



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Instructions for Filling in the Form

Dear Legal Officer or Delegate of the Company/Entity

Here are some brief instructions on how to fill in the form "Declaration of Readiness to Accept Trainees for Practical Traineeship Evaluation (TPV)". Please follow each step:

1. **Declaration of Willingness:** *Fill in basic information about yourself and your organisation and indicate whether you are willing, at the end of this short process, to enter or renew a Convention with the University of Bologna, if there is not already one in place, for the implementation of TPV activities.*
2. **Commitments of the company/institution:** *Fill in the commitments that your company/institution intends to make regarding the traineeship, such as compliance with regulations, supervision of trainees and non- replacement of staff with trainees.*
3. **Annex 1 'Company/Body Sheet':** *On this page, you are asked to indicate ALL internship locations (if different from the registered office) where you are available to host psychology interns.*
4. **Enclosure 2 "List of tutor psychologists":** *Fill in all the necessary fields indicating the names of the tutor psychologists, ensuring that they are suitably qualified and meet the requirements (the contract must provide for an hourly commitment and a duration at least equal to the commitment required by the tutor assignment, i.e. at least 15 hours per week for the entire duration of the placement) specified in the regulations. **ATTENTION:** If a tutor psychologist works in more than one location, make sure that this location has been included in Appendix 1.*
5. **Attachment 3/4 'Project':** *There are two projects, one for master's and postgraduate degrees and one for three-year degrees. It must be specified whether this project is valid for all the locations indicated in Annex 1. If not, please fill in more than one project.*
6. **Format and Digital Signature:** *The document must be drawn up exclusively in digital format. The digital signature must be affixed using a specific programme and must come from a recognised Certification Authority (CA) and adhere to the CAdES or PAdES standards.*
Please avoid manual compilation. After completing and digitally signing the document, please send it by e-mail to the Traineeships and International Relations Office Cesena at campuscesena.tirocini@unibo.it or PEC scriviunibo@pec.unibo.it for the attention of the Office.
7. **Evaluation and Agreement:** *The University of Bologna - Order of Psychologists of Emilia-Romagna Integrated Traineeships Commission will evaluate the documentation. Supplements may be requested and, based on the evaluation, the Organisation may be invited to enter into or renew the Agreement with the University, if there is not already one in place.*

For questions or assistance, please contact the Internships and International Relations Office on +39 0547 338887 (available Monday to Thursday from 09.00 to 12.00).

Further information can be found on the page:
<https://www.unibo.it/it/campus-cesena/servizi-di-campus/sertirelint>

We remain at your disposal for any clarification.

Thank you for your cooperation and commitment in supporting the educational experience of psychology trainees.

DECLARATION OF WILLINGNESS TO RECEIVE TRAINEES FOR THE PRACTICAL EVALUATION PLACEMENT (TPV)

(to be completed by the legal representative of the company/entity or his/her delegate)

Chiar.^{ma} Prof. **Elvira Cicognani**
Director of the 'Renzo Canestrari'
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MATER STUDIORUM University
of Bologna
Viale Berti Pichat, 5 - 40127 Bologna

I (name and surname) _____

as legal representative of the Company/Body or delegate of the Company/Body below, with the following professional role within the Company/Body _____

Company/Body name: _____

Address _____

tel. _____ e-mail _____

web www. _____

I DECLARE

to be willing to accept graduates and students of degree courses qualifying for Psychology and to be willing, at the conclusion of this procedure, to enter into or renew, if there is not one already in place, an **agreement** with the University of Bologna for the implementation, at the Company/Body I represent, of **Practical Assessment Apprenticeship** (hereinafter TPV) activities valid for access to the Practical Assessment Test for the qualification to practise as a psychologist.

