

WELCOME AND TAKING CHARGE

In this preliminary phase, you will be fully informed by the information point that will be indicated to you by your Region the contents and services provided by the Programme within the regional scope.

The operator will clearly present all the information you need, in order to guide you through the different services available.

With the help of the operator you can:

- If you haven't done it yet, [register to the Programme](#) by inserting your personal data on the online application form
- Get to know the objectives of the European Programme and the stakeholders involved in the national implementation of the Programme, the services network and the qualified regional operators engaged.
- Discover the opportunities, the measures available and their functioning. For example, you will know how to activate a traineeship, what apprenticeship consists in, what are the training paths available, how to participate in the civil service and how to start your own enterprise.
- Figure out how to effectively access the measures and who are the employment and training operators to interact with.

GUIDANCE

After a preliminary informative phase, the **concrete guidance** stage starts.

At the competent service provider your Region assigned to you, you will attend an **individual interview** with an operator, who will understand your needs. At the end of the interview, the operator will identify a personalized path towards employability that will be coherent with your personal, training and professional characteristics (*profiling*). The **most suitable path** will be suggested to you and it will either entail the continuation of studies, a traineeship, a professional experience or the start of a business.

The guidance phase provides for a first orientation level and, if the operator considers it as necessary, a second orientation level:

- I guidance level
- II guidance level

Click on each item to learn more!

- **I GUIDANCE LEVEL**

In the I guidance_level, you will carry out the following activities with the help of the operator:

- compilation, update and release of the **Personal and Professional Record (PPR)**, which is the document that contains your personal data, academic and professional experiences.
- Information regarding the local labour market, the geographical area of interest, the **most leading sectors, jobs** and the **most requested educational qualifications**.
- Analysis of the profile and of the kind of needs (*profiling*) on the basis of gender, age, citizenship, the educational qualification owned, the professional experience of the previous year, the kind of family environment, the Region and the Province of residency etc.
- Identification of the most suitable path with relation to the social and economic characteristics that emerged and the opportunities offered by the Youth Guarantee
- **Drafting of the “Service Pact”** with the Employment Service and registration of the measures and services analyzed and selected during the interview
- Possible transfer to other offices for specific measures and services of **technical and operative assistance** in order to help you develop useful competencies for an active job search (for example public speaking, sending of the curriculum vitae and being interviewed individually for a job etc.)

- **II GUIDANCE LEVEL**

The operator can perform a **second cognitive interview** in order to analyze more in depth your attitudes, personal motivations and **build together a “professional project”**. It would constitute a further chance to retrace your training and professional career, reflect on the experience you hold and project possible interventions and changes. The aim is to help you gain awareness of your competencies and potential, to improve your autonomy and an active job search.

During the interview **your personal assets will be valued** (characteristics, competencies, interests, values etc) and **the context in which you are integrated** will be taken into consideration (domestic and environmental), with respect to the role that it could play, so to help you to start an educational and professional path.

At the end of the interview, the operator will hold sufficient means to better advice you to either study or work. In this process, the following tools can be used:

- **Individual interviews**
- **Group workshops**
- **Structured grids and forms**
- **Questionnaires, phsyco-aptitude tests and other analysis tools**

TRAINING

Training is a fundamental means for acquiring knowledge and competencies needed in the labour market. In order to compete in a rapidly and continuously changing environment, it is fundamental to gain a cultural and personal background that could help you to access the labour market in a qualified way.

Thanks to the Youth Guarantee Program, you have the possibility to undertake a training path devoted to your **reintegration in the training system (if you are younger than 19)** or to your **integration in the labour market**.

Below we present the elements that differentiate the two paths that aim at **reducing the difference between education and working**, and at creating a bridge between theoretical training and practical experience.

