SERVICES FOR TRAINEESHIPS

OFFERED from FUTURO DIGITALE
Agency for Mobility and International Education
ABOUT

FUTURO DIGITALE was established in February 2013, as a non-profit independent association with the main aim to bring new ideas and innovations not only to Southern Italy where the association is located but also to the whole Italy and Europe. It is known as an active organization in the Youth Entrepreneurship Promotion and Vocational Training at international level.

The organization promotes projects and activities of non-formal education mainly in a field of European Programs. We intend to encourage Transnational Mobility as a tool for people who make choices about their own future by observing job environment.

We are involved in programs such as Youth in Action, Erasmus +, Erasmus Placement, Erasmus for Entrepreneurs (http://www.futurodigitale.org/stage-e-tirocini-lavorativi/) . The intention is to achieve these goals by providing professional trainings, non-formal education, youth exchanges, technical specialization, intercultural exchanges etc.

Every year we send/receive about 200 participants from/to Italy and other European countries. Our organization is always open to new and exciting collaborations. We have been already participating in the new Erasmus + 2014/2020. We have also been working with more than 500 institutions throughout the Community' European.
Our mission is to propose an unremunerated vocational work experience abroad through a training program individualized for each participant. At the moment work with more than 500 institutions throughout the Community' European Our Mission and propose a vocational work experience abroad, unremunerated, through a training program individualized for each participant that allows the value of the skills and knowledge "

THE STRONG POINT and 'Calabria, Country of Ancient Greece with natural (sea, mountains, nature, history, art, food), the center of the Mediterranean, in which students can move with extreme ease' given its size
FUTURO DIGITALE is an intermediary organization specialized in coordinating traineeships under the framework of the European Educational Programme Erasmus +.

Our goal is to connect higher education and vocational students from across Europe with Organisations located in Italy (in particular in the regions of Calabria, Lazio and Campania), That are interested in encouraging cultural diversity in the work place and promoting the entry of young people into the labor market.

MISSION AND VISION
Our social commitment is what makes us different. At FUTURO DIGITALE we work hard to create a fair relationship between students and Organisations by offering suitable and quality traineeships to Both parties. We want to raise awareness about the Importance of creating links between educational institutes, students, and companies for the development of the economy and the inclusion of youth in the labor market.

Unlike many other companies coordinating student placements, FUTURO DIGITALE works differently by providing: Traineeship

SOURCING OF FUTURE PROFESSIONALS FOR ENTERPRISES
We want to support Organisations in the search for professionals That can act as a key component of the work team. We put our trust in today's
educated youth and believe that with the right opportunities and guidance they can be an invaluable asset to business. We want to change the mentality that a trainee is a free student to a trainee being the professional of the future.

SUPPORT TO EDUCATIONAL INSTITUTIONS
The European Union has placed a lot of emphasis on investing in youth mobility in order to decrease the worrying figures of youth unemployment. Each scholarship not taken advantage of, is a missed opportunity for a student. FUTURO DIGITALE wants to support institutions and students participating in the Erasmus + program in the search for host organisations abroad.

OUR VALUES
Our values are transparency, closeness and equal opportunities. As a social organization, FUTURO DIGITALE wants to offer equal opportunities to the students, thereby increasing their inclusion in the labor market. Also we want to encourage enterprises to trust and invest in our youth. We work to achieve this in a transparent and practical manner, offering a personalized service.
SERVICES FOR HIGHER EDUCATIONAL INSTITUTIONS

Are you an accredited European High Educational Institution in the Erasmus Programme +?
If your answer is YES, FUTURO DIGITALE works to connect your students with Organisations located in Italy (Calabria, Lazio and Campania) So THAT they complete traineeships Within the framework of the Erasmus + Programme "Key Action 1: Mobility for Individuals", COMPLETELY FREE OF CHARGE.

