

## TRAINEESHIPS 2025

DEPARTMENT FOR VET AND SKILLS (DVS)

PROJECT 'PROMOTING INCLUSION IN VOCATIONAL EDUCATION AND TRAINING'

**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:

- IT literacy, including presentation software.

#### DESIRABLE:

- Experience in drafting text for the web and designing visual graphics for presentations.
- Very good research skills.
- Excellent drafting and analytical skills.
- Good understanding of European education policies for disadvantaged groups, social inclusion, inclusive education, vocational education and training, tackling early leaving, NEETs, etc.

### 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:

Promoting inclusion in VET includes Cedefop's project on [early leaving from education and training](#) and tailored toolkits supporting stakeholders in designing, implementing, and evaluating policies and practices to address learners at risk, early leavers and NEETs: [VET toolkit for tackling early leaving](#) – [VET toolkit for empowering NEETs](#).

The network of [Ambassadors tackling early leaving from VET](#), bringing together diverse stakeholders, helps [disseminate the toolkits and enriches them with relevant resources](#).

Project outcomes:

- New content added to the toolkits.
- Increased visibility of toolkits through social media.
- Two Newsletters prepared for ambassadors.
- Two webinars carried out with ambassadors.

#### MAIN DUTIES AND LEARNING OUTCOMES:

You are expected to support the [VET for youth – Teachers and Trainers](#) team by:

1. Content enrichment and promotion of the [VET toolkit for tackling early leaving](#) and the [VET toolkit for empowering NEETs](#):

- Undertake research and draft texts on related topics.
- Update existing toolkit content and test functionalities.
- Assist the preparation of social media posts, speeches, and presentations.

2. Supporting the Team Facilitator in its role to coordinate the [network of Ambassadors](#):

- Assist in the preparations of newsletters / blog articles.
- Support the organisation of webinars with ambassadors.
- Liaise with ambassadors to receive new input for the toolkits and the newsletters.