

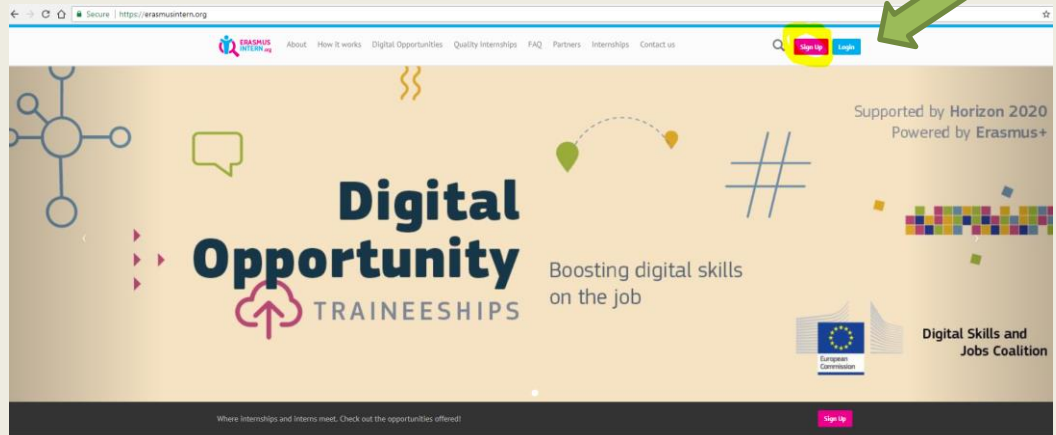
How to Get A Digital Opportunity Trainee In Just 4 Steps



1

Publish your traineeship offer on the [ErasmusIntern](https://erasmusintern.org) website

Create your company account by clicking on "Sign Up" (or "Login" if you already have one)



Describe the main tasks of your traineeship offer, and how the trainee will acquire digital skills.



You need to tick at least one of these boxes!

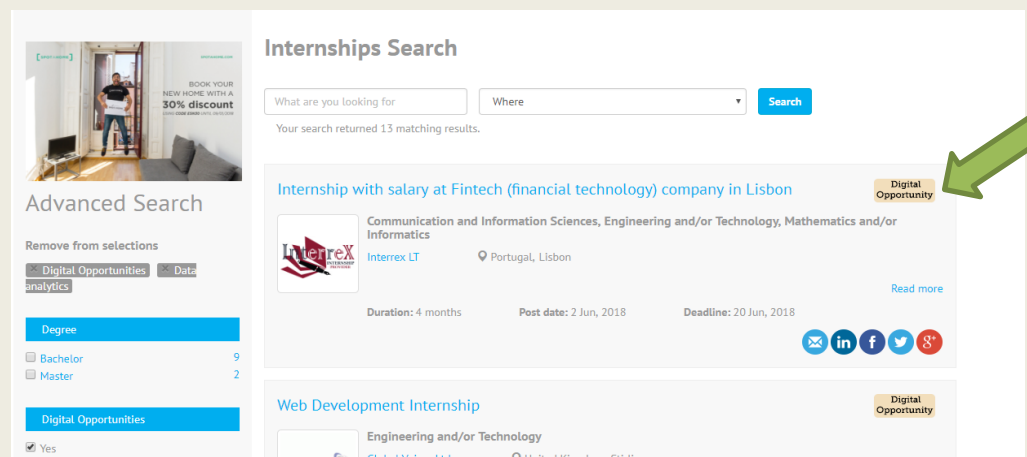
- ✓ development of apps, software, scripts, websites
- ✓ installation, maintenance & management of IT systems & networks
- ✓ data analytics
- ✓ cybersecurity
- ✓ cloud
- ✓ quantum/artificial intelligence
- ✓ encryption
- ✓ block chain
- ✓ data mining, privacy and visualisation
- ✓ programming language
- ✓ Search Engine Optimisation (SEO)
- ✓ digital marketing
- ✓ specific software apps for work
- ✓ Customer Care Management

Tick the location where the traineeship will take place



The location must be one of the [Erasmus+ programme or partner countries](#) (+ Switzerland & Faroe Islands)!

Your traineeship offer will appear among the Digital Opportunity Traineeships offers, with the DOT label



2

Check the applications and select the candidates

Things to keep in mind!

Candidates must be eligible for Erasmus+ grants at their university. Only universities holding the [Charter for Higher Education](#) can participate in the Erasmus+ traineeship programme!

Recent graduates can participate in the programme within 12 months after graduation, if they had applied at their university for Erasmus+ grant before graduation. It is the responsibility of the students to check with their university if they meet all the conditions.

3

Fill in and sign the Learning Agreement with the trainee and the university
(see the [template](#) online)

Please remember!

You need to agree on the start date and the duration of the traineeship.

Don't worry about the grant money!
It will be paid to the trainee directly by the university.

But of course, you are more than welcome to top up the grant.

4

Prepare the Traineeship Certificate
(part of the Learning Agreement [template](#))

After the end of traineeship you will need to prepare a Traineeship Certificate and send it to the trainee and the university

Want to know more?

<https://ec.europa.eu/digital-single-market/en/digital-opportunity-traineeships-boosting-digital-skills-job>
CNECT-DIGITAL-SKILLS@ec.europa.eu