



## QUALITY CHARTER FOR TRAINING CENTRES 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 training centre to provide a good quality of training and exchanges and guide foreign learners during their mobility period within the NETINVET NETWORK.**

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

### **1. The training centre is transparent regarding training organisation:**

- Making available information regarding organisation of the training process linked to the NETINVET network: modules which are covering NETINVET qualifications profiles, length of the training modules, periods of organisation for the modules, modules organised in foreign languages.
- Making available information on the organisation of the training programme: elements imposed by the national system.
- Committing itself to offer its pedagogical resources for the learner's training and to assure his/her training in accordance with the agreement signed with the home training centre, the sending training centre and the learner.

### **2. The training centre is transparent regarding the organisation of assessment:**

- Making available the methods of assessment used.
- Assuring that the assessment procedures are in place.

### **3. The training centre provides a system of quality maintenance:**

- The quality assurance system in place.
- The tools and instruments used for quality assurance at organisation level.
- Quality assurance tools used for training programmes provided by training centres and/or in companies.

**4. The training centre provides learners with elements that facilitate finding a work placement when the partnership stipulates it:**

- Search for and selection of companies.
- Availability of a portfolio of companies willing to welcome foreign learners.
- Creation and signature of a work placement agreement between the different parties (home training centre, host training centre, learner (and parents or legal guardians in the case of minors), company).
- For apprentices: European agreement (European directive n° 94 / 33 of 22 June 1994 relative to the protection of young people in the workplace).
- For learners: European agreement available (European directive n°94/33 of 22 June 1994 relative to the protection of young people in the workplace).

**5. The training centre has structural and lasting relationships with companies:**

- The training centre delegates roles and involves the companies in the delivery of the training programme, in work placement situations.
- The training centre delegates roles and involves companies in the work placement assessment.

**6. The training centre provides guidance during the mobility period (in the training centre or work placement):**

- The training centre undertakes activities to ensure guidance during the work placement.
- A company tutor/mentor is available in work placement situations.
- An organisational and pedagogical reference person is available in the training centre to give learners guidance on organisational and training issues.
- If the training centre accepts to host learners with specific needs (e.g. minors), special arrangements have to be made.
- The training centre takes responsibility of the training process provided in companies.

**7. The training centre facilitates accommodation finding:**

- Availability of the training centre for giving advice/ guidance in finding accommodation for foreign learners for their mobility period.
- If the training centre accepts to host learners with specific needs (e.g. minors), special arrangements have to be made.

**8. The training centre prepares learners for their mobility:**

- Preparation of learners in collaboration with partner organisations for the practical, professional and cultural life of the host country, if possible through language training tailored to meet their occupational needs.
- Management of the practical elements around the mobility, taking care of the organisation of travel, accommodation, necessary insurances, safety and protection, social security, mentoring and support, preparatory visits on-site etc.
- If the training centre accepts to send learners with specific needs (e.g. minors), special arrangements have to be made.

**9. The training centre assesses its performance:**

- Using procedures and methods for evaluation of the training centre's performance.
- Focusing the evaluated aspects on: implementation of the common qualification, performance of the mobility (in qualitative and quantitative terms).
- Using the main indicators for performance evaluation.

**10. The training centre is involved in the EUROPASS system.**

**COMMITMENT/ENGAGEMENT**

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

**Training centre**

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