

A European quality framework for apprenticeships - checklist

ETUC quality criteria	Yes	No	Partly
Definition			
<ul style="list-style-type: none"> Is there a clear definition of an apprenticeship at the national level? 			
Regulatory framework			
<ul style="list-style-type: none"> Is there a regulatory framework for apprenticeships? 			
<ul style="list-style-type: none"> Does the regulatory framework specify the rights and obligations of apprentices? 			
<ul style="list-style-type: none"> Does the regulatory framework specify the rights and obligations of employers? 			
<ul style="list-style-type: none"> Does the regulatory framework specify the rights and obligations of training institutions? 			
Social partnership and governance			
<ul style="list-style-type: none"> Are the social partners (trade unions and employers' organizations) formally involved in the design of apprenticeship policy? 			
<ul style="list-style-type: none"> Are the social partners (trade unions and employers' organizations) formally involved in the implementation of apprenticeship policy? 			
<ul style="list-style-type: none"> Are social partners (trade unions and employers' organizations) formally involved in the accreditation of companies for apprenticeships? 			
<ul style="list-style-type: none"> Are the social partners (trade unions and employers' organizations) formally involved in the accreditation of training institutions? 			
<ul style="list-style-type: none"> Does involvement by social partners (trade unions and employers' organizations) in governance structures lead to influence over apprenticeship policy-making strategy? 			
Equal opportunities for all			
<ul style="list-style-type: none"> Do apprenticeship schemes provide for a variety of training linked to different occupations? 			
<ul style="list-style-type: none"> Do apprenticeship schemes offer opportunities for all and in addition include measures to encourage the participation of under-represented groups? 			
Equitable cost-sharing between employers and public authorities			
<ul style="list-style-type: none"> Are apprenticeship schemes supported financially by employers? 			
<ul style="list-style-type: none"> Are apprenticeship schemes supported financially by public authorities? 			
<ul style="list-style-type: none"> Are apprentices exempt from paying tuition fees? 			
Responsiveness to labour market needs			
<ul style="list-style-type: none"> Are apprenticeship schemes developed in the light of future employment needs reflecting national and/or sectoral priorities? 			
Formal contracts			
<ul style="list-style-type: none"> Is there a labour contract? 			
<ul style="list-style-type: none"> Does the contract with the employer cover the following: duration, employer's obligations; apprentices' rights and obligations, learning outcomes, pay, hours, holiday entitlement and termination? 			
<ul style="list-style-type: none"> Does the contract with the training institution cover the following: duration, apprentices' rights and obligations, learning outcomes and termination? 			
Personal development and career opportunities of apprentices			
<ul style="list-style-type: none"> Do apprenticeship schemes make provision for the development of key 			

competences and transversal skills?			
Pay and social protection			
• Do apprentices receive remuneration from the employer, on the basis of collective bargaining agreements and/or the minimum legal wage?			
• Do apprentices receive any other financial support?			
• Are apprentices covered by social protection regulations?			
Safe working environment			
• Are apprentices covered by health and safety regulations in the workplace, and are these regulations implemented?			
• Are apprentices provided with personal protective equipment, where appropriate, to carry out their training?			
Guidance and counselling			
• Do apprentices have access to career guidance and counselling services provided by qualified professionals?			
• Do the public authorities produce statistics to show the completion rate for apprenticeships?			
Quality assurance procedures			
• Is there a quality assurance system for apprenticeship training at national/regional level?			
• Are training institutions subject to quality assurance inspections carried out by independent bodies?			
• Are companies subject to quality assurance inspections carried out by independent bodies?			
• Are social partners (trade unions and employers' organizations) involved in the evaluation of apprenticeship schemes?			
• Are apprentices involved in the evaluation of apprenticeship schemes?			
Solid learning base			
• Do apprenticeship schemes have specific educational entry requirements?			
• If young people are unable to gain access to apprenticeships, are other measures available to integrate young people into the labour market?			
Balance between work-based and school-based training			
• Do apprenticeship schemes provide for a majority of time to be spent learning in the workplace?			
• Do apprenticeship schemes contain guidelines for the coordination of work-based and school-based training?			
Teachers, trainers and mentors			
• Are teachers and trainers working with apprentices in training institutions required by law to have a formal qualification?			
• Do apprenticeship schemes make provision for the training of in-company mentors?			
• Do apprenticeship schemes ensure that teachers and trainers have access and support to continuing training to carry out their technical and pedagogical obligations both in training institutions and in companies?			
Competence based / Duration			
• Do apprenticeships have a duration consonant with the learning required to carry out an occupation?			
• Do the public authorities produce statistics to show the transition rate from apprenticeship to employment?			

Certification and recognition			
<ul style="list-style-type: none"> Do apprenticeship schemes ensure that social partners are formally involved in the assessment and certification of knowledge, skills and competences required to carry out a recognised occupation? 			
Progression			
<ul style="list-style-type: none"> Do apprenticeship schemes provide for qualifications which are formally recognised within National Qualification Frameworks? 			
<ul style="list-style-type: none"> Do apprenticeship schemes offer qualifications which provide progression pathways from one level to another? 			
Recognition of non-formal and informal learning			
<ul style="list-style-type: none"> Do apprenticeship schemes recognise knowledge, skills and competence acquired by non-formal and informal learning? 			
Mobility at the national and european levels			
<ul style="list-style-type: none"> Do apprenticeship schemes provide opportunities for the mobility of apprentices at national and European levels? 			

This checklist is based on the source:



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