To this end, under my own responsibility and aware of the penal sanctions provided for in Article 76 of Presidential Decree 445 of 28/12/2000 for the hypotheses of falsity in deeds and mendacious declarations indicated herein,

I FURTHER DECLARE

- 1) That the Company/Body I represent (or a specific sector of it) carries out **interventions of a psychological nature**, as shown in the TPV Project (Annexes 3 and/or 4).
- 2) To be clear about the professional distinction between psychologist and psychotherapist.
- 3) That all activities reserved for the profession of psychologist are performed exclusively by psychologists or psychology graduates.
- 4) That the professionals identified as tutors have a consistent and systematic professional relationship with the Company/Body represented by me as employees/collaborators/consultants and that, regardless of their contractual classification, they carry out professional activities typical of a psychologist, with a contract that provides for an hourly commitment and a duration at least equal to the commitment required by the position of psychologist tutor, i.e. **at least 15 hours per week for the entire duration of the traineeship**
- 5) **That it is ensured that trainees can directly participate in the activities considered basic for their professional training.**

I FINALLY COMMIT MYSELF TO

- 1) Ensure that trainees are not used as a replacement for employees or collaborators, as the traineeship cannot be considered as an additional professional resource.
- 2) Ensure that each tutor does not supervise more than **five trainees** at the same time.
- 3) Ensure that the trainee only carries out his or her experience within the organisational sub-units of the company/organisation in which the activity of the tutor is in any case ensured.
- 4) Do not in any way make acceptance and performance of traineeship activities conditional on:
 - a. requests to participate in preparatory or ongoing activities requiring a financial burden on the trainee;
 - b. requests for additional insurance coverage beyond that already guaranteed by the University.
- 5) Please inform the Traineeships and International Relations Office of any changes to this declaration.
- 6) Inform the tutor:
 - a. of what is contained in this Declaration of Availability and in the Agreement signed between the Company/Body I represent and the University;
 - b. that at the end of the placement he/she is obliged to send the relevant university a final assessment of the outcome of the placement by completing a form provided by the university;

In witness whereof _____

There, _____

Signature _____

Documents to be attached:

Annex 1: Company/Body Sheet

Annex 2: List of Tutor

Psychologists

Annexes 3 and/or 4: Project for the Practical Apprenticeship for Master's Degree and Postgraduate Degree (Annex 3) and/or for Bachelor's Degree (Annex 4)

Annex 1
Entity Sheet

Name of the Company/Entity _____

Indicate all locations other than the registered office where you are available to host psychology trainees:

Name of the location of the TPV other than the registered office:

Address: _____

Name of the location of the TPV other than the registered office:

Address: _____

What type of students is your company/institution willing to host?

Enabling Master Degree students (Annex 3)

Postgraduate students (Annex 3)

Bachelor students (Annex 4)

If there is a Coordinator for Psychology Traineeships in the company/institution, please indicate:

Name and Surname _____

Tel. _____ E-mail: _____

Indicate the Administrative Contact person of the company/institution who will interface with the University's Internship and International Relations Office for the TPV:

Name and Surname _____

Tel. _____ E-mail: _____

Annex 2

LIST OF TUTOR PSYCHOLOGISTS

Please fill in Annex 2 with the details of each tutor within the structure. If there is more than one tutor, please duplicate and complete the annex separately for each additional tutor.

1) **Surname and first name of the tutor:** _____

Telephone contact: _____ E-mail _____

Please, provide the following mandatory information:

The tutor has a degree in psychology or in a similar discipline: (indicate day-month-year) _____

For discipline other than Psychology, please specify the degree discipline: _____

Please select and fill at least one of the following boxes:

Tutor's enrollment in the professional register of psychologists, if applicable in your country, from (indicate day - month - year; at least 3 years of enrolment are required): _____

If the tutor is not registered in the professional register of psychologists, please indicate the years of professional experience in the field of psychology (at least three years of professional experience are required):

2) **What is the tutor psychologist's current relationship with the company/institution? (please tick the corresponding box):**

Permanent employee

Fixed-term employee until _____

Fixed-term contract (collaboration, consultancy and similar) until _____

Member of the association or associated firm

Freelancer

Other (*specify expiry date clearly*) _____

3) **How many hours per week do you guarantee to be present in the company/institution on average?**

n* _____ hours per week (*ATTENTION: according to the TPV regulations, the tutor must guarantee a minimum of 15 hours of attendance per week.*)

4) **What is the professional role of the psychologist/tutor within the company/institution?**

5) **In which operational sites is the presence of the psychologist tutor guaranteed?**

Please note that at the end of the internship, the tutor is required to send a final assessment of the outcome of the internship to the relevant university using the form provided by the university.

