

# 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

