WHAT IS THE LEONARDO DA VINCI PROGRAMME?

The European Commission has integrated its various educational and training initiatives under a single umbrella, the *Lifelong Learning Programme*. With a significant budget of nearly EUR 7 billion for 2007 to 2013, the new programme replaces the existing education, vocational training and e-Learning programmes, which ended in 2006. It consists of four sub-programmes, each of which covers a particular educational sector: *Comenius* (for schools), *Erasmus* (for higher education), *Leonardo da Vinci* (for vocational education and training) and *Grundtvig* (for adult education).

The *Leonardo da Vinci* programme focuses on the teaching and training needs of those involved in *vocational education and training*.

It funds a wide-range of actions, notably *transnational mobility*, *European projects* focusing on the development or the transfer of innovation and networks. It addresses people available on the labour market and professionals in vocational education and training, as well as *trainees in initial vocational training*.

Through its support for mobility, the *Leonardo da Vinci Programme continues to offer these trainees a unique chance to gain training and work experience in a foreign country*. It allows them to acquire new competences and professional skills and in addition develops their capacities to adapt to a new environment.

*We*, at ADEIT–Fundación Universitat-Empresa, organise *work placements in other European countries for recent graduates from Spanish universities* in the context of this programme - with the objective of giving them the chance to broaden their knowledge gained at university level and increase their mobility.

*We are a non-profit organisation* with a vast experience in managing training programmes, closely related to the *University of Valencia*. Its general objectives are to *facilitate the dialogue and collaboration between university and industry*, to detect R&D&T needs of the industry, to promote training of students in enterprises, to manage specialisation and postgraduate courses, to facilitate introduction into the labour market and self-employment, and to participate in international training programmes.
In this context, the LEONARDO Programme plays an important role in preparing European citizens for the labour market, thereby reducing unemployment. Taking companies' needs into consideration, the programme helps building a skilled European workforce in an increasingly competitive world.

**BENEFITS FOR YOUR COMPANY**

The grants which ADEIT offers in the framework of LEONARDO DA VINCI allow you to welcome highly qualified university graduates with up-to-date academic knowledge and thus increase your competitiveness, as well as to establish and develop contacts with other European markets. These work placements will indeed help create a European atmosphere in the workplace, thanks to the interns’ different culture and ways of working, innovation and novelty, as well as new languages skills for them and for you, all of which shall open access to new markets.

The trainee will receive a maintenance grant depending on the destination country for the period of stay which is required to be of 26 weeks. The ADEIT Foundation of the University of Valencia will provide an insurance policy for the trainee, covering accidents, civil liability and travel assistance for the duration of the stay.

The following bodies cannot participate in this project under any circumstances:

- Embassies or Consulates
- Regional or government representations or offices
- Offices officially related to any institution of the European Union

At the same time, if you decide to host a trainee in your organisation and this organisation is working on European projects, the trainee must not work directly or indirectly on these European projects.

Companies welcoming a Leonardo trainee agree to:

- Set up a training programme in the professional area related to the trainee’s university education.
- Monitor and supervise the trainee’s progress throughout the placement, based on the work programme (cf. previous point).
- Designate a tutor (member of the company) for this purpose.
- Collaborate in the monitoring of the progress of the internship and the trainee which will be carried out by ADEIT, provide the trainee with a certificate of the work placement and sing the contracts.

Although it is not compulsory, we appreciate if you voluntarily give the trainee complementary aid in cash or in kind.
HOW TO PARTICIPATE

To participate in the LEONARDO project, you may send us a work placement offer (offer form available), describing a series of requirements the trainee should fulfil in order to carry out the training programme defined by your company.

After that, the ADEIT coordination office will initiate the selection process in order to put you in contact with the candidates which best suit your needs. Before sending you a list of pre-selected candidates we will inform them about the conditions of your offer and confirm their interest in going ahead.

Finally, you should select the candidate who best matches the profile described in your offer and send ADEIT a letter of acceptance which should include the following data (a model of this letter will be provided by ADEIT):

- Company paper with name, address, telephone and fax
- Reference to the Leonardo da Vinci Program must be made
- Dates and duration of the work placement
- Description of the training programme within the company (contents and department where it will take place). Please keep in mind that these work placements should provide the graduates with a hands-on professional experience related to their studies, allowing them to put into practice what they have learned while studying.
- Tutor (Head of Department or Head of HR).
- Information about economic compensation offered by the company or a declaration that no financial compensation can be given.
- Signature of the company representative, name, job title and stamp (if possible).

CONTACT

Please do not hesitate to contact us for any further information.

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