



WHO WE ARE

Cooperativa Tempo Libero is a non-profit-making organisation located in Brescia, Lombardia (in Northern Italy). Since 1987 we have been working in the field of information, vocational/educational guidance and socio-educational services addressed to young people. We work with Universities, schools and youth centres in order to promote those opportunities addressed to young people within the European Union.

In the framework of **European mobility** we send and host young people willing to live an experience of voluntary work, work placement or study abroad through:

- **YOUTH EXCHANGES**
- **VOLUNTARY EXPERIENCES (Youth in Action Programme - European Voluntary Service; LLP – Grundtvig)**
- **WORK PLACEMENTS (LLP - Erasmus Placement and Leonardo da Vinci)**
- **STUDY HOLIDAYS**
- **ITALIAN LANGUAGE CLASSES**
- **AU PAIR EXPERIENCES**
- **CONSULTING SERVICE for European Programmes**

WORK PLACEMENTS IN ITALY

We offer high quality placements for foreign students and trainees (over 18 years old) in several organizations (companies, public administration institutions, non-profit organizations) and in different sectors: marketing and business; tourism, hotel and catering, mechanical and metallurgical industry; environment; agriculture, winemaking and viticulture; social sector, education; art and culture; organisation of events; energy and renewable sources; ICT (Information and Communication Technology).



WHAT WE OFFER

PLACEMENT IN COMPANIES, PUBLIC INSTITUTIONS, NON PROFIT ORGANISATIONS

We organize **PROFESSIONAL PLACEMENTS** in accordance to candidates' profiles and their professional objectives. Our projects of internship are addressed to young people and students between 18 and 30 years old, who are attending or have completed a professional training course or their University studies, with a high motivation for a training experience in a foreign country.

As an intermediary organization, we take care of all the paperwork required by the Italian law (D. Lgs. 196/1997 and D.M. 142/1998) in order to start a vocational training:

- Subscription of a training agreement with the hosting organization
- Draft of a training programme with the description of the hosting company address, tutor, timetable and tasks of the trainee
- Notification to the local employment authorities of the commencement of apprenticeship, through the tax code (alphanumeric code for personal identification) requested by public administration for each trainee.
- Work-related injury insurance
- Civil liability insurance

During the internship every participant benefits from the **MONITORING** of the company tutor and of the tutor in Tempo Libero. We are in permanent contact both with the participant and the company and intervene immediately in case of problems or difficulties.

During their stay, trainees and tutors are regularly required to fill out forms in order to monitor the work experience and ensure a constant **EVALUATION** of the project.

At the end of the internship we issue **CERTIFICATES** of attendance, and, where required, the Europass certificate. We also provide the sending organization with a **FINAL REPORT** collecting all the information related to the work placement.

- ✓ We also give information and support the participants' everyday's lives (support for any other bureaucracy required, contacts with local cultural, student and sports associations...).



ACCOMMODATION

We provide the trainees with a self-catering accommodation, which can consist of single/double bedrooms in:

- shared apartments
- host families
- hostels

Should the mobility grant cover costs of board, we give a pocket money to the participants.

LANGUAGE TRAINING

Our language courses are organized according to the participants' requirements. They can be:

- individual courses
- group courses

Individual or group courses can be:

- intensive language courses held in 1,2 or 3 weeks
- language courses held during the whole work experience (i.e. once or twice a week)

OTHER SERVICES

✓ WELCOMING SERVICE

This service is meant especially for individual placements.

We provide participants with all the information concerning transfer from the airport to Brescia Train Station. Our staff meets participants at Brescia train station and accompanies them to the place of lodging.

✓ TRANSFER FROM/TO AIRPORT

For groups we organize a private shuttle service from/to main airports of the territory. (Milano-Orio al Serio, Verona-Catullo, Milano-Malpensa, Milano-Linate, Venezia-Marco Polo)



✓ LOCAL TRAVEL PASS

Participants will be given a local travel pass for the whole duration of their stay. This can include bus travel pass or train travel pass, according to placement location and accommodation

✓ CULTURAL PROGRAMME

We organize cultural trips and events for the free time (sightseeing city tours, museum visits, cinema nights, trips in the mountains and on Garda Lake, excursions to Milan, Verona, Venice, Bergamo, Bologna, Mantua and other nearest towns).

BUDGET 2011	
SERVICE	COST*
Placement organization, monitoring, evaluation and certificates	500,00 €
Additional cost for placements lasting from 4 to 6 months	150,00 €
Accommodation	100,00 €/week
Language training	Group course 20 h 125,00 € Group course 40 h 250,00 € Group course 60 h 350,00 € Individual course 24,00 €/h
Welcome service	50,00 €
Transfer from/to airport	From/to Milano-Orio al Serio/Verona-Catullo 100,00 € A/R From/to Milano-Malpensa/Milano-Linate/Venezia-Marco Polo Costs to be agreed
Local travel pass	15,00 €/week
Cultural programme	Costs to be agreed on the basis of the activity required and the number of participants

* N.B. Costs are to be considered VAT excluded. If your organization is not subscribed to VIES and is going to pay costs concerning VAT, you need to add to the final cost a VAT rated at 21%.