational Training (Cedefop) and repealing Council Regulation (EEC) No 337/75¹,

HAVING REGARD to the budget of Cedefop and in particular budget line 1113,

WHEREAS it is necessary to draw up rules to govern the Cedefop traineeship programme,

HAS DECIDED AS FOLLOWS:

TITLE 1 TRAINEESHIP SCHEME

Article 1 General

1.1 Rationale of the programme

1.1.1 General

These rules govern the official traineeships scheme of Cedefop. This scheme is addressed mainly to young university graduates but also to PhD students, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

Depending on operational priorities, Cedefop may also invite candidacies for traineeships in specific areas (e.g. building maintenance, kitchen, documentation) where the traineeship may be a compulsory requirement in the Higher Education curriculum.

The number of trainees and their allocation to individual Departments/Services will be based on budget availability, 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 Department.

¹ <https://www.cedefop.europa.eu/en/about-cedefop/what-we-do/cedefop-regulation>

1.1.2 Aims

The traineeship is both a learning opportunity and an introduction to professional experience.

The aims of the traineeship programme of Cedefop are:

- To provide university graduates and PhD students with a unique and first-hand experience of the workings of Cedefop, in particular, and of the EU institutions in general. In addition, it aims to provide an understanding of the objectives and goals of the EU integration processes and policies.
- To enable such trainees to acquire practical experience and knowledge of the day-to-day work of Cedefop's Departments and Services. To provide the opportunity to work in a multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To provide the opportunity to young university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

Cedefop, through its official traineeships scheme:

- Benefits from the input of young graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of Cedefop;
- Creates a pool of young people with first-hand experience of and trained in Cedefop's procedures, who will be better prepared to collaborate and co-operate with the European institutions in the future;
- Creates long-term "ambassadors" for European ideals and values both within the European Union and outside.

Article 2 Eligibility

2.1 Nationality

Trainees are selected from nationals of the Member States of the European Union and of candidate countries benefiting from a pre-accession strategy.²

² <https://ec.europa.eu/environment/enlarg/candidates.htm>

2.2 Qualifications

2.2.1 University Diploma

Candidates must have completed the first cycle of a higher education course (university education of a minimum normal duration of three years) and obtained a full degree or its equivalent by the closing date for applications.

For minimum national qualifications required by the legislation in the country please visit https://epso.europa.eu/documents/2392_en³

Candidates must provide copies of diplomas (or of relevant official certificates), of all university or post university studies declared in their on-line application. Applications where either the university degree or the CV are missing will not be accepted. For declared ongoing post graduate studies an official declaration from the relevant university must be provided. Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English.

Applicants are selected on the basis of qualifications and by taking into account the operational priorities of Cedefop and striving to achieve broader geographical balance.

2.2.2 Languages

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately:

- Candidates from Member States must have very good knowledge of at least two Community languages, of which one must be English (the language used in the daily work and all communication in Cedefop is English).
- Candidates from pre-accession countries must have very good knowledge of at least English.

2.3 Prior employment

Applications from candidates who for a period of more than six weeks:

- have already benefited or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European institution or body, or
- have had or have any kind of employment within a European institution or body, including anyone who is or has been an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an

³ (point 3.1 in the list applicable to the relevant Member State)

auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office

shall be treated with a lower priority than applications of other candidates.

Candidates should inform the HR Service of Cedefop (traineeships@cedefop.europa.eu) of any change in their situation that might occur at any stage of the application process.

Article 3 Future employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Communities, nor does it entail any right or priority with regard to an appointment in the services of Cedefop.

A traineeship can never lead to a temporary agent contract or a contract agent contract without the successful outcome of an external selection procedure.

Trainees can apply during their traineeship to external Cedefop selection procedures if they fulfil the advertised minimum criteria.

Article 4 Duration of the traineeship

A traineeship may last up to nine months. There is one trainee intake per year, usually starting on 1 October.

The starting date of the traineeship may be deferred only in exceptional and duly justified cases and after agreement with the Department /Service.

In any case, traineeships begin on the 1st or the 16th of the month.

Traineeships periods may not be repeated and may only exceptionally be extended beyond the maximum length laid down in these rules or beyond the end of the traineeship period.

Article 5 The application and selection process

5.1 Submission

Applications must be made in accordance with the instructions published on the website, using the on-line application form. Except in duly justified cases (e.g. disability) no hard-copy application will be accepted.

Applications submitted after the closing date will be rejected.

5.2 Selection procedure

- Cedefop makes its selection of trainees on the basis of the applications received in response to a call announced on Cedefop web page.

