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European Network to Support
Guidance and Counselling

Traineeship in Italy



Erasmus+



*Ministero del Lavoro
e delle Politiche Sociali*
DIREZIONE GENERALE PER LE POLITICHE ATTIVE,
I SERVIZI PER IL LAVORO E LA FORMAZIONE

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ISTITUTO PER LO SVILUPPO DELLA
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DEI LAVORATORI

TRAINEESHIP IN ITALY

Name, scope, beneficiaries and duration

In Italy traineeship is known as **tirocinio** or **stage** and consists of a period of guidance and training on the job with a public or private employer. Traineeships are not employment relationships and, according to their aims and beneficiaries, may be divided into the following main types:

1) non-curricular traineeships: recently they have been regulated by the Regions and Autonomous Provinces according to the "*Guidelines on traineeships*", approved by the agreement among State and Regions on the 24 January 2013 (see *Legislative References/Regulations* below). Guidelines approve three types of non-curricular traineeships:

a) training and guidance traineeships, for people who have held an educational certificate for no more than twelve months. These are aimed at facilitating professional choices and employment for young people, and last no more than six months;

b) job placement/re-entry traineeships, for the unemployed (including those on unemployment benefits). These are aimed at facilitating the placement of jobless people or re-entry of the unemployed, and last no more than twelve months;

c) guidance and training traineeships or placement/re-entry traineeships for the disabled, disadvantaged people, asylum seekers and beneficiaries of international protection. These traineeships last no more than twelve months; in the case of disabled the total duration of the traineeship may be as long as twenty-four months.

However some Regions have established maximum limits of duration different from those required by the Guidelines, in particular regarding job placement/re-entry traineeships. For this type of traineeships some Regions consider a maximum period of six months instead of twelve¹.

2) curricular traineeships: these are for young people enrolled in an educational or training programme (students of Vocational and Educational courses, high school students, University students, etc.) and aim at enriching and integrating the learning and training process, thanks to a direct experience in the employment world;

3) summer traineeships: these are organised for adolescents and young people enrolled in any kind of University or high school programme and are held between the end of each school or academic year and the beginning of the next.

¹ For an overview of the individual regional regulations, "*Manuale del tirocinante*", Isfol, downloadable from the Isfol website (www.isfol.it).

In addition there are also other types of traineeships: **traineeships for regulated professions; transnational traineeships**, for example those organised by European education and training programmes; **traineeships for non-EU citizens** promoted according to the entry quotas.

Legislative References/Regulations

In Italy traineeships were established according to the Law 196/97² and were regulated by Interministerial Decree 142/98³. Important regulatory novelties were introduced by Law 92/2012⁴ which defined an agreement between the Government and Regions for the preparation of **Shared Guidelines on Training and Guidance Traineeships**.

With the Agreement dated 24 January 2013, the State-Regions Conference adopted the "*Guidelines on traineeships*" which:

- redefine general rules on non-curricular traineeships;
- provide a common national reference framework regarding a matter whose legislative competence belongs to the Regions and Autonomous Provinces (as established by the Sentence of the Constitutional Court no. 287 dated 19 December 2012).

With the Agreement, the Regions agreed to enforce the Guidelines principles in their laws within six months from the date the Agreement was signed: at present all the Regions have regulated non-curricular traineeships.

The Regions and Autonomous Provinces are also responsible for the regulation of summer traineeships, whilst curricular traineeships are regulated by University or school Regulations.

Traineeships for EU citizens and for non-EU citizens legally residing in Italy follow regional regulations.

Traineeships for non-EU citizens residing abroad follow the "*Guidelines on traineeships for foreigners living abroad*", adopted by the State-Regions Agreement of August 5, 2014. The Regions and Autonomous Provinces have committed to implement the Guidelines in their regulations within six months from the date the Agreement was signed.

How traineeships are implemented

In Italy, two types of documents are required in order to get a traineeship: the **agreement**, signed by the traineeship promoter and the traineeship provider, and the **training project**, signed by the provider, the promoter and the trainee. The traineeship may be carried out with any type of public or private company/institution and the rights of the trainee are indicated by the training project.