Additionally, FUTURO DIGITALE is open to collaboration with European Universities Participating in the Erasmus + Programme "Key Action 2: Cooperation for innovation and the exchange of good practices", with the main objective to develop a network of sustainable work connecting educational institutions with the employment sector.
SERVICES FOR VOCATIONAL EDUCATION SCHOOLS

Are you an accredited European Vocational Education School in the Erasmus+ Programme?
If your answer is yes, FUTURO DIGITALE assists in coordinating your project Erasmus+ “Key Action 1: Mobility for Individuals”, according to your needs, offering support around all aspects of the mobility project. Additionally, FUTURO DIGITALE is open to any collaboration with European Vocational Education institutes participating in the Erasmus+ Programme “Key Action 2: Cooperation for innovation and the exchange of good practices”, with the main objective to develop a network of sustainable work connecting educational institutions with the employment sector.

WHAT WE OFFER
Management and administration
FUTURO DIGITALE provides a service to coordinate and manage your Erasmus+ Project in the host country:
- Sourcing of host organisations suitable for placement of students as trainees.
- Provision of Italy a orientation guide and information upon participants arrival.
• Coordinate an introductory meeting between participants and their host organisations.
• Oversight of traineeship progress through regular meetings with participants and host organisations.
• Recognition of achievement of traineeship learning objectives through final report and certificate of completion.
• 24-hour telephone assistance available for emergencies for vocational students.
• Accommodation in placement located in Italia (Calabria, Lazio e Campania)
• Organisation of the necessary local transport
• Transfer to the student residence
• Introducing the trainees to the hosting companies
• Tutoring and supporting the trainees during the whole experience
• Organising language courses
• Administrative work related to the project management and evaluation

It is necessary to send us CVs and Cover Letters (attached as an example) three months in advance to ensure a student the best possible internships.
TIPS FOR APPLYING

Applying to our traineeship offers is the first step towards obtaining a valuable work & life experience abroad. Following are some recommendations for an effective application.

WRITTING THE RESUME

The first step for applying to any traineeship offer starts with a good resume. It is important that your resume presents your personal information, educational background and working experience in a clear and structured way. We also recommend to apply only to the traineeship offers that suits you. It will help us to identify your preferences and see how your capabilities, personal qualities and background fit the vacancies. We’ve provided the Europass CV template as a useful tool to create your resume.

BE READY FOR THE INTERVIEW

An interview is your opportunity to tell us about yourself and what you can contribute to the host organisation. Following are some tips to help you prepare it:
VERIFY YOUR NETWORK CONNECTIVITY
Make sure your connectivity is ideal. If necessary get closer to the router or connect your computer via Ethernet (cable) to enhance the connectivity. Verify that your Skype is up to date and working, and test the sound and microphone form your computer. To make sure they work correctly makes a test call.

PREPARE YOUR SURROUNDINGS
Whether your call is video or telephone, do it in a quiet, businesslike setting, ideally in a room with a door. A cluttered background may distract your audience, no need to share too much information. A blank or neutral background is best, with a well-organized desktop. Make sure the computer, tablet or phone is set in a fixed place to avoid excessive movement.

FAMILIARIZE YOURSELF WITH THE TRAINEESHIP OFFER
Review the characteristics of the vacancy and research the host organisation web-site for which you will be interviewing. During the interview it is a good moment to ask questions about the host company as it demonstrates your interest for the position and you will also learn more about the organisation.
DRESS CORRECTLY
A Skype interview is as important as an on-site interview; the professional appearance will always make a good impression.

BE PREPARED TO TALK ABOUT YOUR RESUME
Think about your educational background and past experiences and responsibilities in detail.

ASSESS YOUR OWN SKILLS
Think about them both in general as well as those specific to the position for which you will be interviewing.

BE ON TIME
Confirm directions to your interview location in advance.

BE CONFIDENT
Relax and stay focused on the interview, just be yourself and smile.

BE HONEST
We are aware that you might not have lots of experience so we prefer honesty rather than replying all the right answers.
WHAT WE DO

Thanks to our extensive and detailed network of local and international partners, we are able to provide a complete program of reception that includes the following services:

- Organization of training programs
- Analysis of individual profiles
- Individual interviews with students
- TA contracts
- Assessments
- Tutoring and final evaluation of various projects assigned
- Monitoring
- Accommodation
- Language courses
- Programs of social and cultural integration
- Certifications (European Mobility, Youthpass etc.)

