

### Traineeships & Apprenticeships

#### Definition and eligibility - Traineeships

##### Member State

Employment policy is a regional competence, each Region is responsible for the design and implementation of Employment measures.

Each regional Public Employment Service (Actiris, Le Forem, VDAB, ADG) offers traineeships and apprenticeships to the job seekers; except in Brussels where Actiris offers traineeships while regional training providers (Bruxelles-Formation and VDAB) offer apprenticeships.

Therefore, there are different ways to define and implement traineeships in Belgium: each PES has his own conception.

##### Definition of Traineeship

**For Actiris**, a traineeship is a 6-months practice within a company (in Brussels or abroad) that allows a practical application of the skills acquired during the studies or vocational training. The traineeship may take place before or after a first work experience.

**In Wallonia**, there is no formal definition for traineeship. Generally, a traineeship period is a practical proof period in companies related to studies, vocational training or policy measures to boost the employability of unemployed people.

**For VDAB**, a trainee is commonly known as an individual taking part in a trainee program or a graduate program within a company after having graduated from university or college.

As part of the vocational training, traineeship is work-based and focuses on applying what was learnt in formal training. Traineeship can also be part of secondary (technical) education. A financial aid enables the candidate to get trained for a specified job.

##### Overview

**Actiris** offers different kinds of traineeships (in Brussels and abroad) :

- **Eurodyssey**: exchange program of the Assembly of European Regions (AER) which allows young job seekers aged between 18 and 30 to benefit from a traineeship placement abroad for a period between 3 to 7 months.
- **European traineeships**: 6-months practice within a company in the European Union, taking place after the studies or after a training.
- **Erasmus+ traineeships**: 6-months practice within a company in the European Union or Turkey, taking place after the studies or after a vocational training.

## Conditions and rules for internship in Belgium

- **In-company transition internships (STE):** work-paid experience for young people, combining work and training, for a period between 3 to 6 months. A full-time contract is concluded between the job seeker, the company and the training provider.
- **Individual in-company Training (FPI):** in response to his needs, a company trains a job seeker from 1 to 6 months, with a dedicated tutor. At the end of the traineeship, the company has to hire the trainee for a period at least equivalent to the training.

**Le Forem** offers :

1. **Stage de transition (STE):** traineeship scheme for integration of young people into the world of work. The aim is to give young people a first work experience.
2. **Plan formation insertion:** This allows a company to form a job seeker to their specific needs during the training period and then hire him for a period at least equivalent to the training.
3. **Ending vocational traineeship:** period to practise and experiment skills developed during a vocational training on the job.
4. **Language traineeship:** practical training period of 3 months to improve language skills in one company in another county or in another region of Belgium.

More information on: <https://www.leforem.be/particuliers/stages-entreprise-ou-ecole-de-langues.html>

**In Flanders**, all providers of formal vocational training schedule some kind of traineeship, mostly at the end of the training period.

It requires an employer who is aware of the training needs of the trainee and is willing to invest time and effort in it.

The agenda of the employer is often to recruit among the trainees, though there is at the start of the traineeship no formal commitment to do that.

### Eligibility

#### **With Actiris (traineeships in Brussels and abroad):**

##### **Eurodysey:**

- 18 to 30 years old ;
- Born or resident in one of Eurodysey member regions ;
- Holding a diploma of studies (vocational training, higher education, master degree...);
- Basic knowledge of a foreign language.

##### **European traineeships:**

- Age between 18 and 29 years old ;
- Minimum level of qualification : vocational training ;
- Residing in Brussels, being a national from a EU Member state (or Switzerland) or having a working permit in the hosting country ;
- Having a professional project related to the traineeship;
- No previous traineeship with Actiris International.

## Conditions and rules for internship in Belgium

### Erasmus+ traineeships:

- Above 18 years old (no age limit) ;
- Residing in Brussels, being a national from a EU Member state (or Switzerland) or having a working permit in the hosting country ;
- Having a professional project related to the traineeship ;
- No previous traineeship with Actiris International.
- Having completed a vocational training or studies (bachelor or master) within an institution member of the consortium led by Actiris.
  - Program “*Vocational Training*” :
    - Start the traineeship in the year following the graduation.
  - Program “*High Education Institute*” :
    - Conclude a traineeship contract before the end of the studies (graduation) ;
    - Coming back from the traineeship in the year following the graduation.

### In-company transition internships (STE):

- Aged under 30 years old ;
- Maximum level of qualification : high school ;
- Being registered in Actiris as an unemployed job seeker;
- Being in “Professional integration time” (“*stage d’insertion professionnelle*”) for 6 months minimum.

### Individual in-company Training (FPI):

- Being registered in Actiris as an unemployed job seeker;
- No previous working experience within the hosting company.

### **In Wallonia:**

- **Stage de transition:** jobseekers registered by PES, coached by PES in the “Stage d’insertion professionnelle” framework (waiting period before receiving unemployment benefit on basis of school), max 30 years, no higher study level than secondary education.
- **Plan formation insertion:** jobseekers registered by one of the 4 Belgian PES and have resident status in Belgium.
- **Stage de fin de formation:** for people trained in one of vocational training centre of Le Forem.
- **Language traineeship:** jobseekers registered by Le Forem. The applicant must have a minimum B1 ELAO language level and have a professional project related to the traineeship.

**All the traineeships schemes are open to people from other countries if they meet the conditions.**

**In Flanders,** traineeships are only open to participants in a formal training, from Belgium or abroad.

### Information about the national quality framework

#### Implementation

**In Brussels**, Actiris provides individual guidance to the job seekers to ensure a matching between their profile (skills and needs) and the traineeship offer. A contract concluded between the job seeker, the company and the training provider must clearly specify the objectives and the tasks of the training. Financial grants or allowances allow job seekers to acquire experience and develop new skills in order to improve their integration into the labour market.

**In Wallonia**, those policy are organised by regional policies, consistent to the *European Council recommendation on a Quality Framework for Traineeships*.

**In Flanders**, traineeship complies with the recommendations in the quality framework for traineeships.

Belgian legislation only allows cost free traineeship as part of a recognized training.

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#### Additions regarding apprenticeship

**Example of the offer proposed by IFAPME** - Institut wallon de Formation en Alternance et des indépendants et Petites et Moyennes Entreprises (public institution funded by the Wallonie Region)

Education: Head of company + Management degree as Fromager Affineur (Villers le Bouillet) at the age of 18. Training partly in company and course. Optional to do internships 30h company + 8h in school. Personal can be sent elsewhere (for example to a producer) in addition to training occasionally, he can be on the move, this must be communicated to his employment insurance. Paid internship agreement possible for each EU resident (first year +-400€/month, second year +-800€/month)

Equivalence of the diploma 2nd degree required to access the course. (or equivalent or admission file)

<https://www.ifapme.be/formations-pour-adultes>

<https://www.ifapme.be/formation-chef-entreprise>

<https://www.ifapme.be/formations/chef-dentreprise/fromager-affineur>

Internship transfrontalier: Via Erasmus contracts for mobility, IFAPME can send apprentices for internship in other European countries. Information on the European Commission website.

<http://www.erasmusplus-fr.be/> => Jeunes Belges à l'étranger.

[https://ec.europa.eu/programmes/erasmus-plus/opportunities/learning-mobility-individuals\\_fr](https://ec.europa.eu/programmes/erasmus-plus/opportunities/learning-mobility-individuals_fr)