

1 COLLABORATION BETWEEN TRAINING CENTRE AND COMPANY

Identification of needs: The company communicates to the training centre its staffing needs and the areas where it requires support.

Collaboration agreement: Both parties establish an agreement defining the conditions of the placement (duration, timetable, tasks, etc.).

2 DEFINITION OF THE APPRENTICESHIP PROGRAMME

Development of the apprenticeship plan: A plan is drawn up detailing learning objectives, assigned tasks, activities and assessment criteria.

Appointment of tutors: Both the training centre and the company assign tutors who will guide the student during the placement.

3 SELECTION OF STUDENTS

Identification of students: The training centre introduces students who meet the requirements for the placement.

Interviews: The company may conduct interviews with shortlisted students in order to select the right candidate(s).

4 FORMALISATION OF THE APPRENTICESHIP AGREEMENT

Apprenticeship contract: An apprenticeship agreement is signed that specifies the terms and conditions of the internship. This document may be a collaboration agreement between the company and the educational centre or a specific apprenticeship contract, depending on the type of practices to be carried out.

5 START OF THE PROGRAMME

Development of the plan: A plan is drawn up detailing the learning objectives, assigned tasks, activities and assessment criteria.

Assignment of tasks: The tutor will assign specific tasks and projects to the student, ensuring that they are aligned with the learning objectives.

6 MONITORING AND FOLLOW-UP

Follow-up meetings: Regular meetings should be held between the tutor and the student to assess progress and address any problems.

Intermediate assessments: Assessments should be made to measure the student's performance and adjust tasks if necessary.

7 COMPLETION OF THE APPRENTICESHIP PROGRAMME

Final evaluation: The tutor will evaluate the student's performance at the end of the practices, providing feedback on achievements and areas for improvement.

8 ADMINISTRATIVE CLOSURE

Documentation: The necessary documentation is completed to close the programme, including any reports required by the training centre.

Certificate of practices: The company issues a certificate attesting to the completion of the programme, detailing the tasks performed and its duration.

9 FEEDBACK AND CONTINUOUS IMPROVEMENT

Evaluation meeting: A meeting should be held between the training centre and the company to discuss the process, evaluate the quality of the experience and make recommendations for future programmes.

Adjustments to the programme: Based on the feedback received, the training centre and the company can adjust the apprenticeship programme to improve the experience for both students and companies.

Programme report: The student can produce a final report summarising his/her experience, learning and contributions.

