



TRAINING PROGRAMME REGULATIONS

Vatican Museums

Summary

TRAINING PROGRAMME REGULATIONS	3
COMPETENCES	6
<i>Directorate of the Museums and Cultural Heritage</i>	6
<i>Training Commission</i>	6
<i>Trainees</i>	6
<i>Tutors</i>	6
<i>Human Resources Office</i>	6

TRAINING PROGRAMME REGULATIONS

The training programme at the Vatican Museums aims to offer a period of professional formation in which the Institution makes available to young people about to enter, or who have just entered the world of work, its structures, skills, experiences and professionalism in various working areas, such as services to the public and scientific, educational, laboratory and management activity.

The training period is also intended as an opportunity for professional exchange, in which the trainee and the structure (represented in real terms by the tutor or the team the trainee joins) collaborate in pursuing a project, enriching mutual knowledge and skills.

Heads of Departments, Laboratories, Offices and Services may indicate to the Directorate, using the relevant application form, their availability to receive trainees on working projects, in a number corresponding to the availability of resources and spaces at their disposal. The insertion of a trainee in a working team must not and cannot in any way be understood as compensating eventual gaps in formal staffing.

Two training periods have been established, corresponding to the first and second semester of the year: October to March, and April to September.

Requests for participation in the internship must be sent by e-mail to infostages.musei@scv.va. Applications will be submitted periodically to a specific *Training Commission*, appointed by the Directorate of the Museums and Cultural Heritage.

Only requests presented at least four months prior to the beginning of the subsequent semester will be considered: by the end of May for the semester beginning in October, and by the end of November for the semester commencing in April.

The training programme is open to students at the end of their training, or holders of degrees and diplomas in disciplines relevant to the setting and activities of the Vatican Museums.

Applications will be considered by the *Training Commission*, and will be accepted on the basis of compatibility of the profile presented with existing activities or projects, subject to availability of places and evaluation of the documentation presented, which must include:

- *curriculum vitae et studiorum*;
- valid identity document;
- pertinent diplomas or certificates;
- cover letter;

¹ The *Training Commission*, appointed by the Director of the Museums for three years, is chaired by the Secretary of the Vatican Museums and composed of the *Human Resources Office* and two employees representing the Departments and the Restoration Laboratories respectively.

- at least two official letters providing professional references, issued by academic institutions or previous employers.

Foreign candidates will be expected to have a basic knowledge of Italian. Trainees will be accepted without discrimination on the basis of nationality or religious belief. Furthermore, seriousness and respect is expected on the part of trainees with regard to the Institution that receives them and what it represents.

On some projects the Head of the Department, Laboratory, Office or Service may present a trainee's application, providing reasons for the choice. In this case the *Training Commission* must however confirm the applicant's conformity to all the minimum prerequisites.

If necessary a Convention may be agreed with other external *Promoting Agents* such as Universities, Academic Institutions, and educational bodies in general that require practical training experience at the end of their course of study.

The **Training Convention**, in the text drafted by the Directorate of the Museums and Cultural Heritage, must also be signed by the *pro tempore* legal representative of the *Promoting Agent*.

In no case may the Vatican Museums sign to internship conventions or similar documents other than the text attached hereto.

After the signing of the **Training Convention**, the *Promoting Agent* may propose one or more trainees by compiling a **Participation Form** provided for the purpose. The proposals will be evaluated by the *Training Commission* in accordance with the above criteria.

The *Training Commission* will identify, on the basis of demand and availability, the possible Departments, Laboratories, Offices and Services to which the selected candidate may be assigned, and will submit the profile to the Head. The Head, accepting the candidate, may become his or her tutor and/or designate a member of staff to assume the role. The tutor has the task of educating and guiding the trainee for the full period of the traineeship. The Vatican Museums tutor is also required to maintain relations with the tutor designated by the *Promoting Agent* (in the case of a Convention with a *Promoting Agent*) and for drafting a final evaluation of the traineeship.