- Integration in the labour market
- Reintegration in the training system (if you are younger than 19)

TRAINING FOCUSED ON INTEGRATION IN THE LABOUR MARKET

It provides the knowledge and the competencies that are necessary to facilitate the professional integration, on the basis of the analysis of the objectives of professional growth and of the potential gained, which have been estimated within the orientation interventions regarding businesses.

Such training allows to combine the rising of occupation levels with the professional needs experienced by the businesses through the so-called “training on the job”, which means the acquisition of professional skills on the field.

It allows you to gain a specialized competency that is valuable in the labour market.

The qualified regional operators engaged will supply individual and collective courses aimed at your professional integration. Such courses will last from 50 to 200 hours.

REINTEGRATION IN THE SCHOOLING AND TRAINING SYSTEM FOR YOUNG PEOPLE BETWEEN 15 AND 18 YEARS OLD

Young people aged between 15 and 18 years old who don't possess neither a qualification nor a diploma can benefit from educational and vocational training paths, with the intent to consolidate their base knowledge and facilitate their access to the labour market. As a matter of fact, the transition of young people to occupation is based on the schooling and training system.

It allows you to upgrade your curriculum vitae, improve the quality of your competencies and facilitate your entrance to the labour market.

The qualified regional operators engaged will supply training and its duration will vary depending on the kind of path activated.

JOB COACHING

The **job coaching service** is provided by qualified operators of authorized labour services bodies which work within the regional context.

This is one of those measures that can be activated within the personalized path identified during the guidance phase and it deals with the planning and activation of professional integration means.

What are the objectives of the service?

- Support the realization of a **professional experience** or an **apprenticeship contract**
- Guarantee a support in the search for a job and in the definition of a **professional project**
- Offer a concrete support while the candidate accesses the labour market
- Build a **network** on the territory with private and public stakeholders to promote the different job opportunities

How are the objectives met?

After having established the typology of the intervention, the operator:

- Identifies the **most suitable job opportunities** for the candidate (***scouting***)
- Matches supply with demand of labour (***matching***) and selects the business
- Assists the candidate in the **pre-selection phase** (phone interview, direct interview etc.), in the first phase of integration within the business, participates in the definition of a possible training project and identification of an appropriate contract (open-ended, fixed term, apprenticeship etc)

APPRENTICESHIP

Apprenticeship is an employment contract that can be assimilated to an open-ended contract, oriented at the provision of a first professional experience combined with training: the business is obliged to transfer professional and technical competencies through training activities that add up to the skills gained at school/University.

This measure is directed to young people from 15 to 29 years of age.

There are three kinds of apprenticeship:

- [Apprenticeship for qualification and professional diploma](#)
- [Professional apprenticeship or vocational contract](#)
- [Apprenticeship for higher training and research](#)

The minimum duration of the training period within apprenticeship is 6 months. The contractual level in which you will be positioned will not be 2-level lower than the one possessed by the worker that performs your same activities.

At the end of the period of apprenticeship, the business will decide whether to carry on the professional collaboration with the candidate or whether to end it, giving advanced notice as established by the collective labour agreement.

Click on the item that interests you the most to have further information!

- [Apprenticeship for qualification and professional diploma](#)

It allows you to obtain a **triennial professional qualification** - effective also for the fulfillment of compulsory education – or a **professional diploma**.

In order to follow this path you must be **between 15 and 25 years old**. The **duration** of the contract depends on the qualification or diploma to be obtained, anyhow it cannot exceed 3 years (4 years in case of 4-year regional diploma).

The convenience for the business consists in the lowering of labour costs. You will earn a **subsidy** of participation that amounts to 2.000 € if you are under 18 and 3.000 € if you are an adult. This participation subsidy is on annual basis and it can vary according to the Region.

Training can be provided within the business, at regionally licensed training bodies or at national professional institutes.

- [Professional apprenticeship or vocational contract](#)

If you are **between 18 and 29 years old** this typology of apprenticeship allows you to learn a profession by training on the job. At the same time, it allows you to obtain a professional qualification. If you already hold one, the contract can be stipulated even if you are 17 years old.