Always ready to welcome and assist participants, ensure training in different professional fields at all levels and qualifications.
Some of the areas where we can host trainees concern:

- **European Projects** (at Association Future Digital)
- **Social Projects** (at Future Digital Association)
- **Management and Business Administration of an NGO** (at Future Digital Association)
- **Language consultancy and design languages** (at Verbum Association)
- **Tourism and catering industry**
- **Science and nutritious food**
- **IT and Telecommunications- Multimedia, Computer science**
- **Economics and Marketing**
- **Administrative Sciences**
- **Hairstylist & Beauty**
- **Health Care & Social Assistance**
• Hospitality and catering
• Sports and leisure;
• Pharmacy and parapharmacy
• Office management assistants
• International commerce
• Printing and graphic arts
• Agriculture
• Tourism, rural tourism, eco-tourism, tourism cycling
• Agro-ecological production
• Agroforestry production
• Production of olives, agrumes and wines
• Garden centers and florists
• Activities in agriculture / reception / accommodation /
• Graphics and communication / tourism promotion
• Promotion of the region, tourism info poit
• Restaurants
• Local marketing: tourism, typical product / availability of packaging companies and marketing
• Company production of the typical product
• Hospitality industry - spas, health care, cosmetics
• Publishing, cultural heritage
• Regional marketing, tourism, social enterprise
• Media and Communications
Participants in our training activities are constantly monitored and advised by experts Tutor, also committed to monitor and evaluate the performance and progress of learning of the same. The main responsibilities of the Tutor to each participant are as follows:

- promote integration within the group and the working environment in which it is located.
- monitor expectations, attitudes, participation and performance.
- Ensure the logistical and technical support.
- monitoring trends and make them constantly counting direction
- Complete a final report that will evaluate the overall performance
## PRICES (per person)

<table>
<thead>
<tr>
<th>Management and administration fees (for services described above):</th>
<th>Be agreed with your School</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Accommodation &amp; Transfer Lamezia/Bari/Crotone airport to Location of Traineeship (from and to the airport) (if needed)</th>
<th>Be agreed with your students (see proposals in the section “Where are we?”)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost depending on:</strong></td>
<td></td>
</tr>
<tr>
<td>1) Type of accommodation: hostel, host family, residence, hotel, flat share, full flat/apartment, etc.</td>
<td></td>
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<tr>
<td>2) Type of services: full-board, half-board, self-catering, etc.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional Specific Language course</th>
<th>See proposals in the section &quot;Italian Courses&quot;</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Costs depending on:</strong></td>
<td></td>
</tr>
<tr>
<td>1. Arrival date of the group, number of free places within the regular courses (morning/evening) at the language school</td>
<td></td>
</tr>
<tr>
<td>2. Number and language levels of the participants (all the same or different levels)</td>
<td></td>
</tr>
<tr>
<td>3. Even under reservation prices can arise depending on price variations in language schools</td>
<td></td>
</tr>
</tbody>
</table>
Please note:

- All costs are average sums. Please ask for a specific offer concerning your mobility project.
- The duration of the language course can be adapted to the requirements of your project.
- The mobile phone service is available from Monday - Friday from 9am-10pm and by email (replied in 24h/48h)

The sending organisation is responsible for:

- Preselection of the participants
- Sending the CVs 1,5 month before the participants arrival
- Basic Language skills (Italian Optional)
- Insurance (private accident/liability/repatriation and professional liability/ industrial injuries insurance)
- Preparation training

The hosting organization is responsible for:

- Supporting participants filling out the EUROPASS-Mobility
- Permanent Follow-up of the participant
- Formalised final report and the internship contract and documents
- Permanent monitoring and evaluation of the work placement
- Finding suitable work placements according to the professional profile and the individual language skills of the trainees
Finding suitable accommodation,
Delivering to the participants the local travel card during the stay,

