



QUALITY CHARTER FOR TRAINING CENTRES IN THE RECOMFOR 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 RECOMFOR 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 organization of the training process linked to the RECOMFOR project: modules which are covering RECOMFOR qualification profile, length of the training modules, periods of organization for the modules, modules organized in foreign languages.
- Making available information the organization of the training program: the 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 the assessment procedures to be 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 programs 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, 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 the protection of young people in the workplace).

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

- Training centre delegates roles and involves the companies in the delivery of the training programme, in work placement situations.
- 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 activities undertaken by the training centre 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.
- 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.

8. 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.

9. 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 RECOMFOR network.

Training centre
Designation / Désignation:
Address / adresse :
Name of manager / nom du responsable :
Tel :
e-mail / courriel :