

QUALITY CHARTER FOR COMPANIES IN THE COMINTER NETWORK

Basic criteria which makes a company a certified training company

We defined Basic criteria and Specific criteria.

Basic criteria are the real minimum standards for a company to train and coach trainees.

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

1. The training company offers a safe training environment for the trainee in which the trainee can develop and learn.
2. The training company informs the trainee/ the educational institute on the applicable laws and rules regarding the terms and conditions of employment in the specific country and abide by these regulations.
3. The training company takes into consideration the level of the student: the years of training/ work experience.
4. The training company has e-mail and permanent internet access and provides the trainee e-mail and internet access. *Under certain conditions, work conditions*
5. The training company is willing to inform the trainee about regional customs (culture) and about developments in the industry. *Sector, company level*
6. The training company is willing to allow for enough time, room and means/resources (for the tutor/mentor) to train and coach the trainee.
7. The trainee can practise (under guidance of the tutor/mentor) the daily company activities in relation to the education of the trainee.
8. The training company has one or more tutors/mentors to train and coach the trainee. (who have good command of special technical knowledge, pedagogical expertise and sufficient experience to train and coach the trainee).
9. The company is willing to make introduction programme, the evaluation interviews with the trainee on the progress of the work placement and final assessment to the trainee with the help of the right tools provided by the local VET institute.
10. The training company cooperates with the educational institute and is willing to make agreements.
11. The training company cooperates with the institute that gives the certification to the company.