- Successful candidates will either have a background relating to the activities of Cedefop or one related to support functions (for example information technologies, communication, human resources, accounting and budget, data protection, facilities, data management etc.).
- Any candidate who has the minimum qualification by the deadline for applications may apply.
- Applications of the eligible candidates are screened on the basis of the information contained in the application documents.
- Short-listed candidates that meet closest the project requirements are invited to a telephone interview to discuss the candidate's skills, motivation, reciprocal expectations and to check availability prior to the final selection decision. The interviews are held in English.
- Upon completion of this phase, a list of suitable traineeship candidates is established.
- The Departments provide the HR Service with a list of three proposed candidates in order of priority and the most suitable candidate will be offered a traineeship.
- If an applicant is no longer available, he/she is requested to confirm withdrawal by e-mail.
- The selection procedure is strictly confidential.
- Candidates who are offered a traineeship will be required to provide documented evidence of the qualification referred to in Article 2 of this Decision prior to the starting of the traineeship. They are also responsible for obtaining the correct visa, where applicable, to enter Greece, as well as any documentation required by the Greek authorities.

5.3 Unsuccessful application

Only a limited number of traineeships can be offered at each intake. If a traineeship application is unsuccessful, a candidate may re-apply for a subsequent traineeship period. It is, however, necessary to submit a new on-line application, together with all supporting documents.

5.4 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the HR Service of Cedefop (traineeships@cedefop.europa.eu) in writing. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent traineeship period. It is, however, necessary to submit a fresh application, together with all supporting documents.

5.5 Retention of data

Data retention by Cedefop respects Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018, on the protection of natural

persons with regard to the processing of personal data, whether the applications were successful or unsuccessful or withdrawn.

Cedefop will keep applicants' files for no longer than two years. Beyond this period, aggregate and anonymised data on traineeship applications will be kept only for statistical purposes.

Article 6 Required documents

On the first day of the traineeship at Cedefop the trainee shall sign the Declaration concerning confidentiality, personal data protection, independence and a Declaration according to which the submitted supporting documents correspond to the originals. Where necessary, Cedefop may nonetheless ask individual trainees to submit some or all originals of the submitted supporting documents in the course of the traineeship.

Article 7 Organisation of the traineeship

- 7.1** The traineeship period begins with a general induction to Cedefop.
- 7.2** Trainees are placed under the responsibility of a supervisor. The supervisor must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor.
- 7.3** Trainees are required to comply with the instructions given by their supervisors, by their Heads of Department and with the instructions issued by the HR Service. They must also comply with the rules laid down in this decision, as well as the internal rules governing the functioning of Cedefop, in particular the rules concerning confidentiality and working hours.
- 7.4** Trainees are allowed to attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the Department to which they are attached at a level corresponding to their educational and working background. Subject to the approval of their supervisor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a Department or Service other than the one to which they are attached, unless these meetings are restricted or confidential, with the aim to get an understanding of the objectives and goals of Cedefop.
- 7.5** Trainees may participate in training offered in house which is in line with the objectives of their traineeship and which is relevant for the tasks to which they have been assigned. The participation is subject to the agreement of the respective Head of Department and the availability of places. The final decision on the allocation of training places is taken by the Learning and Development (L&D) Officer.
- 7.6** Trainees must complete the evaluation reports requested by the HR Service at the end of their traineeship. In addition, at the end of the traineeship, the supervisors must also complete the relevant evaluation report prepared by the HR Service.
- 7.7** Trainees who have completed at least three months of the traineeship period will

receive a certificate specifying the dates of the traineeship the Department in which it took place.

- 7.8** Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head of HR may, after consultation with the supervisor and the Head of Department to which the trainee is assigned, authorise an interruption of the traineeship for a given period. The trainee grant is then suspended, and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

The trainee may return to complete the unfinished part of the traineeship, but only up to the end of the same traineeship period. No extension is possible.

- 7.9** If a trainee wishes to terminate his/her traineeship earlier than the date specified in the invitation letter, a written request must be submitted by the trainee to the HR Service for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her supervisor and Head of Department. Trainees may only terminate their traineeship on the 31st and 15th of the month. Where appropriate, the equivalent part of the trainee grant must be reimbursed to Cedefop.
- 7.10** Trainees will be accommodated to the extent possible within the available office space of the Department to which they are allocated.

Article 8 Working hours

- 8.1** Trainees shall respect the same working hours and official public holidays as Cedefop staff.
- 8.2** Trainees shall not be entitled to compensation days.
- 8.3** Trainees may exceptionally be allowed to telework for duly justified reasons upon approval of the Executive Director, following agreement of the respective supervisor and Head of Department.

Article 9 Absences

9.1 Leave

Trainees are entitled to two days leave per month. This entitlement is acquired pro rata to the months worked counted from the first day of the month.

Days of leave not taken are not paid in lieu.

Days taken for participation in any competition, exam or university work, etc. are to be deducted from this entitlement.