The evaluations of the *Training Commission* are submitted for approval to the Director of the Museums and certified by the President of the Governorate SCV.

Each selected candidate is required to sign the **Terms of Traineeship** provided by the Directorate of the Museums and Cultural Heritage, in which the terms and conditions of the training programme are specified.

Aside from personal requirements or the length of courses linked to an eventual *Promoting Agent*, the duration of the training programme is

established by the Directorate of the Museums and Cultural Heritage and may not be modified. The course is therefore considered complete upon attendance of at least two thirds of the agreed period, provided that absences may be justified by valid documented reasons.

Each candidate may attend one training programme only, regardless of the activity carried out.

All burdens directly or indirectly linked to the traineeship shall remain the sole responsibility of the trainee and/or the *Promoting Agent*, with the exception of the assignment of access permits, the provision of security safeguards where necessary, and the use in general of equipment made available to the relevant Departments, Laboratories, Offices and Services for the duration of the traineeship.

The trainee will carry out his or her activities according to the requests given by the tutor.

During the training programme it is obligatory to attend a course of general information and knowledge of the Museums, divided into various planned sessions regarding, in particular, the Collections present, the Restoration Laboratories and the general and administrative organisation of the Vatican Museums.

The trainee, together with the tutor, is required to present after the first three months a summary of the activities performed, as well as a final report on the aims pursued during the traineeship. The final report shall be presented with a brief public exhibition during the concluding day of the training programme, following which the *Certificate of Attendance* shall be issued.

The Directorate of the Museums and Cultural Heritage retains the intellectual property rights of any result of the activity (in images, texts, data, techniques etc.) carried out during the traineeship.

The Directorate of the Museums and Cultural Heritage reserves the right to interrupt the traineeship at any moment and without any prior notice, at its sole discretion, should the conditions for the collaboration not be fulfilled.

The traineeship does not constitute a qualification, nor does it entitle the trainee to any pre-emption for the purpose of employment at the Directorate of the Museums and Cultural Heritage.

In compliance with the procedures dictated above regarding selection for staff recruitment, the Directorate of the Museums and Cultural Heritage will take care to report to the competent Authorities the names of those who have benefitted from a period of training, since a suitable period of time, no less than 18 months, must lapse between the internship and an eventual consideration of the candidature for recruitment at the Vatican Museums, in order to preserve the purely formative nature of the internship programme.

COMPETENCES

Directorate of the Museums and Cultural Heritage

- Approval of the projects presented by the Departments, Laboratories, Offices and Services
- Appointment of members of the *Training Commission*
- Receiving the trainees at the beginning of the training programme
- Attendance at the final presentation of the work and issue of Certificates of Attendance

Training Commission

- Selection of the candidates on the basis of the indicated minimum requisites, according to their various destinations

Trainees

- Presentation of application to participate in the training programme either independently or via the relevant academic institution
- Participation in the training programme
- Report on work carried out half-way into the traineeship
- Final report at the conclusion of the programme
- Participation in the final presentation

Tutors

- Provision of opinions to the *Training Commission* on the proposed candidates
- Interview to meet and evaluate trainee candidates
- Receiving the trainees at the beginning of the training programme
- Professional formation of the trainees
- Drafting of evaluation forms
- Participation in final presentation

Human Resources Office

- Survey of internal needs and consequent production of report
- Gathering of applications to be presented for evaluation by the *Training Commission*
- Definition of the calendar by semester

- Contact with the trainee candidate and gathering of the necessary documentation
- Opening of relevant file
- Preparation of information material for use by trainees
- Request for admission cards and liaison with the SCV Gendarmerie
- Receiving the trainees at the beginning of the training programme
- Planning of the phases of training
- Administrative assistance
- Point of reference for trainees and tutors
- Organisation of presentation of work
- Preparation of Certificates of Attendance
- Maintenance of training programme archives