



## VET PROVIDER CHECKLIST

- Check your **national acts/policies** focusing on requirements for apprenticeships and your responsibilities
- Have access to needed apprenticeship **documents in English**
- Check needs of **parental consent** for underage students
- Inform the student about the course of action e.g.
  - o Checklist for students
  - o Passport
  - o Work visa/permit
  - o Employment contract
  - o Tax liability
  - o Apprenticeship agreement
- Apprenticeship mapping and agreement together with student and employer
  - o Check suitability
  - o Give instruction about aim, curricula, documents
  - o Receive needed information from the employment contract
  - o Information the employer about e.g., roles, expectations, mentor, workplace safety, insurance)
- Support the mentor** at the workplace with information about e.g., role, aim and documents
- Discuss with the mentor how the **assessments** will take place and who it can be documented?
- The apprentice's **insurance coverage** must be secured in advance for the period. The employer is responsible for the apprentice's work safety. As a VET-provider you must notify the workplace of this responsibility. Are there any additional insurances?
- Inform about **Erasmus+ travel grant possibilities**. If it is a period abroad financed by the Erasmus+ program, the learning contract must be attached to the ERASMUS+ VET Mobility Quality Commitment in accordance with the requirements of the program
- Inform (and support) students about their own **responsibilities** (e.g., role of the apprentice, accommodation, transportation, currency exchange, packing, research destination country, language skills, vaccinations)
- Prepare the student for different **cultural aspects** as an apprentice in another country?
- Remember to follow up at the end of the apprenticeship period with documents, certificates etc.