The HR Service oversees that the above rules are respected. Leave requests should respect the needs of the service. They must first be approved by the supervisor.

9.2 Absence in case of sickness

In case of sickness, trainees must notify their supervisor(s) immediately.

If absent for more than two days the trainee must submit to the Cedefop Medical Officer a medical certificate, indicating the probable length of absence.

A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

9.3 Absence without prior authorisation

When trainees are absent without justification or without notifying their supervisor and the HR Service, the HR Service will request a written justification for his/her unauthorised absence. The justification must be submitted to HR Service by a deadline defined in the request for this justification. The days of unauthorised absence are automatically deducted from the trainee's leave entitlement.

The HR Service may propose to the Head of Department, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to Cedefop.

Article 10 Conduct and obligations of trainees

- 10.1 Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They sign a confidentiality undertaking at the beginning of the traineeship. They will continue to be bound by the obligation of confidentiality and professional discretion obligation after the end of their traineeship. Cedefop reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
- 10.2 During their traineeship, trainees must consult their supervisors or, if unavailable, their Head of Department, on any action they propose to take on their own initiative relating to the activities of Cedefop.
- 10.3 Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise at any moment since the start of the traineeship, trainees should immediately report this to their supervisor and the HR Service in writing.
- 10.4 Trainees must respect the same rules for outside activities and for contacts with the Press as other Cedefop staff.
- 10.5 Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of Cedefop without the written permission. Such

permission is subject to the conditions in force for all Cedefop staff. All rights, for any articles or other work done for Cedefop, are the property of Cedefop.

Article 11 Sanctions

- 11.1** Trainees must exercise their duties and behave with integrity, courtesy and consideration. The supervisor must notify immediately the Head of Department and the HR Service of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her.
- 11.2** If the conduct of the trainee does not prove satisfactory, the Head of HR, in response to a reasonable request by the supervisor and approved by the Head of the Department for Resources and Support - after hearing the trainee -, may at any moment decide to terminate the traineeship.
- 11.3** The HR Service, following a justified request by the supervisor and approved by the Head of Department concerned, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.
- 11.4** The HR Service reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations or provided false statements or papers at the moment of application or during the traineeship period.
- 11.5** The trainee shall reimburse any overpayment of the monthly grant to Cedefop and shall not be entitled to receive any travel allowance.

Article 12 Financial matters

12.1 Basic grant

Trainees will be awarded a monthly maintenance grant. The amount of the grant is decided by Cedefop and revised on a regular basis. The grant is dependent on budgetary constraints. The amount of the basic grant will be published on the website.

If the trainee terminates his/her traineeship early, he/she will be required to reimburse that part of the grant, which he/she may have received, relating to the period after the termination date.

If the traineeship is terminated by Cedefop payment of the grant will be stopped with immediate effect.

12.2 Insurance

Sickness insurance is compulsory.

Cedefop does not cover sickness insurance. Trainees must contract such insurance prior to the start of their traineeship at Cedefop and must provide the HR Service with proof of their sickness insurance coverage for the entire duration of the traineeship.

During the traineeship a trainee is only personally insured against the risk of accidents.

12.3 Disability allowance

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. The objective of this extra payment is to help disabled trainees to cover extra expenses such as transport, the cost of special accommodation etc. which might be required due to their disability.

The HR Service may consult the medical officer of Cedefop as necessary.

12.4 Travel expenses at the beginning and end of the traineeship

Travel expenses at the beginning and end of the traineeship will be reimbursed in line with the applicable Cedefop rules.

Trainees whose place of residence is less than 50 km from the place of employment are not entitled to a travel allowance.

If the traineeship is terminated by Cedefop the cost of the travel back will not be borne by Cedefop.

The trainee must complete at least three months of the traineeship period to qualify for travel allowance for the journey back.

12.5 Individual missions

In exceptional cases only, the Executive Director may, at the duly justified request of the Head of Department concerned, grant authorisation for a trainee to be sent on mission.

This authorisation entitles trainees to reimbursement of mission expenses in accordance with Cedefop missions guide and the expenses are charged to the missions' budget of the Department.

The HR Service should always receive a copy of the signed mission order.

Article 13 Tax arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities.

Trainees are solely responsible for the payment of any taxes and social security due on Cedefop grants by virtue of the laws in force in the State concerned in which they are liable to pay income tax.

On request, the HR Service will provide a certificate for tax purposes at the end of the traineeship period. This certificate will state the amount of grant received and the relevant period and will confirm that tax and social security payments have not been made.

TITLE 2
ENTRY INTO FORCE

Article 1 Final provisions

1. This decision shall enter into force on the day following its signature.
2. Decision DIR/2010/429 of 9 July 2010 is hereby repealed.

<signed> 29/05/2020
Jürgen Siebel
Executive Director