



## QUALITY CHARTER FOR COMPANIES IN THE NETINVET NETWORK

*In this text, the term "learner" is used indifferently to designate a student, an apprentice or a lifelong learner.*

*The term "training centre" is applied to training centres from the home country and the host country in the context of learner mobility.*

*The term "company" is applied to firms, administrations and associations that are brought to welcome a learner in the framework of his or her work placement or professional mission.*

**The basic criteria defined here-below are the minimum standards for a company to receive and coach learners.**

**Specific criteria are standards per country and not necessary the minimum standards.**

1. The company offers a safe and career-oriented training environment, taking in consideration the learner's fields of interest.
2. The company informs, both the learner, and the training centre, on the applicable labour law of the specific country, on the Company's Health and Safety Rules and abide by these regulations.
3. The company takes into consideration the level of the learner: the years of training and work experience.
4. The company has e-mail and permanent internet access and provides the learner with e-mail and internet access, under certain conditions/work conditions.
5. The company informs the learner about useful national/regional uses/practices (culture) and about developments in the industry.
6. The company allows enough time, room and means/resources to the tutor/mentor, so that he/she may give adequate support/guidance to the learner, according to his/her qualification profile.
7. The learner practises (under guidance of the tutor/mentor) daily company activities, according to his/her ability.
8. The company has one or more tutors/mentors to train and coach the learner. The tutor/mentor is professionally skilled and has good technical knowledge, pedagogical expertise and sufficient experience to train and coach the learner.



9. If the company accepts to host interns who are underage, the responsible tutors/mentors have to know the national laws concerning minors in work placements and must pay special attention to these learners.
10. The company makes an introduction programme, intermediate evaluation interviews with the learner on the progress of the work placement as well as a final assessment, with the help of the right tools provided by the local training centre.
11. The company defines a pedagogical plan of action with the training centre (objectives, expected outcomes, activities, description of the phases of the work placement).
12. Length and tasks of the work placement correspond to the pedagogical plan of action which is shared with the learner at the beginning of his/her work placement.
13. The company cooperates with the training centre and signs the necessary agreements to organise the work placement and the hosting of the learner.

### **COMMITMENT / ENGAGEMENT**

*I accept the criteria and I undertake to respect them when I accept the quality charter of the NETINVET network.*

**Company**

Designation:

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Address:

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Name of the manager:

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Tel:

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e-mail:

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Signature / stamp