

20 Quality Assets for Companies Offering Apprenticeships

Governance

1. Multi-stakeholder approach

Takes the company's needs into account in the setting up of the apprentice's training framework

2. Policy/guidelines

Allows a standardised process of inclusion of the apprentice in the workflow of the organisation

3. Cooperation with educational institutions

Guarantees the development of a consistent training plan for the apprentice



Recruitment & Job Transition

4. Transparency of information in recruitment

Guarantees a clear understanding of the position and conditions for which the apprentice is applying

5. Reasonable quantity of apprentices

Guarantees the maintenance of quality training standards for the recruited apprentice

6. Enabling job transition

Ensures that the apprentice's employment expectations correspond to the real possibilities offered by the company or by the labour market



Quality of Training

7. Company trainer

Gives first-hand pedagogical guidance to the apprentice while carrying out the assigned tasks

8. Quality of supervision

Ensures the in-company trainer is adequately equipped to train the future workforce of the company

9. Regular interaction with the apprentice

Allows continuous feedback, discussion and review of the learning progress and training plan



Quality of Learning

10. Acquisition of profession-specific skills

Ensures that the apprentice's tasks are in-line with the requirements of the professional profile

11. Training on soft skills

Ensures a higher level of adaptability, flexibility and autonomy of the apprentice

12. Additional training opportunities

Provides the apprentice a wider scope of learning outcomes

13. Assessment of personal development

Allows formal assessment of the professional competencies acquired in the training

14. Apprentice's own project

Allows the apprentice to take ownership of their work



Labour Conditions

15. Written and legal agreement

Safeguards both parties around the work agreement, training programme and labour contract

16. Transparent communication regarding relevant rights

Ensures good and correct relationships between apprentices and other colleagues

17. Complaints channel

Ensures the learner can raise issues or concerns in an impartial way and lowers the level of conflicts

18. Compensation

Provides basic rights to the apprentice, keeping them motivated and productive

19. Additional compensation

Provides tangible recognition of over-time and other costs incurred during the training, increasing commitment and productivity

20. Access to social security systems

Guarantees basic rights for the apprentice increasing his or her loyalty and motivation

