



European Centre for the Development of  
Vocational Training

## **Extract from the rules governing in-service training periods at Cedefop**

(Cedefop decision of 11/9/2003)

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### **In-service training periods**

Twice a year, Cedefop organises training periods lasting a maximum of five months for university graduates and public sector employees. The training periods start on 1 March and 1 September each year.

Applications should be sent to the following address no later than 31 May (for the training periods starting 1 September) or 30 November (for those starting on 1 March), as evidenced by the postmark:

Administration  
Cedefop  
Europe 123  
GR – 57 001 Thessaloniki (Pylea)

### **Aims and organisation of in-service training**

The purpose of in-service training at Cedefop is in particular:

- to give trainees a general idea of the objectives of and problems associated with the development of initial and continuing professional training within the framework of European integration;
- to provide them with practical knowledge of the working of Cedefop departments;

- to enable them to acquire personal experience by means of the contacts made in the course of their everyday work;
- to enable them to further and put into practice the knowledge they have acquired during their studies or professional careers.

Trainees may spend part of the period preparing a postgraduate thesis or an academic paper.

Admission to in-service training does not confer on trainees the status of officials or other servants of the Communities. Nor does it entitle them to appointment by Cedefop or any other EU institution or body. Trainees may not be awarded any contract of employment with the institution or body in which they completed their in-service training for one year after its termination.

### **Admission and selection of trainees**

Trainees are selected from among nationals of the Member States of the European Communities. However, a limited number of nationals of non-member countries may be accepted.

In-service training at Cedefop is open to candidates who have not already benefited from in-service training in another European institution or body<sup>1</sup>, and:

- (a) who have completed by the closing date for applications a course of university education and obtained a full degree or its equivalent (for minimum national education requirements, see table below), or
- (b) are public sector employees, provided they have a university degree or equivalent diploma or have been engaged in advisory duties for at least three years.

Applications are accepted only if they are accompanied by a photocopy of the candidate's degree certificate (or, in the absence of this document, an official statement from the university confirming the degree result) or a suitable attestation from the employer.

Except in the case of a properly justified derogation, the age limit for training placements is 30.

Applicants must have a thorough knowledge of one Community language and a satisfactory knowledge of another Community language. Applicants from non-member countries must have a good knowledge of one Cedefop working language (EN, FR, DE, EL); knowledge of other Community languages is considered an advantage.

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<sup>1</sup> Exceptions may be made only in the event of a training period which takes place consecutively in more than two bodies of the EU, as part of a well-defined comparative research project involving in particular the decentralised agencies.

Successful applicants are selected on the basis of qualifications and/or experience ; an appropriate geographical distribution will be maintained. Candidates should offer as wide a range of academic disciplines as possible in order to provide Cedefop with a large choice of specialisations. Priority is given to applicants on the basis of the results obtained during their studies. Applications will also be considered from those:

- who have completed or started a course on European integration;
- who hold public sector posts which require a thorough knowledge of Community activities.

On the basis of these criteria, Administration draws up the list of candidates to be considered and sends it to the Cedefop departments for the final selection.

### **Training grants**

A training grant may be awarded to the trainee. The number of grants depends on the availability of funds in the budget.

The grant is currently EUR 735 per month, plus EUR 170 for married trainees whose spouses are not gainfully employed. An allowance for dependent children is also available.

Disabled trainees may receive a supplement to their grant amounting to half the amount of the grant.

The amount of the grant as described above is payable to trainees from abroad (Member States of the EU or third countries); trainees resident in Greece for more than one year prior to the start of their in-service training receive EUR 515 per month.

### **Minimum national education requirements**

Belgique/België	Licence ou équivalent/Licentie of gelijkwaardig diploma
Danmark	Kandidateksamen
Deutschland	Hochschulabschluss, Fachhochschulabschluss
ΕΛΛΑΔΑ	Πανεπιστημιακό δίπλωμα
España	Licenciatura
France	Maîtrise ou équivalent
Ireland	University degree or equivalent
Italia	Diploma di laurea
Luxembourg	il n'existe pas de diplôme universitaire national
Nederland	Doctoraalexamen Getuigschrift HBO (4 jaar)
Österreich	Hochschulabschluss
Portugal	Licenciatura

Suomi/Finland	Ylempi Korkeakoulututkinto Högre högskoleexamen
Sverige	Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne
United Kingdom	University degree or equivalent