



## “How To CB A&T”

**A brief guide for cross-border hosting organisations,  
sending organisations and data providers on how to publish and manage  
Apprenticeship and Traineeships job offers within the Cross-Border region and  
on the EURADRIA one-stop-shop portal**

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## a) Context of application, referrals and terminology

### 1.1 General context

This **checklist** born as a shared set of indications agreed between the EURADRIA cross-border Countries, Italy and Slovenia, their Regional and national EUROpean Employment Services (EURES).

It aims to guide the organisations that intend to use the EURADRIA one-stop-shop portal for the process of attracting, recruiting and employing **apprentices and trainees** within the cross-border region between Italy and Slovenia, publishing an Apprenticeship or a Traineeship job offer.

It provides a set of specific information and recommendations for all organisations working and hosting Apprentices and Trainees at **cross-border level**: it sets a framework of steps and checks to be followed and done before publishing an A&T Cross-Border job vacancy.

This checklist could be assumed as a useful support by all the organisations involved in the A&T job recruitment, matching and placement at Cross-Border level.

The checklist represents a **cross-border guideline** for:

1. **Host organisations/Companies**, that intend to welcome an apprentice or trainee at their premises;
2. **Sending organisations/Promoters**, that intend to send apprentices or trainees abroad;
3. **Data providers/Intermediaries**, i.e. the organisations that are providing the job offers to the EURADRIA one-stop-shop portal. Please hand over this document to the host organisations.

### 1.2 Definitions and Terminology

This checklist is referred to Apprenticeships and Traineeships classified as **Active Labour Market Policy tools (ALMP)**, as tools supporting the smooth transition from education to work and activated in joint practices between the candidate, the hosting company and the public employment services or other national/regional services or organisations directly responsible for the learning components.

ALMP tools differ from the Open market ones, still present in certain countries, as direct agreements between the employer and the candidate. This condition is referred in particular to open-market traineeships, where a written agreement is not always present and there isn't any kind of mediation or contact with the employment services.

Following, the related terminology and a brief description of the tools, as defined by the national and regional respective regulatory frameworks, also in respect of the classification as work contracts or not.

It is referred to:

- ✓ **Apprenticeships** are defined as work practices, dividing the working time between learning in school and training in a company. Usually, there is a contract with the company and the apprentice get paid for his work (<https://ec.europa.eu/social/main.jsp?catId=1198&langId=en>);
  - ✓ **Traineeships** are understood as a limited period of work practice, whether paid or not, which includes a learning and/or a training component. Traineeships are experiences outside the formal education, their duration and their duration usually goes from a few weeks to a maximum of six months. Extensions are admitted only for specific conditions, as for example the ones related to disability, social disadvantage, vulnerability. They could be classified as work contracts or not, depending on each national legislation. Traineeships are a common way to gain necessary work experience before entering regular jobs, improving employability and facilitating transition into regular employment. There is a contract or a written agreement setting out the working conditions, as weekly working time, insurances, mentoring/tutoring, duration, training objectives and activity description, wage or monthly coverage (<https://ec.europa.eu/social/main.jsp?catId=1045&langId=en>).
- Traineeships differ from **Internships**, intended as a formal part of an educational path and have usually a brief duration (few weeks). The curricular experiences satisfy requirements for a qualification.

Specifically, the tables below show the terminology and the definitions for the Apprenticeships and the Traineeships in Italy and Slovenia, where no open market A&T exist.



### In Italy:

English	Italian	Slovenian	Tool description	Work contract?
EXTRA-CURRICULAR TRAINEESHIP or TRAINEESHIP	TIROCINIO EXTRACURRICOLARE	"IZVENKURIKULARNA" PRIPRAVNIŠTVA	"Extra-curricular" traineeships are active labour policy measures aimed at facilitating the professional choices of young people while supporting them in the transition between study and work, or at promoting the employment or re-employment of unemployed people. <a href="https://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA101/">https://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA101/</a>	no
APPRENTICESHIP FOR VOCATIONAL QUALIFICATION AND DIPLOMA	APPRENDISTATO PER LA QUALIFICA E IL DIPLOMA PROFESSIONALE	PRIPRAVNIŠTVO ZA POKLICNO KVALIFIKACIJO IN POKLICNO DIPLOMO	The apprenticeship for the vocational qualification and diploma (first level apprenticeship) is intended for young people aged between 15 and 25, which can potentially be activated in all sectors of work. Young people hired with this type of contract will continue to attend school to obtain a regional certificate of vocational qualification or diploma corresponding to Level 3 and 4 of EQF. <a href="http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA1/">http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA1/</a>	yes
VOCATIONAL APPRENTICESHIP	APPRENDISTATO PROFESSIONALIZZANTE	PRIPRAVNIŠTVO, USMERJENO V POKLIC	Rivolto a giovani da 18 a 29 anni compresi per conseguire una qualificazione professionale attraverso un percorso formativo svolto prevalentemente in azienda. <a href="http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA2/">http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA2/</a>	yes
HIGHER EDUCATION AND RESEARCH APPRENTICESHIP	APPRENDISTATO DI ALTA FORMAZIONE E RICERCA	PRIPRAVNIŠTVO VISOKEGA USPOSABLJANJA IN RAZISKAVE	Intended for young people aged between 18 and 29, for the achievement of university degrees and higher education, including PhDs, for research activities, as well as for the apprenticeship for access to the regulated professions. <a href="http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA3/">http://www.regione.fvg.it/rafvfg/cms/RAVFG/formazione-lavoro/tirocini-apprendistato/FOGLIA3/</a>	yes

### In Slovenia:

English	Italian	Slovenian	Tool description	Work contract?
TRAINEESHIP	TIROCINIO	PRIPRAVNIŠTVO (TRAINEESHIP) PRIPRAVNIŠTVO LAHKO OPRAVLJAJO NAVADNO DIPLOMANTI, KI VSTOPAJO NA DELOVNI	In Slovenia, traineeships are open to young graduates (those who have obtained a degree) who are approaching the job market. It is a type of employment relationship and is defined in the contract between the employer and the employee – trainee. As defined by the Employment Relationships Act, the contract can be signed with the person who starts working for the first time in order to allow them to work independently. The job position must be suitable for the level reached and the type of education.  The traineeship is required for some regulated professions, as it is impossible to get a job in the fields of health, social security, education, legal, etc. without having passed a professional test at the end of the traineeship. Traineeship activities are also organised by public offices.	yes
APPRENTICESHIP	APPRENDISTATO	VAJENIŠTVO	Apprenticeship is a type of education used in the Slovenian vocational training system. This is established in the law on apprenticeships adopted in 2017. The apprenticeship promotes the sharing of knowledge, the acquisition of skills and vocational skills required for carrying out the profession and for its improvement. At least 50% of the training programme is carried out with the employer through the so-called "on-the-job training". The apprentice is a trainee/student who is training in a school education system to acquire vocational skills.	yes
TRAINING PROGRAMME FOR YOUNG PEOPLE	PROGRAMMA FORMATIVO PER I GIOVANI	PROGRAM USPOSABLJANJA ZA MLADNE NA ZRSZ (ON-THE-JOB TRAINING)	UDM is an employment programme for employers organised at the ESS (Employment Service of Slovenia) aimed at training unemployed people to allow them to work independently. This allows the employer to train candidates in a specific job and to obtain reimbursement of the eligible costs connected with the training activity. The ESS signs a contract with the employer and contract with the candidate.	yes
STUDENT WORK	LAVORO STUDENTESCO	ŠTUDENSKO DELO (STUDENT WORK)	Student work is a type of temporary and part-time paid work carried out by high school and college students. The purpose of this type of work is to allow students to acquire work experience and gain some money. The work is mediated through employment agencies, mostly called "Student Services". Student work is based on references. The company will receive the student before they start working. The students employed will receive an hourly wage.	yes



### 1.3 The role of the Public Employment Services and the EURES Advisers

The Public Employment Services constitute the referral for the Active Labour Market Policy tools, as in many cases they represent the intermediaries or the providers for the application and for the monitoring of A&T, also in connection with other Organisations and Institutions responsible for the definition, the execution and the recognition of training and learning components.

EURES, as the EUROpean Employment Services network, make available around 1000 Advisers within the European territory, to support both candidates and employers in recruitment, matching and placement procedures. They assist both in pre-recruitment and post-recruitment phases.

In cross-border regions, they target specifically frontier employers and candidates in search of information and assistance.

Within the EURADRIA Region, the **Autonomous Region Friuli Venezia Giulia (RAFG)** – Central Directorate for Labour, Education, Training and Family in Italy, and the **Zavod Republike Slovenije za Zaposlovanje (ZRSZ)** in Slovenia make available their EURES/EURADRIA Advisers to support cross-border employers and candidates, as frontier jobseekers/workers.

### 1.4 Main referrals

The checklist recommendations are aligned with:

- ✓ the **Council Recommendation on a Quality Framework for Traineeships (QFT)**  
[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014H0327\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014H0327(01)&from=EN)  
 The Council Recommendation on a quality Framework for Traineeships (QFT) of 10 March 2014:
  - recognizes the challenge to increase the cross-border mobility of trainees in the Union so as to help foster a genuine European labour market. It therefore stresses the importance of information on the right to cross-border mobility of trainees,
  - aims to increase transparency and invites Member States to examine the possibility to make use of the extended EURES network and to exchange information on paid traineeships through the EURES portal,
  - also invites the Member States to facilitate the cross-border mobility of trainees in the European Union inter alia, by clarifying the national legal framework for traineeships and establishing clear rules on hosting trainees from, and the sending of trainees to, other Member States and by reducing administrative formalities,
- ✓ the Commission staff working document on **Applying the Quality Framework for Traineeships (2016)**  
<https://eur-lex.europa.eu/legal-content/EL/TXT/?uri=CELEX:52016SC0324> ,
- ✓ the **Council Recommendation on a European Framework for Quality and Effective Apprenticeships (EFQEA)**  
<https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32018H0502%2801%29>  
 The Council Recommendation on a European Framework for Quality and Effective Apprenticeships (EFQEA) of 15 March 2018:
  - builds in particular on the tripartite Opinion of the Advisory Committee on Vocational Training adopted unanimously on 2 December 2016<sup>ii</sup>, as well as joint work and a statement by the European social partners.
  - The EFQEA recommends that transnational mobility of apprentices, either at the workplace or education and training institutions, should be progressively promoted as a component of apprenticeship qualifications. It also notes that transparency of, and access to apprenticeship offers within and between Member States should be ensured, including with the support of public and private employment services as well as other relevant bodies, and, when appropriate, by using Union tools such as EURES as provided for in the EURES regulation,
- ✓ the **European Commission (2017): High-performance apprenticeships & work-based learning - 20 guiding principles**  
<https://op.europa.eu/en/publication-detail/-/publication/8f010ea2-265b-11e7-ab65-01aa75ed71a1/language-en/format-PDF/source-63634090#>
- ✓ the **Quality Apprenticeships - A Manual for Placement Providers-version 3 (2020)**  
[https://ec.europa.eu/programmes/erasmus-plus/project-result-content/59cade06-d3f4-4245-abe7-3d74f1bc8fdb/IO5-Quality%20Apprenticeships%20-%20A%20Manual%20for%20Placement%20Providers\\_EN.pdf](https://ec.europa.eu/programmes/erasmus-plus/project-result-content/59cade06-d3f4-4245-abe7-3d74f1bc8fdb/IO5-Quality%20Apprenticeships%20-%20A%20Manual%20for%20Placement%20Providers_EN.pdf)
- ✓ the **EC document on the Publication of apprenticeship & traineeship offers on the EURES Job Mobility Portal** - Background information for public employment services that will hand over the checklist to hosting and sending organisations,
- ✓ the **EC Checklist for hosting organisations, sending organisations and data providers.**



## b) Recommendations for Cross-border Host organisations/Companies

### 2.1 The Host organization and the job offer

If you are a host organisation looking for and/or receiving candidates, make sure you have included information or considered the following aspects:

<b>Describe both, your host organisation and the job offer, in particular</b>	
<b>Who you are:</b> clear description of your company and of your activities, ethos and aims.	
<b>Clear job description</b> , including the purpose and the training content. <ul style="list-style-type: none"> <li>✓ Outline of learning objectives, competencies and qualifications to be obtained by the trainee/apprentice.</li> <li>✓ Clear indication of the related <b>ESCO</b>- European Skills/Competences, qualifications and Occupations classification:                <a href="https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=en">https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=en</a>  <a href="https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=it">https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=it</a>  <a href="https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=sl">https://ec.europa.eu/esco/portal/occupation?resetLanguage=true&amp;newLanguage=sl</a> </li> </ul>	
Information on the <b>entry requirements</b> : e.g. employment status, age, qualifications, ... Please, refer to <b>EQF</b> levels: <a href="https://europa.eu/europass/en/compare-qualifications">https://europa.eu/europass/en/compare-qualifications</a>	
Contact information of <b>the person in charge of the internship/traineeship offer</b> (for recruitment and interviews).	
Details on the presence of a <b>tutor or a mentor</b> during the whole experience (supervision, feedback and mentoring)	
<b>Job conditions</b> : coverage/wage, weekly working hours, duration, health and accident insurance, other allowances (compensations, reimbursements), holiday, sickness, leave	
<b>Relevant information specifically for cross-border A&amp;T:</b> <ul style="list-style-type: none"> <li>✓ Declare if the offer is open to frontier workers (candidates that cross the border daily or at least once a week)</li> <li>✓ If applicable, give information on housing assistance</li> <li>✓ Give information on the availability of public transport to reach the company headquarter or the specific working site. Try to give accurate information on the location of your company</li> <li>✓ Declare if any kind of compensation is provided to reimburse transport/travel expenses</li> <li>✓ Declare clearly the cross-border working languages and their requested level, referring to the Common European Framework of Reference for Languages (CEFR) - <a href="https://www.coe.int/en/web/common-european-framework-reference-languages">https://www.coe.int/en/web/common-european-framework-reference-languages</a> (please, see the table below **)</li> <li>✓ Information on where to find out if bilateral recognition of the experience is possible</li> <li>✓ Specific conditions or criteria applicable to EU nationals from another country when taking up the offer</li> </ul>	
Information on <b>access to further opportunities</b> (including higher education and training ) and career pathways, as well as information on career guidance and learner support	



(**) Level group	Level	Description
A Basic user	A1 Breakthrough	<ul style="list-style-type: none"> <li>Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type.</li> <li>Can introduce themselves and others and can ask and answer questions about personal details such as where they live, people they know and things they have.</li> <li>Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.</li> </ul>
	A2 Waystage	<ul style="list-style-type: none"> <li>Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment).</li> <li>Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.</li> <li>Can describe in simple terms aspects of their background, immediate environment and matters in areas of immediate need.</li> </ul>
B Independent user	B1 Threshold	<ul style="list-style-type: none"> <li>Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.</li> <li>Can deal with most situations likely to arise while travelling in an area where the language is spoken.</li> <li>Can produce simple connected text on topics that are familiar or of personal interest.</li> <li>Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.</li> </ul>
	B2 Vantage	<ul style="list-style-type: none"> <li>Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in their field of specialisation.</li> <li>Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.</li> <li>Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</li> </ul>
C Proficient user	C1 Advanced	<ul style="list-style-type: none"> <li>Can understand a wide range of demanding, longer clauses and recognise implicit meaning.</li> <li>Can express ideas fluently and spontaneously without much obvious searching for expressions.</li> <li>Can use language flexibly and effectively for social, academic and professional purposes.</li> <li>Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.</li> </ul>
	C2 Mastery	<ul style="list-style-type: none"> <li>Can understand with ease virtually everything heard or read.</li> <li>Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation.</li> <li>Can express themselves spontaneously, very fluently and precisely, differentiating finer shades of meaning even in the most complex situations.</li> </ul>

## 2.2 Once a candidate has been selected

As known, the recruitment process is composed by different steps, going from pre-selection to placement and post-recruitment phases.

Once the job offer has been checked and published and you found the right candidate, it could be useful to check the following points to accompany the candidate along the smooth transition from education or unemployment to work.

<b>Once you have selected a candidate, provide information on</b>	
Administrative and social security formalities related to arriving in a new country, e.g. registration, health care <b>Please, remember that the candidate as frontier worker doesn't move his residence.</b>	
Child care arrangements (if applicable)	
Finding accommodation – If applicable, provide information on how to find accommodation <b>Please, remember that the candidate as frontier worker come back home daily or at least once a week.</b>	
Public transport facilities between the different locations relating to the learning and working components (if applicable)	
Information on additional language training and/or other ways to improve language competences to meet national standards	



Information on additional vocational training/coaching	
Contact person/mentor to support the candidate with practicalities, problems and personal matters	
<b>Relevant information specifically for cross-border A&amp;T:</b> ✓ Provide the contact list of the EURES/EURADRIA Advisers	
List of important addresses and contact information for emergency services, local authorities	

### 2.3 During the work experience

During the work experience, the Host organization can rely on the EURES/EURADRIA Advisers' network, to assist and, if any, solve job-related problems and/or obstacles. The EURES/EURADRIA Advisers' and InfoDesks will support both the Company and the candidate in finding solutions to emerging problems related to employment status, social security and taxation, administrative issues.

In any case, the network remains the referral to face upcoming obstacles.

<b>In case of problems during the apprenticeship/traineeship</b>	
Provide support and/or counselling in case of problems and complaints, giving the referral of the responsible contact person inside the organisation (e.g. member of the HR unit, mentor, staff representative) and how to get in touch with him	
<b>Relevant information specifically for cross-border A&amp;T:</b> ✓ In case the contact person cannot solve, contact the EURES/EURADRIA Advisers and the InfoDesks network	
<b>If the experience ends prematurely:</b> ✓ Refer the apprentice/trainee to the relevant authority, giving formal notice or following the formalities for the early termination ✓ Contact the EURES/EURADRIA Advisers and the InfoDesks network, if the person wishes to find another A&T opportunity in the cross-border area	

### 2.4 At the conclusion of the experience

<b>Upon completion of the apprenticeship/traineeship</b>	
Help with the administrative, professional and personal formalities in obtaining references	
<b>Relevant information specifically for cross-border A&amp;T:</b> ✓ Solicit the apprentice/trainee to get in touch with the EURES/EURADRIA Advisers and the InfoDesks network to find a new opportunity within the CB area or the European territory	

## c) Recommendations for Sending organisations/Promoters/Data providers/Intermediaries

### 3.2 Information to candidates

As a Sending organization/Promoter/Data provider/Intermediary (e.g. under an Erasmus+ scheme or EURES local/national services) you should provide key information to:

- ✓ **the candidates**, to make an informed choice and to prepare them for the experience
- ✓ **the host organization**, to prepare them for the candidates arrival and, if applicable, to assisting them during the publication of the job offer and the recruitment, matching and placement procedures.

<b>Information on key areas to candidates</b>	
<b>Relevant information specifically for cross-border A&amp;T:</b> ✓ Provide the contact list of the EURES/EURADRIA Advisers ✓ Give information on the availability of public transport to reach the company headquarter or the specific working site. Try to give accurate information on the location of your company	



<ul style="list-style-type: none"> <li>✓ Information on where to find out if bilateral recognition of the experience is possible</li> <li>✓ Specific conditions or criteria applicable to EU nationals from another country when taking up the offer</li> </ul>	
The apprenticeship and traineeship system of the host country (living and working conditions, specifically referred to frontiers)	
Training conditions (rights and duties in the company, insurance and security issues, learning objectives, working time, ..)	
Language requirements	
Funding opportunities	
Contact persons and assistance with the application and process	
How to proceed in case of early ending	

### 3.2 Information to Host organisations

Information on key areas to the hosting organisation	
<b>Relevant information specifically for cross-border A&amp;T:</b> <ul style="list-style-type: none"> <li>✓ Provide the contact list of the EURES/EURADRIA Advisers</li> <li>✓ Offer assistance in publishing and checking the quality criteria and the completeness of the A&amp;T job offer</li> <li>✓ Offer the possibility to publish the job offer within the EURADRIA one-stop-shop portal as a Cross-border Employer or as an intermediary</li> </ul>	
Formal admission qualification of the pre-selected candidates (e.g. certificates and their recognition, employment status, age,...)	
Suitability and motivation of the pre-selected candidates	

### 3.3 During the work experience

During the work experience, the Sending organization/Promoter could refer to the EURES/EURADRIA Advisers' network, to assist and, if any, solve job-related problems and/or obstacles faced by the Candidates and the Employers.

The EURES/EURADRIA Advisers' and InfoDesks will support the Sending organization/Promoter in finding solutions to emerging problems related to employment status, social security and taxation, administrative issues, in case of obstacles that the Sending organisation/Promoter cannot solve.

In case of problems during the apprenticeship/traineeship	
Provide support and/or counselling in case of problems and complaints, giving the referral of the responsible contact person inside the organisation (e.g. member of the HR unit, mentor, staff representative) and how to get in touch with him	
<b>Relevant information specifically for cross-border A&amp;T:</b> <ul style="list-style-type: none"> <li>✓ In case the contact person cannot solve, contact the EURES/EURADRIA Advisers and the InfoDesks network</li> </ul>	
<b>If the experience ends prematurely:</b> <ul style="list-style-type: none"> <li>✓ Refer the apprentice/trainee to the relevant authority, giving formal notice or following the formalities for the early termination</li> <li>✓ Contact the EURES/EURADRIA Advisers and the InfoDesks network, if the person wishes to find another A&amp;T opportunity in the cross-border area</li> </ul>	





### 3.3 Post-recruitment assistance

Upon completion of the apprenticeship/traineeship	
Help with the administrative, professional and personal formalities in obtaining references, also getting in touch with the Hosting organisation or the competent organisations	
<b>Relevant information specifically for cross-border A&amp;T:</b> <ul style="list-style-type: none"> <li>✓ Solicit the apprentice/trainee to get in touch with the EURES/EURADRIA Advisers and the InfoDesks network to find a new opportunity within the CB area or the European territory</li> <li>✓ Solicit the apprentice/trainee to get in touch with the EURES/EURADRIA Advisers to receive information on the recognition of his qualifications in Europe and their comparability:  <a href="https://ec.europa.eu/growth/single-market/single-market-services/free-movement-professionals/recognition-professional-qualifications-practice_it">https://ec.europa.eu/growth/single-market/single-market-services/free-movement-professionals/recognition-professional-qualifications-practice_it</a> ;  <a href="https://ec.europa.eu/growth/tools-databases/regprof/index.cfm">https://ec.europa.eu/growth/tools-databases/regprof/index.cfm</a> ;  <a href="https://europa.eu/europass/en/compare-qualifications">https://europa.eu/europass/en/compare-qualifications</a> </li> </ul>	

## d) General useful registration

### 4.1 Contacts of the EURES/EURADRIA Advisers

The EURADRIA cross-border partnership is represented by a multilevel partnership, composed by many relevant actors within the cross-border labour market and job mobility panorama.

It includes EURES Advisers specifically trained and enrolled in cross-border activities, with peculiar competencies related to frontier workers and employers.

Name and Surname	Organisation	Email	Main topics	Languages
Alessia VETERE	Regione autonoma Friuli Venezia Giulia - PES	<a href="mailto:alessia.vetere@regione.fvg.it">alessia.vetere@regione.fvg.it</a> ; <a href="mailto:euradria@regione.fvg.it">euradria@regione.fvg.it</a>	Unemployment; ALMP tools; EURES projects; living & working; job fairs; access to the CB labour market JS+employers	Italian; english
Miriam DEL BIANCO	Regione autonoma Friuli Venezia Giulia - PES	<a href="mailto:miriram.delbianco@regione.fvg.it">miriram.delbianco@regione.fvg.it</a>		Italian; french
Michele BERTI	UIL FVG – Trade Union	<a href="mailto:servizioeures@uilfvg.org">servizioeures@uilfvg.org</a>	Social security and taxation	Italian; english
Mariateresa BAZZARO	CISL FVG – Trade Union	<a href="mailto:mariateresa.bazzaro@cisl.it">mariateresa.bazzaro@cisl.it</a>	Social security and taxation	Italian; english
Jana KRUSIC	Zavod Republike Slovenije za Zaposlovanje (ZRSZ) – PES	<a href="mailto:jana.krusic@zrss.gov.si">jana.krusic@zrss.gov.si</a> ; <a href="mailto:eures@zrss.gov.si">eures@zrss.gov.si</a>	Unemployment; EURES projects; living & working; job fairs; access to the CB labour market JS+employers; social security and taxation	Slovenian; italian; english

### 4.2 Contacts of the EURADRIA InfoDesks network

EURADRIA provides its services through a support network made of Cross-Border online and onsite InfoDesks targeting both Employers and Jobseekers within the EURADRIA region.

