

TRAINEESHIPS 2025

DEPARTMENT FOR VET AND QUALIFICATIONS (DVQ)

PROJECT 'VET POLICIES AND SYSTEMS'

Ready to kick-start your career in an international environment?

Cedefop, the EU agency based in Thessaloniki, offers **10-month traineeships** starting on **1 October 2025**.

Apply by Thursday 5 June 2025 at 13:00 Greek time (CET+1)!

WHAT ARE THE SELECTION REQUIREMENTS?

ELIGIBILITY:

You must fulfil all the following requirements on the closing date for applications:

- Be nationals of the Member States of the European Union or be EFTA citizens.
- Have successfully completed a post-secondary education of at least 3 years (minimum EQF 6 level): this includes Bachelor's degree, Master's degree, PhD, or equivalent qualifications; obtained within 3 years by the closing date for applications.
- Have at least C1 level of English.
- Have not already benefited from any kind of traineeship or employment (formal or informal, paid or unpaid) within a European institution or body for more than 6 weeks.

ESSENTIAL PRESELECTION CRITERIA:

- One of the qualifications above related to (vocational) education, (education) policy analysis, or social sciences.
- Digital literacy and very good knowledge of MS Word and Excel.

DESIRABLE:

- Good knowledge of methods and practical experience in desk research and in drafting research outcomes.
- Knowledge of VET system(s) and VET related policies in at least one EU country.
- Very good written English.
- Analytical skills.
- Experience in teamwork.
- Experience in working with content management systems.

IS THIS TRAINEESHIP FOR YOU?

We offer you a unique opportunity to join our team and contribute to our projects, with the support and guidance of a dedicated supervisor throughout your traineeship.

PROJECT DESCRIPTION:

The VET policies and systems (VPS) team monitors, analyses, and reports on progress in policy priority areas that EU Member States, Norway and Iceland have set for VET. These priorities are described in the [Council Recommendation on VET](#) and in the [Osnabrück Declaration](#), and current policy documents. In 2025-26, the VPS team will analyse how countries implement the agreed priorities in line with their [national plans](#). The team analyses and synthesises qualitative and quantitative information mainly provided by [ReferNet](#) (Cedefop's European network for expertise on VET). This work requires collaborating with colleagues and external partners.

MAIN DUTIES AND LEARNING OUTCOMES:

In a team of 10 members, you will:

Support experts in

- collecting, analysing and synthesising [country-specific and thematic information](#);
- drafting reports and publications.

Assist the team in

- collecting, processing and analysing quantitative and qualitative data;
- testing and improving online tools, [VET in Europe database](#) and websites.

As a result of the traineeship, the trainee will gain:

- insights into European cooperation in VET;
- experience in drafting for different target groups;
- teamwork skills in a multicultural environment;
- practical experience in day-to-day business of an EU agency.