

# ET Phone Home

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1st International Training Meeting  
Friday 3rd September  
10:00 - 13:00

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The European Law Students' Association

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*“A journey of a thousand miles begins with a  
single step”*

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# The first ELSA Project

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1984: Launch of ELSA's traineeship programme

1985: Birth of STEP - The traineeship programme of ELSA was named as Short-Term Exchange Programme (then modified in "Student Trainee Exchange Programme") and the abbreviation STEP was born.

2021: During the 79th International Council Meeting the name of the programme has been changed in ELSA Traineeships

**Why is this change so important?**

**A transition year**



# ELSA Traineeships

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# **General Project Procedures**

# Websites for day to day work

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1. ELSA Officers portal: <https://officers.elsa.org/>
2. ELSA Traineeships website: [traineeships.elsa.org](https://traineeships.elsa.org)
3. ELSA Traineeships Officers portal (So called SOS - STEP Online System): [traineeships.elsa.org/login](https://traineeships.elsa.org/login)



# ELSA Traineeships Calendar

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1. ELSA Traineeships Calendar and Deadlines;
2. Use of Cycles;
3. Standing of ELSA Traineeships as a Project in ELSA;
4. Inclusion of IFP and Human Rights in ELSA Traineeships;
5. ELSA Traineeships Events and Activity.

# **Job Hunting & Student Hunting**

# Job Hunting

# Forms & Procedures

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## Forms

1. TSF - Traineeship Specification Form
  - a. Outline of the TSF Form;
  - b. Elements of the TSF Form;
  - c. Any additional elements.
2. TSF Contract
3. ELSA Traineeships Media Card.

## Procedures

1. Job Hunting Deadline;
2. Securing of Traineeship Providers;
3. Unpaid Traineeships;

# **Student Hunting**

# Forms & Procedures

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## Forms

1. SAF - Student Application Form
  - a. Outline of the SAF Form;
  - b. Elements of the SAF Form;
  - c. Additional Elements;
2. Promotional Events
3. Applicants Tips & Tricks;
4. Additional Documents Needed;
5. Student Hunting Media Card

## Procedures

1. External Student Hunting Deadline;
2. Internal Student Hunting Deadline;
3. Verification & Matching Procedure;
4. Matching Team of ELSA International;
- 5.

**Promotion**

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1. Marketing Kit Release;
  2. Countdown;
  3. Marketing Strategy & Material;
  4. Elements of ELSA Traineeships Marketing;
  5. Promotional events.





# Evaluation

# Forms & Procedures

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## Forms

1. Post & Pre TEF Forms
  - a. Outline of the Forms;
  - b. Elements of the Forms;
  - c. Additional Elements;
  - d. Usage of Forms;
2. Testimonial Forms;
3. Certificate Content & Elements;
4. TNP Evaluation Forms & Certificates;
5. Additional Documents Needed;

## Procedures

1. Pre-Traineeship Evaluation Form sent by EI;
2. Post-Traineeship Evaluation Form Sent by NG/LG;
3. Certificates After both Forms;
4. Testimonial Procedure.

# Selection

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## 1. Selection Procedure

- a. Selection of Final Applicants;
- b. Selection Deadlines;
- c. TPI and ranking procedure;
- d. Results Email;
- e. Acceptance/Rejection Via Email;
- f. Selection Results uploaded on Website;
- g. Traineeship Agreement.

# Reception

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1. Cancellations & Policy;
  2. Remote Reception;
  3. In person Reception;
  4. Material for Reception;
  5. Fund for Reception;
  6. Earliest Traineeship Start Date;



# Questions?

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