Trainees have the right to:

- be supervised both by a company mentor, whose task is to "train" the intern, and by a promoter supervisor, whose task is to supervise the traineeship, guaranteeing its success;
- be insured by the promoter against workplace accidents with Inail (National

2 Law no. 196 dated 24 June 1997, "Laws on the promotion of employment", section 18 "Training and guidance traineeships".

3 Interministerial Decree no. 142 dated 25 March 1998, "Regulations containing the implementation rules of the principles and criteria provided by section 18 of Law no. 196 dated 24 June 1997, on training and guidance traineeships".

4 Law no. 92 dated 28 June 2012, "Provisions on the labour market reform in a prospective of growth", section 1 "General provisions, contractual typologies and law on replacement flexibility and protection of the worker", paragraphs 34, 35 and 36.

Institute for the Insurance against Industrial Accidents) and third party liability through an appropriate insurance company;

- acquire an adequate training and information about health and safety in the workplace.

Trainees must:

- perform the activities provided by the training project, respecting the established time schedule and company rules;

- follow the instructions of the two supervisors and report to them for any organisational issue or other requirements;

- comply with the obligations of confidentiality related to the production processes and products of the company;

- comply with workplace hygiene, health and safety regulations.

Promoters

In Italy the main traineeship promoters are employment centres, universities, high schools and accredited vocational guidance and training centres.

Documents required

In the case of residence in Italy of more than three months, EU citizens must be signed up in the Registry Office of the Municipality of residence. To register it is necessary to present documents attesting that who is concerned has a job, or is enrolled in a study or vocational training course. In the case of traineeships, the training project must therefore be submitted and signed by the people involved (promoter, provider and trainee).

The situation regarding non-EU citizens is quite different; as a matter of fact according to *"Guidelines on traineeships for foreigners living abroad"*, they must obtain a student or trainee visa to be allowed to attend a

traineeship in Italy. Such a visa is issued by the diplomatic or consular representation in the country they resided, within the quotas periodically established.

The entry for traineeships takes place outside the quotas established annually by the decree-flows, however, they are possible only within a specified quota established every three years with an Interministerial Decree.

Allowance and personal investment

As provided by section 1 paragraph 34 of Law 92/2012, the Guidelines on traineeships have introduced the obligation to pay an allowance to the trainee.

All Regions have adopted this arrangement. The allowances thus vary from Region to Region, from a minimum of 300 to a maximum of 600 euro per month.

Although these sums are not high, they do allow foreign interns to bear the expenses while residing in Italy.

It should also be remembered that the obligation to pay trainees this allowance applies only to non-curricular traineeships: curricular traineeships are still not paid, even if the company may decide to refund expenses, pay a traineeship bonus or allow benefits (ticket restaurant, reimbursement of travelling expenses, etc.).

Foreign trainees who wish to carry out a traineeship in Italy should take into account that the cost of living in the big cities of the Centre-North of Italy (Rome, Milan, Turin, Florence, etc.) is somewhat high, while in small cities or in the South the cost of living is lower. The personal investment obviously varies according to the traineeship allowance.



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HOW TO GET A TRAINEESHIP

Erasmus+

Erasmus+ is a new EU program for education, training, youth and sport for 2014-2020. It is a unique program that replaces and integrates the various existing programs so far:

- Lifelong Learning Programme: Comenius (school education), Erasmus (higher education), Leonardo da Vinci (vocational education), Grundtvig (adult education);
- Youth in Action;
- five international programs of cooperation in Higher Education: Erasmus Mundus, Tempus, Alfa, Edulink and the program for cooperation with industrialized countries. For the first time Erasmus+ will also offer support to the sport, especially at the grassroots sport.

Erasmus+ aims to enhance the quality and relevance of qualifications and skills. Two thirds of the funding will be used to provide mobility grants to more than 4 million people in order to allow them to study, train themselves, work or do volunteer work abroad in 2014-2020. Their stay abroad can be of a few days to a full year.

Erasmus+ is for students, teachers, apprentices, volunteers, youth workers and those working in grassroots sport. It also supports funding partnerships between educational establishments, youth organizations, businesses, local and regional authorities and NGOs and the reforms issued in the Member States to modernize education and training and to promote innovation, entrepreneurship and employability.

