



## ITS Turismo e Attività Culturali

### (Higher Technical Institute - Tourism and Cultural Activities)

## TRAINEESHIP POLICY AND GUIDELINES

*Applicable to Curricular Traineeships*

### TRAINEESHIP POLICY

ITS Tourism and Cultural Activities offers Short Cycle Tertiary level courses in domains of the reference Sector management and operations. The institute offers 4 courses for the biennium 2023-2025:

- Incoming Event Manager
- Hospitality Manager
- Tourism Product Manager – Outgoing
- Sport Event Specialist

These bi-annual 1800 hours training courses bring students to the award of an EQF5 Higher Technician Diploma 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 education and laboratory activities.

In this context, 35% of the total hours are dedicated to a curricular traineeship that each student has to carry out during his/her biennium, in a Company of the sector relevant to his/her studies, with the aim of:

- Completing and integrating the formal and informal education and training with competences that can be acquired with a significant uninterrupted period of activity in a real work and business context
- Performing a project work activity that constitutes one key element of evaluation at the final exam for the diploma awarding

The Institute offers to selected students the possibility of carrying out the traineeship abroad, in view of the clear transnational dimension of the reference sector and the opportunity to widen their experience in multinational and multicultural contexts.



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To ensure effectiveness of this option for the student pathway towards employability, the Institute has developed and maintains a set of guidelines.

## TRAINEESHIP GUIDELINES

To ensure effectiveness of the Traineeship, each party - the Institute, the receiving Company and the trainee - is invited to implement the following Curricular Traineeship guidelines:

### *THE INSTITUTE:*

- Monitors and guides the student throughout his/her pathway to be adequately prepared to successfully carry out the Traineeship, including linguistic and teamwork, and objectives-oriented skills and competences
- Selects the students through a call for application, which results on a ranking based on academic performance, knowledge of English language and possibly others, and on motivation for carrying out the traineeship abroad
- Supports the student in finding the receiving Company, through an appropriate matching and counselling services. In case of Traineeships abroad, these include the motivation and selection of candidates with adequate characteristics and may recognize a grant to support the traineeship, through the EU Erasmus+ Programme or other adequate funding instruments that might become available
- Cooperates with the receiving Company at all stages, from the definition of the Traineeship programme to the agreement development and signatures, 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 Company
- 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 and, where relevant or required by the student, the Europass Mobility document.
- Provides adequate insurance coverage and information related to trainee's accidents and liability risks during the Traineeship period, as indicated by the relevant legislation and by the funding entity

### *THE RECEIVING COMPANY:*

- Is an organization operating in domains related to the student's pathway and curricula
- Identifies and agrees upon with the student and the Institute a Traineeship programme, aimed at completing the training by putting in place in real situations and acquiring further competences and skills of relevance for his/her 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, if required by the Company) to testify the achievements and acquired competences.

In any case, the educational and orientation aim of the traineeship doesn't imply or represent any employment relationship with the receiving Company

- Nominates within the organization a Company 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 by 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 agency, nominates other figures such as the mentor or the administrative contact person
- Provides the trainee with the necessary equipment and communication tools, as made necessary for the achievement of the traineeship objectives
- Signs a Traineeship Agreement with the Institute and the Trainee, covering all the aspects of the programme, developed in accordance with the Educational Authority and funding institution(s)
- Cooperates with the Institute in addressing and solving emerging problems, and informs the Institute about trainee's accidents or other problems and difficulties that may arise during the traineeship
- Produces the periodic and final reporting as required by the Agreement, based on forms and procedures provided in due advance by the Institute

#### *THE TRAINEE:*

- Carries out the activities and the programme agreed by the parties, reporting to the Company 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 company colleagues, and uses responsibly the equipment and facilities provided to carry out the traineeship
- Timely informs the Institute and the receiving company about absence from work, and accidents / incidents occurring at the company, during transfer and outside the company
- Records the daily presence on specific forms provided by the Institute and makes sure that they are validated by the supervisor, and that a monthly activity summary report is filled in on the same form and validated by the company supervisor and by company legal representative. Forwards each form to the Institute as a scanned PDF within the 5<sup>th</sup> day of the following month.

*For further information:*

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