PLEASE NOTE the following conditionings for all groups:

- For organizing and preparing the stays we need the profiles (EuropassCVs) of your applicants at least 1.5 months before arrival.
- The dates of the period and the number of participants have to be agreed with us before our final decision is made.
- Furthermore we reserve our right to decline applicants for reasons of missing professional skills (regarding requested placement) or language skills (Italian) and we reserve the right to delay the period for reasons of holidays or missing internal capacities.
- In case of cancellations within 10 days before arrival of the participants the intermediary partner FUTURO DIGITALE will be paid as follows:
  - 100% of the first rent as well as 50% of the agreed management fee (for placement/organisation).
Where are we?

Our head office is located in the charming Terranova da Sibari in Calabria, province of Cosenza, in the beautiful Piana di Sibari. We also have another office near Corigliano Calabro as well as other offices that work with us in Belvedere Marittimo. Near Terranova you can easily find other important and beautiful cities such as:

- Rossano 38 km
- Matera 150 Km
- Cosenza 55 Km
- Catanzaro 145 Km
- Taranto 160 Km

Terranova da Sibari

Belvedere Marittimo
We can accommodate students in companies operating in the following beautiful areas of Calabria:

**The Plain of Sybaris** *(Rossano e Corigliano)*

[https://www.google.it/search?q=la+piana+di+sibari&biw=1920&bih=943&tbm=isch&tbo=u&source=univ&sa=X&ei=fVY2Vd_pB8mvswGD5oGQDA&ved=0CDIQsAQ](https://www.google.it/search?q=la+piana+di+sibari&biw=1920&bih=943&tbm=isch&tbo=u&source=univ&sa=X&ei=fVY2Vd_pB8mvswGD5oGQDA&ved=0CDIQsAQ)

[https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+rossano+calabro](https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+rossano+calabro)

[https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+corigliano+calabro+e+schiavonea](https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+corigliano+calabro+e+schiavonea)

[https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+terranova+da+sibari](https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbm=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXYBg8KHbBDAUQsAQLHg#tbm=isch&q=foto+di+terranova+da+sibari)
Lamezia (near airport)

https://www.google.it/search?q=foto+di+lamezia+mare&biw=1366&bih=623&tbo=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwinubqq06bJAhWHnXIKHbFlCn4QsAQjIHg

https://www.google.it/search?q=foto+di+lamezia+centro+storico

Cosenza

https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbo=isch&tbo=u&source=univ&sa=X&ved=0ahUKEwjtqYGT1KbJAhXBYg8KHbBDAUQQsAQjIHg

......and other beautiful places!

**Price of our accommodations students in Calabria**

<table>
<thead>
<tr>
<th>Accommodations (all options included room cleaning costs, energy costs, gas and water + WiFi)</th>
<th>1 week</th>
<th>2 weeks</th>
<th>3 weeks</th>
<th>4 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family, single room, complete board (breakfast, lunch and dinner) + cleaning</td>
<td>170 €</td>
<td>330 €</td>
<td>450 €</td>
<td>510 €</td>
</tr>
<tr>
<td>Family, single room, half board (breakfast, lunch or dinner) + cleaning</td>
<td>155 €</td>
<td>270 €</td>
<td>350 €</td>
<td>460 €</td>
</tr>
<tr>
<td>Family, double room, complete board (breakfast, lunch and dinner) + cleaning</td>
<td>140 €</td>
<td>250 €</td>
<td>320 €</td>
<td>460 €</td>
</tr>
<tr>
<td>Family, double room, half board (breakfast, lunch or dinner) + cleaning</td>
<td>130 €</td>
<td>200 €</td>
<td>290 €</td>
<td>420 €</td>
</tr>
<tr>
<td>Family, only bed in single room + use of kitchen + cleaning</td>
<td>350 € per month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family, only bed in double room + use of kitchen + cleaning</td>
<td>250 € per month</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family, more days</td>
<td>15 € per day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartment single room</td>
<td>165 €</td>
<td>215 €</td>
<td>250 €</td>
<td>350 €</td>
</tr>
<tr>
<td>Apartment, extra week</td>
<td>75 € per week</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apartment, double room</td>
<td>125 €</td>
<td>175 €</td>
<td>200 €</td>
<td>250 €</td>
</tr>
<tr>
<td>Apartment, double room, extra week</td>
<td>65 € per week</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Laundry service (valid for all solution)</td>
<td>25 € per month</td>
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</table>
Consider that in Calabria the cost of living is very low, so the cost of student housing and the food is very, very convenient.
Another service FUTURO DIGITALE provides is customized Italian courses, imparted by specialized teachers. The course consists of 20-30 hours (depending on your Italian level) and the chance of doing an official exam at the end to achieve a globally recognized certificate.