For more information:

National Agency Erasmus+ Indire

Matter of competence: school, higher education and adults education

via Cesare Lombroso, 6/15

50134 Firenze

Field office in Roma:

via Guidubaldo del Monte, 54

00197 Roma

erasmusplus@indire.it

www.indire.it/content/index.php?action=istituto&id=14296

www.erasmusplus.it

National Agency Erasmus+ Isfol

Matter of competence:

education and vocational training

corso d'Italia, 33 – 00198 Roma

erasmusplus@isfol.it

www.isfol.it/isfol-europa/erasmus

www.erasmusplus.it

National Agency for Youth

Matter of competence: youth

via Sabotino, 4 – 00195 Roma

comunicazione@agenziagiovani.it

www.agenziagiovani.it/erasmusplus.aspx

www.erasmusplus.it

Free Applications

To look for a traineeship in Italy applicants may use services provided all over Italy by **Public Employment Centres** (www.cliclavoro.gov.it/cittadini/pagine/cerca-sportello.aspx). The Employment Centres offer

reception, information, guidance, pre-selection, placement (jobs and traineeships) and work as traineeships promoters.

Traineeship advice can be found on Cliclavoro (www.cliclavoro.it), the public website of the **Ministry of Labour**.

Universities may also be useful to find a traineeship. As a matter of fact many Italian Universities have a **"Traineeship office"** that organises traineeships for students and new

graduates. You may also contact the **Informagiovani network** (www.cliclavoro.gov.it/cittadini/pagine/cerca-sportello.aspx): information, advice and news on training, employment, accommodation, free time, etc. are available in Informagiovani centres.

Those looking for a traineeship may also visit the numerous websites that publish **traineeships advice** for young people. In most cases access to these services is free of charge; generally the user is simply asked to register.

Here's a list of websites useful for a traineeship in Italy:

www.jobssoul.it
www.stageadvisor.it
www.sportellostage.it
www.repubblicadeglistagisti.com
www.jobrapido.it
www.linklavoro.it
www.4stars.it
www.lavoroestage.it
www.studenti.it
www.lavoroformazione.it
www.careerjet.it
www.jobisjob.it
<http://lavoro.corriere.it>
www.jobadvisor.it
www.stepstone.it
www.monster.it

ACCOMMODATION

Youth hostels are probably the cheapest accommodation for those who come to Italy for a traineeship. Some hostels have rooms with more than 20 beds, but generally accommodation is in two or four bedded rooms. Various websites provide information and details for those who look for a hostel: <http://aighostels.it/it> • www.informagiovani-italia.com • www.hostelworld.com/accommodation/Italy • www.ostellidellagioventu.com Alternatively, you may **rent a flat**, perhaps with other students, or even just a room. On

the other hand, paying a rent on your own may be difficult if you are staying in a big city like Rome or Milan (a room in a central and/or university area may cost up to 500 euro per month). **Room rental offers** or notices by young people who are looking for roommates may be found on the notice boards of Italian Universities or Informagiovani centres. For this it may be useful to consult the portal www.easystanza.it, which specialises in finding rooms and flats to share. If you intend to rent a flat, you may contact any real estate agency in Italy.

Local and national newspapers, as well as numerous specialised websites (www.trovocasa.corriere.it, www.immobiliare.it, etc.) publish rental notices divided by area and type of accommodation. Finally, the website www.studenti.it provides information, suggestions and advice for university students who are looking for inexpensive accommodation. This website may be particularly useful for European students who are going to do a traineeship in Italy under a University study programme.

ADDRESSES

Ministry for Foreign Affairs and International Cooperation

piazzale della Farnesina, 1 – IT
00135 Rome - tel. 00390636911
fax 0039063236210 – www.esteri.it

Ministry of Labour and Social Policies

via Veneto, 56 - IT - 00187 Rome
tel. 00390646831 – www.lavoro.gov.it

Isfol – Institute for the Development of Vocational Training of Workers

corso d'Italia, 33 - IT- 00198 Rome
tel. 003906854471
fax 00390685447358
urp@isfol.it – www.isfol.it

**Unioncamere – Italian Chambers of
Commerce**

piazza Sallustio, 21 – IT - 00187 Rome
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