The **duration** of the contract cannot exceed 3 years (5 years for artisans). Also in this case the business can benefit from a **subsidy**. Differently, you get a **salary (which is not corresponded to you through the Youth Guarantee)**.

- [Apprenticeship for higher training and research](#)

This typology of apprenticeship is characterized by a collaboration between businesses, schools and Universities therefore, if you are between 18 (17 if you hold a professional diploma) and 29 years of age, you can work and meanwhile:

- a. Obtain a **higher secondary education diploma, a degree, a master 's degree or a PhD**
- b. Conduct **research activities** and perform the practice devoted to the access to professional orders
- c. Obtain the Superior Technical Specialization Certificate

The duration of the contract varies on the basis of the educational qualification to be obtained.

Subsidies for businesses and contributions for training are envisaged. It is also possible to activate a Research Apprenticeship contract which is not directed to the achievement of an educational qualification.

TRAINEESHIPS

The traineeship allows you to make a real experience in the company and has a duration of 6 months (12 months in the case of disabled or disadvantaged people pursuant to law 381/91). These time limits may be extended in accordance with the provisions of national guidelines on traineeships.

Types and Purposes

- **Traineeships:** aim to facilitate your professional choices and increase your **chances of employment**, speeding up and making more efficient the transition path between school and work through field training. If you have lost a job and are struggling to get back on the game, it can facilitate your **reintegration** into the labour market.
- **Internships in national and transnational geographical mobility:** they are intended to foster your professional and educational experience outside the region or abroad. The goal is to strengthen your resume and put you in direct contact with more dynamic territories and labour markets able to provide more employment opportunities.

Features

You will be recognized, as a monthly allowance, up to **€ 500** and therefore no more than €3000 for the entire period (up to 6000 Euros for disabled and disadvantaged people). The contribution will be higher if the traineeships will happen outside of your territory, thanks to a **voucher** indexed on the basis of the existing EC mobility program tables.

If you will be **hired** with an employment contract within 60 days of the conclusion of the traineeship, the employer will receive a financial incentive.

CIVIL SERVICE

The Volunteer National Civil Service has been established to facilitate the implementation of the constitutional principles of social solidarity, to participate in the preservation and protection of the heritage of the nation and to contribute to civic social, cultural and professional education.

The civil service, therefore, allows you to make an educational experience of growing civic and social participation, working effectively within projects of solidarity, cooperation and support. An experience that helps you to get in touch with the volunteering reality and with different working environments, facilitating the acquisition of transversal competencies which facilitate entry into the labour market, such as teamwork, group dynamics and problem solving.

Who can participate?

If you are an Italian citizen, male or female, between 18 and 28 years (28 years and 364 days) of age, you can go to public or private organizations that have submitted eligible projects to the Office for National Civil Service (UNSC) and apply for participation in the selection

How long is the service?

The service lasts for 12 months.

Which are the activity areas?

You can choose between projects within the region or even the provincial and municipal levels. The areas of intervention in which to pay the civil service are the areas of people, civil protection, environment, artistic and cultural heritage, education and cultural promotion and civil service abroad.

What is the monthly salary?

The net monthly earnings is of 433.80 Euros. In the case of projects carried out abroad, in addition to the monthly fee, there will be an allowance of € 15.00 per day for the entire period of residence abroad.

How many are the hours of service?

The time of performance of the service is established in relation to the nature of the project, and provides a weekly commitment, however, from 24 to 36 hours or number of hours per year not less than 1400 hours in total.

Who can submit civil service projects?

All public and private entities accredited to the National, regional and autonomous Provinces of the National Civil Service Register.

Training in the projects

The training is divided into two phases, and it is performed in the bodies in which the service is carried out.

The first (general training) consists in the presentation of the civil service and the principles that govern it.

