

Third PD Open Call

National Traineeships Programmes + Job Hunting



The European Law Students' Association

Agenda for the meeting:

General Professional Development

- Update from ELSA International
- Update from the Network

Job Hunting w/Mira Woelfert

National Traineeship Programmes

- International Guidelines
- Experience Sharing



General Professional Development



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Updates from ELSA International



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Updates since last Open Call:

International Training Meeting:

- Knowledge transfer on most PD related matters
- Joint sessions on External Relations
- Discussions and project development

ELSA Traineeships:

- Minor updates on website
- Scheduled more ET focused Open Calls & WS

Career Launch:

- Initiated work with the team

ICM Preparations have begun



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Updates from the Network



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How is it going in your NG/LG?

- How has your first month been?
- Current priority?
- Current difficulties?
- Do you have a National / Local Team?
- Have you begun Job Hunting?

Job Hunting

How to verify TSFs like a pro

Hi!



- I'm Mira, Director for ELSA Traineeships of the EIT 25/26
- Master student from Switzerland, based in Basel, studying in Lucerne
- Previous VP PD of ELSA Switzerland in terms 23/24 and 24/25
- Assistant for ELSA Traineeships of the EIT 24/25
- If you have any questions regarding anything ELSA Traineeships:
 - Local VP PD's: contact your NG VP PD's
 - NG VP PD's: contact your EIT Coach/me/Hedin
- Spirit animal: sea otter; I have a caffeine problem (Red Bull sponsor me), and could eat pasta every day

Preliminary remarks

- We are a team, we work together 
- Respect the **JH Deadline**, message Hedin/me if your TNP will be late
 - Tipp: give your TNP a deadline set 3 days before the actual deadline
- Keep a close eye on your inbox, we need answers/corrections fast (EIT has not even a week to verify all the TSFs)

What is a TsF



The Traineeship Specification Form constitutes a contract between ELSA and the TNP. ELSA acts as an agent in searching for trainees for the TNP.

In case the TNP does not fill in the TSF themselves, Officers should fill it in for them and make them sign the Terms and Conditions of the TSF.

How to verify

check, check

General Information



- must be in **british** English, correct name of the organisation
- Logo is not a must
- We need an actual contact person, not just “info@...”

General information about the organisation

Name of the organisation *

Country *

City *

Address *

Phone *

Email *

Website *

Logo of the organisation

By uploading the logo, you shall:
(a) assume full and sole responsibility for using the logo with a proper permission of the respective intellectual property rights owner; and
(b) release ELSA from any third-party claims which may arise from using the logo without the necessary permission of the intellectual property rights owner.

Keine Datei ausgewählt

Description of the organisation *

Contact person at the organisation

Name *

Surname *

Phone *

Email *

Please provide a valid email address that you check regularly. This email address will be the main communication channel between your organization and ELSA.

ELSA alumnus * ☐ Yes ☐ No

Type of Organisation

Type of the organisation

Field of activity

Please indicate if your organisation is active in the field of either:

(1) Human rights; or

(2) International Focus Programme of ELSA, i.e. LAW & SUSTAINABILITY (the topic for the 2022-2024 period).

☐ Human rights ☐ International Focus Programme ☐ Other

Organisation type *

- ☐ Academic/educational institution
- ☐ Commercial enterprise
- ☐ Consultancy
- ☐ Financial institution
- ☐ Intergovernmental organisation
- ☐ Law firm
- ☐ Non-governmental organisation (NGO)
- ☐ Notary
- ☐ Public institution
- ☐ Other, what?

Duration



- Earliest start date: **6th Feb.**
- Duration: 2 weeks - 2 years
- Number of h/week
- It needs to make sense, if it doesn't- I'll contact you
- Amount of trainees

Information about the offered Traineeship

Please specify the location of the internship: *	☐ Remote ☐ On-site ☐ Negotiable
Flexible start and/or end date(s) *	The flexible start and/or end date(s) of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No
Preferred start date of the Traineeship *	The traineeship cannot start before the 3rd of February 2025.
Preferred end date of the Traineeship	
Flexible duration	The flexible duration of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No
I would like the Trainee for the duration of...	If you chose 'flexible duration' above, please specify below the minimum and maximum length of the traineeship (e.g. 2-5 months)
Time unit	For the above question
Number of work hours per week	
Number of Trainees you would like *	
Flexible payment *	The flexible payment of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No
Payment (after deductions) *	If the traineeship has a flexible payment method please specify below the minimum amount, then the maximum. (After deduction means after taxes)
Payment currency *	
Time unit *	For the questions above
Other benefits	☐ Accommodation ☐ Public transportation ☐ Food ☐ Other

Remuneration

- check the [Cost of Living Database](#) (Officers Portal)
- if the traineeship doesn't reach your minimal remuneration, contract Hedin/me
- if you just leave it, I'll contact you
- currency needs to be in **EUR**, not country specific currency

Information about the offered Traineeship

Please specify the location of the internship: * ☐ Remote ☐ On-site ☐ Negotiable

Flexible start and/or end date(s) * The flexible start and/or end date(s) of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No

Preferred start date of the Traineeship * The traineeship cannot start before the 3rd of February 2025.

Preferred end date of the Traineeship

Flexible duration The flexible duration of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No

I would like the Trainee for the duration of... If you chose 'flexible duration' above, please specify below the minimum and maximum length of the traineeship (e.g. 2-5 months)

Time unit For the above question

Number of work hours per week

Number of Trainees you would like *

Flexible payment * The flexible payment of the Traineeship is to be agreed upon with the Trainee ☐ Yes ☐ No

Payment (after deductions) * If the traineeship has a flexible payment method please specify below the minimum amount, then the maximum. (After deduction means after taxes)

Payment currency *

Time unit * For the questions above

Other benefits ☐ Accommodation ☐ Public transportation ☐ Food ☐ Other

Study Level

- Undergraduate: below bachelor
- Graduate Bachelor: 180 ECTS or more
- Graduate Master: master degree (90 ECTS)
- Postgraduate: further education

Educational requirement *	This is the minimum requirement you wish the Trainee(s) to fulfil by the time of starting their traineeship at your service. • Undergraduate = still studying towards the first degree (LL.B.) • Graduate Bachelor = completed the undergraduate degree (LL.B.) or completed 180 ECTS • Graduate Master = completed the postgraduate degree (LL.M.) • PhD, Postgraduate = pursuing advanced further studies
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Language Skills

- Language skills
 - Basic (A1/A2)
 - Good (B1/B2)
 - Fluent (C1/C2)
- Not 3x the same language
- suggested to have 2 language skills

Trainee requirements: language skills

Please indicate which language skills you require from the Trainee.

• Basic = having an overall understanding of the language, being able to communicate in simple terms and engage in routine tasks (A1/A2)

• Good = having a deeper understanding of the language, being able to communicate even some abstract concepts (B1/B2)

• Fluent = being able to communicate with spontaneity and ease even in technical discussions in the field of the person's professional/academic specialisation (C1/C2) It is suggested to require no more than two language skills.

You may indicate preference for additional language skills at the bottom of this form under 'Trainee tasks and additional information'.

Language skill 1	
And/or*	
Language skill 2	
And/or*	
Language skill 3	

Legal Skills

Undergraduate:

- max. Of 2 advanced skills, and
- max. 3 general skills

Graduate:

- can have up to 5 advanced skills

General: basic course knowledge

Advanced: building on top of general skills

Trainee requirements: legal skills

Please indicate which legal skills you require from the Trainee. If you request for 'Undergraduate' candidates, please note that you may specify MAXIMUM TWO (2) 'advanced' legal skills and MAXIMUM THREE(3) 'general skills'. • General = having completed a basic course on the subject, awareness of the contingent themes of the subject • Advanced = building on the 'general' skills, having a deeper understanding by having studied the subject further, working in the field, etc.

Legal skill 1	
Legal skill 2	
Legal skill 3	
Legal skill 4	
Legal skill 5	

Trainee tasks and information



- Very nice to have further information
- Has to be coherent, correct spelling
- If you send the online version, include the T&C (can be found on the Officers Portal)

Trainee tasks and additional information

The tasks and responsibilities of the Trainee(s) *

Additional requirements for the Trainee(s) / information about the traineeship *

Example : Knowledge of Microsoft Office, professional experience, specific certificates, ...

Contract

Contract with ELSA *

Terms and conditions of participation in ELSA Traineeships as a Traineeship Provider

☐ I hereby confirm that I have read, understood and accepted the terms and conditions in the [following contract](#).

Save

Questions?

director.traineeships@elsa.org

National Traineeship Programmes



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What are National Traineeship Programmes?

- Newly opened up opportunity in the ELSA Network
 - Traineeships for your own national membership base, in your own country.
 - Similar to ELSA Traineeships, but must be clearly distinctive from it.
-
- Regulated by a set of **guidelines** provided to you on the **Officers' Portal**



Guideline 1: Cycles

ELSA Traineeships and National Traineeship Programmes should not have cycles of application at the same time and should decide on specific dates of application

Article 2. Calendar

2.1 The Calendar consists of two Cycles each of which is divided into period for:

- a. Job Hunting which shall be concluded by:
 - i. during the first Cycle, in November;
 - ii. during the second Cycle, either in March or April;
- b. Student Hunting which shall be concluded by:
 - i. during the first Cycle, before 24 December;
 - ii. during the second Cycle, either in April or May;
- c. Matching;
- d. Selection;
- e. Reception;
- f. Evaluation.

Guideline 2: Branding

The National Traineeship Programmes shall not use the same brand or the same logo as ELSA Traineeships and should have a significantly different name from ELSA Traineeships.



FONT

Archivo (all weights)

COLOURS



RGB: 0 0 0
CMYK: 0 0 0 100
HEX: #000000



RGB: 103 172 95
CMYK: 64 8 77 0
HEX: #67A87F



RGB: 48 96 51
CMYK: 82 38 91 32
HEX: #306033

RECOMMENDED IMAGERY

Corporate related images

1. Corporate buildings
2. Office environment
3. Traineeships destination pictures

KEY SELLING POINTS

1. Cultural and legal exchange;
2. Language skills improvement;
3. Enhancing your CV with an international experience;
4. Traveling and working abroad.

ELEMENTS

1. Green wave element;
2. Black transparent overlay;
3. One-liner call to action.

TIMELINE

1. Job Hunting - External Promotion
2. Student Hunting - Internal Promotion
 - a. Countdowns & General Promotion

TWO CYCLES

- 1st Launch in November
- 2nd Launch in March

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Guideline 3: External Relations

ELSA Traineeships and National Traineeship Programme should have different target audiences, both for Job Hunting and Student Hunting. Job Hunting should be focused on small National or Local firms/companies interested in having students know the National Law, for the National Traineeship Programme and on big firms/organizations for ELSA Traineeships.

If ELSA Officers want to contact big firms/companies for their National Traineeship Programme, they should first propose participation in ELSA Traineeships. They should also explain to the professionals the differences between the two programmes. Student Hunting should be focused on students who are not interested in going abroad for National Traineeship Programme and on international students who want to experience new cultures for ELSA Traineeships.



Guideline 4 (5): External Relations (ii)

National Traineeship Programmes and their organisers shall respect the contact procedures established by ELSA International.

- Contact Approval Forms
- Contact Evaluation Forms
- External Relations Regulation

Guideline 5 (6): Inclusivity

National Traineeship Programmes should be open to any students part of ELSA.

Even if it is national, it cannot exclude internationals' applications

Guideline 6 (7): Quality Assurance

ELSA Groups organising a National Traineeship Programme shall decide on a Verification and Matching strategy locally or nationally.

Can be similar to ELSA Traineeships



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Guideline 7 (8): Marketing Strategy

ELSA Groups organising a National Traineeship Programme shall decide on a Marketing strategy for their project.

Promotional cycles?

Branding?

Public Relations?



Guideline 8 (9): International Database

ELSA International should create a database where ELSA Groups can share their advice and best practices about the creation and the running of the National Traineeship Programme

Where is this database? Good question...

Requirements for a NTP:

- Custom Marketing Strategy
- Custom Branding
- Custom Cycles
- Custom Verification & Matching
- Open to all ELSA members
- Following ELSA International ERR
- General ELSA criteria

What about you?

- Do you have a NTP?
- If not, what is the reason?
- If so, have you faced any difficulties recently?

Any questions?



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Thank you for attending!

See you on our next Open Call!



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