



**SERVICES FOR**  
**TRAINEESHIPS**  
**IN TOURISM**

**OFFERED**  
**from FUTURO DIGITALE**  
*Agency for Mobility and International  
Education*

*IN*  
*CYPRUS*





# 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 "



FUTURO DIGITALE is an intermediary organization specialized in coordinating traineeships under the framework of the European Educational Programme Erasmus +.



## **2- WHAT WE OFFER**

We offer internships, from May to October, at Hotels in Cyprus (restaurant and bar). The student is offered free of charge:

- Cost of air travel to Cyprus up to € 135 (roundtrip)
- Sharing accommodation and three meals per day (breakfast, lunch and dinner)
- Medical insurance

**Not is paid any salary.**

FUTURO DIGITALE provides a service to coordinate and manage your Erasmus+ Traineeship in Cyprus:

- Provision of Italy orientation guide and information to participants upon arrival.
- Coordinates an introductory meeting between participants and Their Host Organisations.
- Oversight of traineeship progress through regular meetings on skype with participants and host Organisations.
- Recognition of achievement of learning objectives through traineeship final report and certificate of completion.
- Introducing the trainees to the hosting companies
- Administrative work related to the project management and evaluation



It is necessary to send us CVs and Cover Letters to make the selection of students through an interview via skipe.

Email: [info@futurodigitale.org](mailto:info@futurodigitale.org)

### **3- WORKING HOURS:**

Hours of apprenticeship are 6 days a week for 8 hours a day (plus one hour for breaks, meals, coffees etc per day), from Monday to Saturday.

### **4- THE SENDING ORGANISATION IS RESPONSIBLE FOR:**

- Preselection of the participants
- Preparation training



## **5- THE HOSTING ORGANIZATION IS RESPONSIBLE FOR:**

- Supporting participants filling out the EUROPASS-Mobilty
- Permanent Follow-up of the participant
- Formalised final report and the internship contract and documents
- Permanent monitoring and evaluation of the work placement

## **6- SERVICES GUARANTEED BY THE DIGITAL FUTURE**

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.



**FuturoDigitale**  
No profit Association

## **7- WHERE ARE WE?**