Annex 3
PROJECT FOR EVALUATIVE PRACTICAL TRAINING
(for Master's and Postgraduate Degrees)

The main objective of the practical evaluation traineeship (TPV) is to develop the psychologist's basic professional skills, as defined by Law 56/89 art. 1; in particular, prevention, diagnosis, habilitation and psychological support aimed at individuals, groups, organisations and communities, as well as research activities in the psychological field¹. The professional skills of the psychotherapist are not covered by the TPV.

This traineeship project can be modulated in the following duration options:

Enabling Master's Degree students (select all options available to you):

250 hours 350 hours 500 hours Up to an additional 250 hours*

* Some students need to make up during the master's degree the TPV hours not taken during the bachelor's degree, which can be added to those to be taken during the master's degree.

Postgraduate students (select all options available to you):

250 hours 375 hours 500 hours 750 hours

Is the company/institution willing to accept trainees who are proficient in English?

Yes No

What are the AREAS of psychological activities covered by the traineeship project?

(several areas can be selected):

- Developmental psychology Educational and school psychology Clinical psychology
 Social and community psychology Work and organisational psychology Neuropsychology
 Psychology of ageing Legal and forensic psychology Applied research in psychology
 Psychology of sport and tourism Health and emergency psychology
 Other (specify) _____

To which USER are the psychological activities of the traineeship project addressed? *(several areas can be selected):*

- Children Adolescents Adults Seniors Workers, job seekers, managers, companies
 Students Families and couples Groups, communities Patients with mental disorders
 Patients with diseases or special physical conditions Health personnel
 Other (specify) _____

What are the PROFESSIONAL SKILLS of the PSYCHOLOGIST that the trainee will have acquired at the end of the experience?²

Please indicate the skills that will be acquired **through observation, shadowing and discussion with the mentor** *(tick all the boxes corresponding to the skills acquired):*

- Reception of the client Case analysis (individual, group, community, etc.)
 Choice and use of qualitative and/or quantitative evaluation instruments
 Planning of psychological interventions Delivery of psychological interventions
 Report and return of results Application of the Psychologists' Code of Ethics*
 Psychological research activities Other (specify) _____

*The option "Applications of the Code of Ethics for Psychologists" is selected by default, since, according to current regulations (Law 163/2021), it is a required skill for TPV internship

Please indicate the skills that will be acquired in **progressive autonomy under the supervision of the tutor** (tick all the boxes corresponding to the skills acquired):

- Reception of the client
- Choice and use of qualitative and/or quantitative evaluation instruments
- Planning of psychological interventions
- Report and return of results
- Psychological research activities
- Case analysis (individual, group, community, etc.)
- Delivery of psychological interventions
- Application of the Psychologists' Code of Ethics*
- Other (specify) _____

* The option "Applications of the Code of Ethics for Psychologists" is selected by default, since, according to current regulations (Law 163/2021), it is a required skill for TPV internship

Which professional practice TOOLS will be learnt? (select all tools that will be learnt)

- Systematic observation
- Standardised tests of maximum performance
- Other (specify) _____
- Interview
- Questionnaires on personality, interests, attitudes etc.

What are the METHODS used to achieve the above competences?

(check all the boxes corresponding to the modes used):

- Observation and shadowing of the tutor and/or in teams
- Practical demonstrations, simulations and role playing
- Activities guided and supervised by the tutor
- Other (specify) _____
- Participation in discussions with the tutor
- Group activities with other trainees

Does this project apply to all locations listed in Appendix 1?

Yes No

If the project is not valid for all locations of the Company/Body, Annex 3 must be completed for each different project.

