

QUALITY STANDARDS for Online ELSA Traineeships

1. Preamble

1.1 This document is an annex to the agreement concluded between ELSA and the Traineeship Provider when the latter submits the Traineeship Specification Form to the former (“Terms and Conditions for ELSA Traineeship Providers”).

1.2 This document regulates the quality standards of Online ELSA Traineeship(s) that may be offered by the Traineeship Provider, i.e. remote vacancies promoted through ELSA at the service of the Traineeship Provider.

2. General

2.1 Supervision of the Online ELSA Traineeship

- (a) The vacancy shall be supervised by a specific mentor assigned by the Traineeship Provider;
- (b) The Trainee shall receive tasks, regular feedback and mentoring for the whole duration of the vacancy from the Traineeship Provider and/or the mentor;
- (c) The Trainee shall be included in the work and integrated into the team of the Traineeship Provider as far as possible.

2.2 The duration of the Online STEP Traineeship

- (a) The Traineeship Provider may determine the general work schedule of the Trainee for the duration of the vacancy, including the start date of the vacancy the duration of the vacancy and the duration of the workdays;
- (b) The Traineeship Provider may determine whether the vacancy is full-time, part-time or project specific.

3. Obligations of the Traineeship Provider

3.1 The Traineeship Provider shall provide the Trainee with remuneration meeting the requirements of the applicable legislation, unless:

- (a) The Traineeship Provider does not generally provide remuneration to its employees performing a comparable function as the Trainee; or

(b) Providing remuneration is prohibited under the applicable legislation.

3.2 Before the start date for the promotion of ELSA Traineeships as communicated by ELSA, the Traineeship Provider shall:

(a) Communicate to ELSA by submitting in the Traineeship Specification Form or otherwise in writing all the necessary details of the vacancy, including at least a description of:

- (i) The tasks of the Trainee;
- (ii) The method of supervision;
- (iii) The remuneration provided;
- (iv) The duration of the vacancy;

(b) Assign a mentor from the Traineeship Provider's organisation for the Trainee.

3.3 After ELSA communicates the selection results to the Applicants but before the Trainee candidate has accepted the Traineeship Provider's offer for the vacancy, the Traineeship Provider shall promptly provide information about the vacancy to the Trainee directly, if necessary.

3.4 Before the start date of the Traineeship, the Traineeship Provider shall conclude a written agreement with the Trainee, including at least:

- (a) The tasks and function of the Trainee;
- (b) The duration of the vacancy and the work hours of the Trainee;
- (c) The amount of and the method of providing remuneration;
- (d) A non-disclosure clause.

The name of the representative of the Traineeship Provider: _____

The signature of the representative of the Traineeship Provider: _____

The date of signature: _____

The place of signature: _____