



## CODE OF CONDUCT FOR TRAINEESHIPS

**Aim:** this document has been produced for the benefit of those offering and undertaking Professional Traineeships in architectural practice.

The benefits of properly managed traineeships are well documented. They allow trainees to develop their skills, apply their knowledge and enhance their chances of securing employment in their chosen field.

Employers may also avail of new skills and knowledge, while offering existing staff the opportunity to develop mentoring and supervisory abilities.

The 2013 Eurobarometer survey on traineeships in the EU revealed that over one third of trainees did not have a written contract and one in four trainees thought their last traineeship was not helpful in finding a job. In another survey, 18% of trainees thought they had not learned anything relevant and some employers offered no induction, mentoring or supervision;

The European Quality Charter on internships and apprenticeships, developed by the European Youth Forum, calls for

- recognition of trainees' rights to a written contract outlining learning objectives;
- guidance from a supervisor;
- pay at a level above the poverty threshold or minimum wage;
- social protection and
- reimbursement of trainee costs.



In 2014, the EU Council published a **Recommendation on a Quality Framework for Traineeships**. This recommends that Member States put into practice the following principles:

- conclude a written traineeship agreement, including the rights and obligations of the parties;
- define learning and training objectives;
- ensure that the working conditions of trainees are respected including health care, insurance and the payment of any allowance or compensation, including paid time-off for study courses;
- ensure that the traineeship is of reasonable duration;
- ensure there is proper recognition of traineeships;
- encourage maximum transparency in vacancy notices;
- facilitate the cross-border mobility of trainees by clarifying the national legal framework for traineeships and establishing clear rules on hosting trainees from abroad.

The Architects' Council of Europe asks that companies availing of this webpage offer only high quality traineeships in line with the foregoing principles, and that trainees ensure that receive the entitlements described above.