It counts 9 physical InfoDesks, located along the Italian-Slovenian border in the cities of Trieste, Koper – Capodistria and Nova Gorica, the Infodesks can provide information and support on the following issues:

- ✓ Tax return and contributions
- ✓ Healthcare cover
- ✓ Illness
- ✓ Maternity leave
- ✓ Accidents



- ✓ Unemployment benefits
- ✓ Job contracts
- ✓ Occupational safety and health
- ✓ Job opportunities in Italy
- ✓ Job opportunities in Slovenia
- ✓ Entrepreneurial activity in Italy
- ✓ Entrepreneurial activity in Slovenia
- ✓ Legal assistance

## Infodesk

Dedicated to **workers, job seekers and employers**

**Slovenia**

- INAS Slovenija**  
Kidričeva ulica 9/a  
5000 Nova Gorica  
Mail: [slovenia@inas.it](mailto:slovenia@inas.it)  
Tel: +386 53380197
- OOZ NOVA GORICA-employers**  
Ulica Gradnikove brigade 6,  
5000 Nova Gorica  
Mail: [karmen.volk@ozs.si](mailto:karmen.volk@ozs.si)  
Tel: +386 53306610
- INAS Slovenija**  
Gortanov trg 15,  
6000 Koper  
Mail: [slovenia@inas.it](mailto:slovenia@inas.it)  
Tel: +386 51635440  
Tel: +386 53380197
- INCA Slovenija**  
Vojkovo nabrežje 23,  
6000 Koper  
Mail: [d.pelozza@inca.it](mailto:d.pelozza@inca.it)  
Tel: +386 56273824
- PRIMORSKA GODPODARSKA ZBORNICA-employers**  
Ferrarska ulica 2,  
6000 Koper - Capodistria  
Mail: [info@pgz-slo.si](mailto:info@pgz-slo.si)  
Tel: +386 5 66 25 830

**Italy**

- SDGZ/URES -employers**  
Via Cicerone 8,  
34133 Trieste  
Mail: [info@servis.it](mailto:info@servis.it)  
Tel: +39 040 67248
- UIL FRIULI VENEZIA GIULIA**  
Via Ugo Polonio 5,  
34125 Trieste  
Mail: [servizioeures@uilvfg.org](mailto:servizioeures@uilvfg.org)  
Tel: +39 040 368522

Thanks to our network of experts, the Infodesk service will answer all your questions!

Scan the QR code and visit our website

#### 4.3 Employer/Intermediary registration and vacancies validation process within the EURADRIA one-stop-shop portal

The EURADRIA one-stop-shop portal, as the main, cross-border online referral, could be used both to support and deepen information on cross-border aims and activities, both to support Employers/Intermediaries and Jobseekers/Workers to publish and promote their cross-border job offers and profiles.

The EURADRIA one-stop-shop portal allows to registrate your Company/Organisation to the matching platform for to enable the job offer publication function. Once created the job offer, the EURES/EURADRIA Advisers will verify its completeness and correctness before authorizing the publication, in respect of the quality criteria defined within the EURES system for job offers publication and the once here listed) – <https://intra.euradria.eu/en/login>

#### 4.4 Candidate/Jobseeker registration, profile verification and application within the EURADRIA one-stop-shop portal

The portal allows jobseekers/workers interested in cross-border job offers to register their profile and apply to the available job vacancies. Once created your profile, the EURES/EURADRIA Advisers will verify its completeness and correctness before its validation, in respect of the quality criteria defined within the EURES system for the CV publications – <https://intra.euradria.eu/en/register>