AGREEMENT

SERVICES FOR

TRAINEESHIPS

OFFERED

from FUTURO DIGITALE

Agency for Mobility and International Education

Erasmus+
1- 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 +.
2- 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.
- 24hour telephone assistance available for emergencies for vocational students.
- Accommodation in placement located in Italia (Calabria, Lazio e Campania)
- Organisation of the necessary local transport
- Introducing the trainees to the hosting companies
- Tutoring and supporting the trainees during the whole experience
- Administrative work related to the project management and evaluation
It is necessary to send us CVs and Cover Letters two months in advance to ensure a student the best possible internships.

3- 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
- Communication Services Institutional
  - Produced Radio and Television, Information Services for TG, Accomplishments Newsletters Radio
  - Press Office (public and / or private)
  - Advertising Communication through the following means:
✓ TV networks, radio, Web and Social Networks, Contact Center, Newsletter

- **Innovative Communication Services**
  ✓ Creation of Spot Audio / Video
  ✓ Developing Web Sites and Mobile Applications
  ✓ Aerial shots by using Drones Professional
  ✓ Graphic Design, Augmented Reality, 3D Animations
  ✓ Campaigns targeted Webmarketing and Communication online business
  ✓ IT and Telecommunications- Multimedia, Computer science

- **Services of Organization and Management Consulting**
  ✓ Organization of Conferences, Seminars and Workshops,
  ✓ Cultural and professional events in general
  ✓ Check-ups, analysis of market
  ✓ Management of projects aimed at enhancing the Territory and Tourism
  ✓ Projects aimed at the Communications and Corporate Development

- **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, bar, hotel
• 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
• Dental hygienist
• Technical laboratory analysis
• Dental technician
• car and motorcycle mechanic
• Auto electrics
• Food ( companies production of pasta, cold cuts, meat, cheese, pickles, product typical, tomato sauce, etc ..)
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
4- **WORKING HOURS:**

Hours of apprenticeship are 30 hours a week for six hours a day, from Monday to Friday (usually from 9 to 12 and from 15 to 18. It will take into account, of course, the times that each company applies according to their field of reference)

It will be a flexibility in working hours: if the trainee needs a day or more days off, working hours can be retrieved during the other days of the week.

5- **THE SENDING ORGANISATION IS RESPONSIBLE FOR:**
- Preselection of the participants
- Sending the CVs + cover letter 2 month before the participants arrival
- Basic Language skills (Italian Optional)
- Insurance (private accident/liability/repatriation and professional liability/industrial injuries insurance)
- Preparation training

6- 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,
The Futuro Digitale Association, the arrival of the trainees, will make a welcome session:

- to provide information about the city and the host country
- to provide the opportunity to clarify any doubts
- to prepare for the first meeting with the host company
- to visit the apartment together, do
- to provide information on timetables and bus stops, attractions, restaurant seats
- where to withdraw or change money, buy food or tickets
- to exchange phone numbers in order to contact during the internship period

The Association:

- maintain permanent contact with the host company to ensure that everything goes according to plan, in order to resolve any cases of difficulties and to assist in the final evaluation of the internship;
- the first day in the company, will accompany the trainees at the first meeting with the company tutor which takes place in the hosting.

In such occasions, it will be reviewed:
the conditions agreed, the work plan, the reporting system and other important information;
the conditions, including working hours, insurance and other aspects.

8- 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
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&tbo=u&source=univ&sa=X&ei=fVY2Vd_PB8mvswGD5oGQDAtsqi=2&ved=0CDIQsAQ

https://www.google.it/search?q=foto+di+cosenza&biw=1366&bih=623&tbo=u&source=univ&sa=X&ved=0ahUKEwjTqYGT1KbJAhXBYYg8KHBDAUQQQsAQLHgg#tbm=isch&q=foto+di+rossano+calabro
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.
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:** 4
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: 4
PROPOSED ITINERARY: ROSSANO

Dalla terra al piatto

Liquirizia

Amarelli Museo della Rossano
Percorso Artistico

Rossano “Bizantina”
STAFF
DIGITAL FUTURE

'AVALAIBLE 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”