

Traineeship in Vicenza – Italy

OFFICE AND ADMINISTRATION

between Verona and Venice

Time frame: whole year



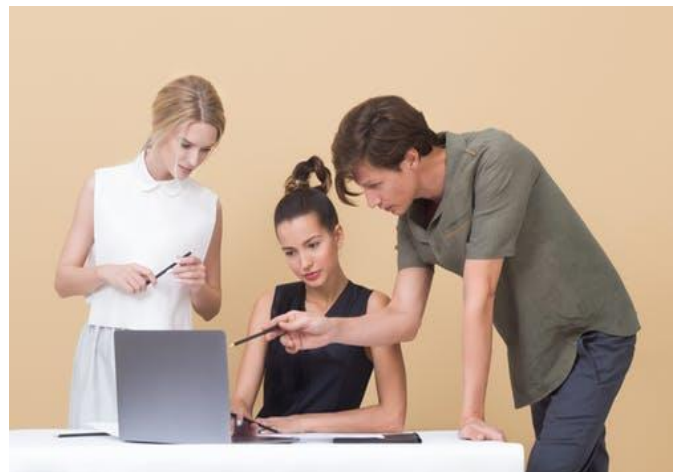
Office and administration

Organising cultural activities, communicating with international markets, planning courses: in our companies there are many opportunities to deepen and broaden one's knowledge during the traineeship. Where, of course, routine tasks such as data entry also must be done. The trainee is integrated into the company team and guided through the work.



Eurocultura organises traineeships for **apprentices and fully trained business and office staff** in companies, public administration, and non-profit organisations. The selection of traineeship companies ranges from city offices and wholesalers to metal and jewellery companies and social associations.

Motivation, openness, and commitment guarantee a successful traineeship even without Italian language skills. The trainees are followed up and work side by side with experienced colleagues. The traineeship can last between 3 weeks and 6 months. The traineeship companies are in the city or can be reached quickly by bus.



Some of our traineeship companies

Department of culture



The cultural department of the city administration deals with occupancy of the city's cultural facilities, planning of exhibitions and city festivals, involvement of schools in cultural activities and the organisation of the theatre and festival season. Cooperation with associations and private companies is a priority. The implementation is carried out in consultation with other offices such as the public order office and the municipal utilities.

International Non-Profit-Organisation

The non-profit organisation has been working for over 20 years in the field of local government and citizen participation at European level. Together with public and non-profit partners throughout Europe, it carries out projects that focus on strengthening democracy. Topics include sustainability, local self-government, climate change awareness, urban mobility, volunteering, and art in the city.



Jewellery company



Gold, diamonds, and other gemstones characterize this jewellery company, which presents several of its own collections each year at trade fairs worldwide. The design represents a bridge between the western and eastern world. The company is located 20 km from Vicenza and is strongly oriented towards non-European exports. Over 10 people are employed in production, design and administration.

Educational company

Vocational training is at the heart of the activities of this educational and consulting company. Publicly financed courses for employees and people without work represent the main part of the work. In addition, courses are run on behalf of the companies: from foreign languages to computers and business topics. Seminars on "Innovation in business" are a focus. In the administration, courses are planned, participant searches are implemented, lecturers are supervised, and the accounting documents are prepared.



**Palladio's
masterpiece**

**UNESCO World
Heritage Site**

**Small big city:
111.000 inhabitants**

**Dynamic city: over
84,000 companies**

**Vicenza: the perfect
place for your
traineeship**

**International city:
more than 130
nationalities**

**Living city: Jazz music
festival, street
Chocolate fair, Vicenza
half marathon and
much more!**

**Perfect starting
point to Verona,
Venice, Milan,
Lake Garda...**

**Italian flair on
the Piazza and
enjoyment of
Italian cuisine**

Programme information

Eurocultura has been organising internships in Vicenza (45 minutes by train to Venice and Verona) in the framework of Erasmus+ and other EU programmes since 1995. Each year we welcome about 250 interns during and after their training or studies.

6 weeks before arrival an intensive preparation of the participants begins using video conferencing and info mails. Eurocultura selects the traineeship company on the basis of the trainees' professional skills and wishes. Upon arrival Eurocultura will accompany the participant to a mandatory interview. Our network in Vicenza includes many public and private institutions and companies from 3 to 500 employees from all economic sectors.

The self-catering accommodation is a maximum of 45 minutes from the city centre.

Eurocultura supervises the trainees during the entire stay and certifies the traineeship.

Along with Germany and Spain our partners include chambers of industry, crafts and commerce, private institutions and professional institutes from Sweden, Norway, Denmark, Portugal, Poland, Greece and many others.

„Traineeship in Vicenza“ consists of:

- "Be ready for Vicenza" - preparation module
- "Welcome to Vicenza" - accommodation (double room) with self-catering
- "Be trainee in Vicenza" - Traineeship
- Registration with the authorities according to the Italian regulations for traineeships
- Professional insurance INAIL
- Monitoring and evaluation
- Support (weekly consultation hours, availability by telephone)
- Half day trainer visits with evaluation and company visit
- Certification with Europass and confirmation of participation

Other services (ex. single room, language course, bus subscription, cultural program Venice, Verona and Padua...) can be booked on request.

Program costs on request.

We speak English!