FUTURO DIGITALE has an agreement with Dante Alighieri Association, which is the official institution that issues the Italian-level certificates known as PLIDA. We are official centre!

From our point of view, owning this certificate provides the world’s most valuable recognition of knowledge of the Italian language. The Common European Framework of Reference for Languages (CEFR) is an international standard for describing language ability.
It is used around the world to describe learners’ language skills. The CEFR has six levels – from A1 for the most basic beginner to C2 for the very highest level of ability.

Once that Erasmus placement had been finished, this would be an interesting option to continue with your Italian learning. It is possible to stay another two weeks (or more if desired) in Calabria doing this course so you can finish your stay with an official certificate in Italian language.

Although you can take the exam in your country, if you want you can also take it here in Italy if dates suit you:

We will help you to find the best place and date for you upon request!
It is also possible to attend to one up to three competences separately, (choosing between listening, speaking, reading and writing) paying each one separately.
**First solution**

**165 € per person**

*High quality and availability. Solutions for all levels and needs.*

**INTENSIVE COURSE (Level “A2”):** For those who want to immerse themselves in the study of language. Ideal for those who want to prepare themselves to achieve the Certification of Italian language “PLIDA” or to attend university in Italy.

**FREQUENCY:** 20 hours

**HEAD TEACHER:** Tiziano Caudullo

**TUTOR:** Chiara Manna

**LESSONS IN THE CLASSROOM:** 5 hours a day

**COST:** 150 € + 15 € for registration and insurance

**MINIMUM NUMBER OF PARTICIPANTS:** 10
Second solution

207 € per person

Learn and Live the Italian language with lessons and Itinerant Method of Local Marketing

The language lessons in the classroom are combined with itinerant activities designed in collaboration with associations and cooperatives in the area with which Digital Future work online.

Every visit and excursion will be held by experienced guides.

FREQUENCY: 24 hours LEVEL: "A2"

HEAD TEACHER: Tiziano Caudullo

TUTOR: Chiara Manna

LESSONS IN THE CLASSROOM: 4 hours a day + 8 hours Itinerant

COST: 150 € + 15 € (for classroom lessons + registration fee and insurance) 42 € per day traveling (including transport)

MINIMUM NUMBER OF PARTICIPANTS: 10
PROPOSED ITINERARY: ROSSANO

Dalla terra al piatto

Liquirizia

Amarelli Museo della
Rossano
Percorso Artistico

Rossano “Bizantina”
STAFF
DIGITAL FUTURE

'AVAILABLE TO AGREE WITH YOU

OTHER ITINERARY
In the region of Calabria there are interesting cities like Cosenza or Rossano. They are nearby cities, you can get there within an hour and no more than one day is needed to see them, so you can go and come back in the same day.
There are other areas where you will need to overnight. For example, if you have a car at your disposal you can go to the beautiful Sicily, where you can visit cities such as Palermo, Messina or Siracusa.

Another incredible zone is the Amalfi Coast (villages like Amalfi, Positano, and Sorrento…). This itinerary is known for having overwhelming coast landscapes and lively nightlife.
Finally, Apulia, which is relatively close, is popularly known as the high heel on the “boot” of Italy. Lecce stands out there, and due to its rich Baroque architectural monuments is commonly nicknamed “The Florence of the South”
Contact us

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- vin.apa1968@gmail.com