The second phase (specific training) goes into the specific topics covered by the project by defining and providing information, methods and support for carrying out the activities of the service.

You will be followed not only by the figure of the trainer, but also by the Local Project Operator (LPO) who represents your point of reference.

SUPPORT FOR SELF-EMPLOYMENT AND SELF-ENTREPRENEURSHIP

Do you want to be self-employed? Think you have a good business idea and that you'll be able to achieve it?

For young people up to 29 years old, there are services to meet the diverse needs in the startup phase and in later stages, facilitating access to incentives for the creation of enterprises (excluding the grant) and / or the activation of national and regional public incentives.

Qualified operators of Employment Services will offer **personalized assistance** at various stages of the entrepreneurial project: from startup to access to micro-credit and credit instruments, to the use of incentives.

After the preliminary activities, information and advice, you will be offered a **tailored program** which will be divided into the following stages:

- training for a business plan (the document that summarizes the characteristics of the entrepreneurial project)
- personalized assistance for the drafting of a business plan
- support for the access to credit and for eligibility
- support services for the constitution of the company
- support for start-ups.

If your business idea will be evaluated positively, you can get loan facilities through a Guarantee Fund, even if you do not have the collateral needed to obtain a bank loan.

The actors who directly or indirectly will help you realize your business idea are:

Chambers of Commerce, Invitalia, services for self-employment started in the competent work services, regions and local authorities, especially with regard to the OSS (One Stop Shops for Productive Activities) of municipalities, associations, universities, non-profit organizations and so on.

PROFESSIONAL TRANSNATIONAL AND TERRITORIAL MOBILITY

Would you like to do work experience abroad, or even in another region? The program encourages the mobility of young workers in Italy and in other European Union countries through a **voucher** that covers the costs of travel and accommodation for 6 months.

If you are interested, you can contact the Employment Services for:

- information on the work opportunities in Italy and in Europe
- support for the search of work opportunities
- assistance in the hiring practices.

This support to professional mobility is aimed at young people looking for career opportunities in Europe and to the companies concerned with recruiting in other European countries.

In order to facilitate the free movement of workers within the EU, the role of the competent services is crucial, such as the **EURES network**, the **European Network of Employment Services**, coordinated by the European Commission, with the participation of the trade unions and employers' organizations.

The **EURES network in Italy** consists of 64 consultants (EURES Advisers) and about 400 representatives located throughout the country who are engaged in **consultancy and placement services**: the EURES Advisers provide information on the European labour market and facilitate the meeting between labour demand and supply. They promote, in addition, cross-border and transnational cooperation, helping remove barriers to mobility such as the differences in legislation and administrative procedures between the different European countries.

Check the EURES portal with numerous job offers from all over Europe and see the selection of projects promoted by the EURES Italy network.

So that your choice is more aware, you can find useful information and tips on living and working in every European country, in the section "[Living and working in Europe.](#)"

EMPLOYMENT BONUS

Hiring is an advantage for businesses! To promote the engagement of young people, the Youth Guarantee provides **incentives for companies which hire.**

There are decreases in the cost of labour for specific types of contracts, in order to support financially the entry and stabilization in the labour market.

Thanks to this measure, companies will obtain a bonus if they activate:

- Fixed-term contract or temporary work contract 6-12 months
- Fixed-term contract or temporary work contract \geq 12 months
- An open-ended contract

The system of awarding bonuses is diversified depending on the type of contract by which the recruitment is done, the characteristics of the young (profiling) and territorial differences.

The bonus, which is paid by INPS, varies from a minimum of € 1,500 for the contract of less than 12 months to a maximum of € 6,000 for the activation of an open-ended contract.

The bonus is not valid for traineeships, civil service, apprenticeships and training.

DISTANCE LEARNING

The Youth Guarantee offers the possibility to follow online training courses.

To access these courses it is necessary to enter in the reserved area.

Check the E-learning area of Cliclavoro for more information!