



EMPLOYER CHECKLIST

- If you are interested in hiring a foreign student as an apprentice in your company – great!
- If you have any initial questions don't hesitate to contact the student's VET-provider, for more information
- The student will be a regular **employee** that along its work also acquires new skills according to the curricula
- An **employment contract** needs to be made
- Your help can be needed with **work permits** and visa regulations if the apprentice is from a non-EU country
- Apprenticeship **mapping** and **agreement** will be done and drawn up together with the student and the VET-provider (with information and discussion about aims, curricula, assessment, and documentation)
- The system and procedure concerning international apprenticeships can differ greatly from the national apprenticeship system
- Please ensure you can meet the requirements (for example minimum working time required for the apprenticeship, **salary**, work tasks)
- Your help with **documentation** and documents will be needed, they are important acknowledgments of work performed and descriptions of tasks
- Insurance** is your responsibility and must be secured in advance for the period
- Workplace safety** is to be according to regulations and is your company's responsibility. You must inform the student if they are to bring certain gear or other kinds of equipment
- The apprentice needs to have an experienced **mentor** at the workplace who can introduce and mentor during the apprenticeship
- In your mentoring, please consider and be open to possible different **cultural aspects** and **language barriers**
- The VET-provider will support the mentor in its task with information about role, aim, documents and assessment