Please add other information useful to define in more detail the specific contents and activities of the VRS offered by the Company/Body

¹ NOTE: According to current legislation (Law 163/2021), the skills to be acquired during the apprenticeship are:

- Evaluation of individual cases, dyads, groups or organisations
- Correct use of psychological assessment tools and techniques
- Formulation of intervention hypotheses based on theoretical foundations and scientific evidence
- Ability to analyse, listen and connect with the context and users
- Reporting and feedback to patients, customers, users, institutions or organisations
- Independent and critical reflection on experience
- Linking theories, tools and psychological practice
- Establishing appropriate relations with colleagues
- Knowledge and management of the ethical and deontological implications of the activities performed.
- This excludes competences that relate to the profession of psychotherapist.

Annex 4
PROJECT FOR EVALUATIVE PRACTICAL TRAINING
(for Bachelor Degree)

The three-year TPV traineeship (L-24) follows the Guidelines established by the CPA-AIP on 10/11/2022 and focuses on three main objectives:

1. *Development of Knowledge and Skills*: The internship aims to provide technical and operational knowledge as well as procedural skills. The student will learn the basic principles for the correct application of procedures and the effective use of psychological tools.

2. *Understanding the Professional Context*: Through the internship activities, the student will gain an initial understanding of the professional context in psychology. This includes familiarisation with the different requirements of the field, the formats and areas of intervention, and the contexts in which psychological practice takes place.

3. *Practical Application*: The training focuses on the ability to use tools and procedures typical of the professional psychologist. Examples include administering and interpreting psychological tests, conducting and evaluating behavioural observations, and using software for statistical analysis. This approach is designed to develop the student's 'practice capacity', i.e. the ability to apply theoretical knowledge in practical situations.

This traineeship project can be modulated in the following duration options:

Bachelor students (select all options available to you):

200 hours 250 hours

The company/institution is willing to accept trainees who master the English language (and a little Italian)

Yes No

What are the AREAS of psychological activities covered by the traineeship project?

(select all areas in the project):

- Developmental psychology Educational and school psychology Clinical psychology
 Social and community psychology Work and organisational psychology Neuropsychology
 Psychology of ageing Legal and forensic psychology Research applied to psychology
 Psychology of sport and tourism Health and emergency psychology
 Other (specify) _____

To which USER are the psychological activities of the traineeship project addressed? *(several areas can be selected):*

- Children Adolescents Adults Seniors **Workers**, job seekers, managers, companies
 Students Families and couples Groups, communities Patients with mental disorders
 Patients with diseases or special physical conditions Health personnel
 Other (specify) _____

What are the PSYCHOLOGIST'S PROFESSIONAL SKILLS that the trainee will have the opportunity to acquire at the end of the experience? *(select all the skills the trainee will be able to acquire)*

- Awareness of the professional context in which the psychologist operates
- Analysis of user demand and psychological needs
- Use of instruments for assessing and measuring **psychological** dimensions
- Test marking/scoring and data analysis
- Observation and evaluation of behaviour
- Design of psychological interventions and analysis of implementation procedures and processes
- Evaluation of results and illustrative reports
- Application of the Code of Ethics*
- Other (specify) _____

* The option "Applications of the Code of Ethics for Psychologists" is selected by default, since, according to current regulations (Law 163/2021), it is a required skill for TPV internship

Which professional practice tools will be learnt? *(tick one or more boxes)*

- Systematic observation Interview Interview
- Standardised tests of maximum performance Questionnaires on personality, interests, attitudes etc.
- Other (specify) _____

What are the METHODS used to achieve the above competences?

(check one or more boxes):

- Observation and shadowing of the tutor Participation in discussions with the tutor and/or in teams
- Practical demonstrations, simulations and role playing Group activities with other trainees
- Activities guided and supervised by the tutor
- Other (specify) _____

Does this project apply to all locations listed in Appendix 1?

- Yes No

If the project is not valid for all locations of the Company/Body, Annex 4 must be completed for each different project.

Please add other information useful to define in more detail the specific contents and activities of the TPV offered by the company/institution:
