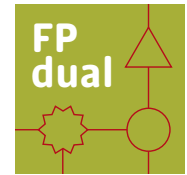


# Quality certification of dual vocational education and training programmes delivered in partnership between schools and companies



The Sub-directorate General for Programmes and Projects has launched the **quality certification for dual vocational education and training programmes**, delivered by schools in partnership with companies. Dual vocational education and training (VET) programmes are integrated within school management systems, as part of the teaching and learning process. This certification aims to set out the quality levels required for dual VET programmes.

To date, school certification has included dual VET programmes in the teaching and learning process. This new certification aims to go one step further by examining school-company coordination in the delivery of the quality levels required by schools.

A **quality mark** is awarded based on two requirements. Firstly, the school's own management system, and secondly, the company's level of dual VET programme delivery.

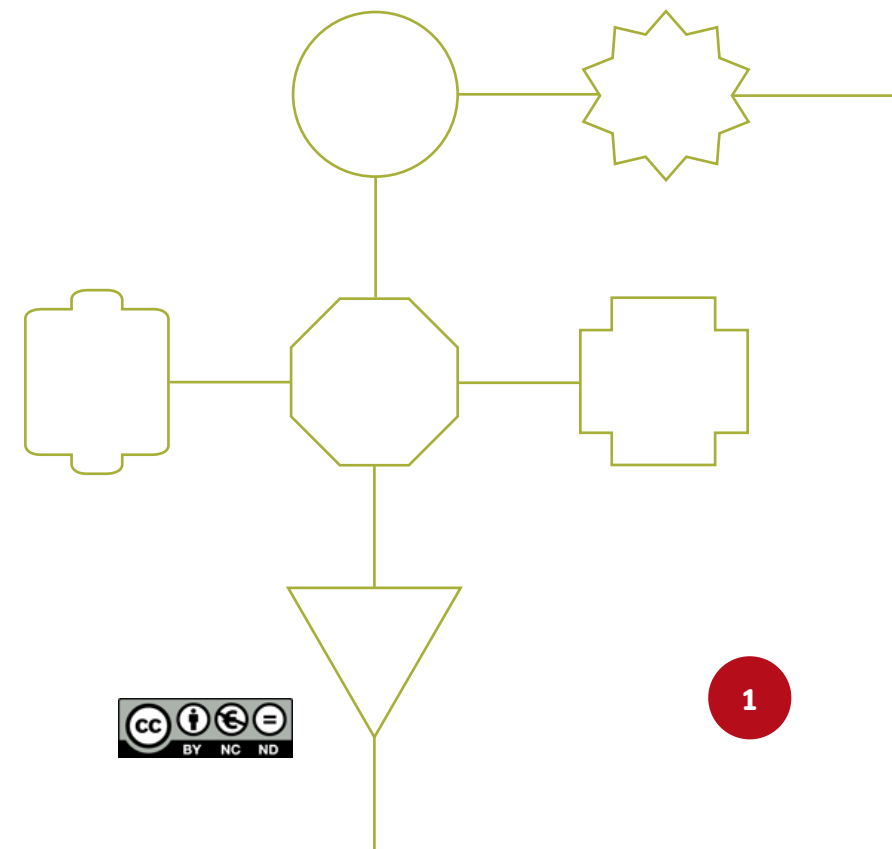
There are three quality levels: **commitment to quality**, **quality assurance** and **excellence**. In order for each quality level to be attained and to meet the two requirements, the following will be taken into account:

## 1. School certification. The school's management system will determine the quality level with which dual VET programmes are delivered:

- *Commitment to quality* requires the school to participate in the quality and continuous improvement project (PQiMC), or to gain ISO 9001 certification in a maximum of two to three school years.
- ⚙️ *Quality assurance* can only be granted to companies which have proven to be committed to quality and which are supported by a school with an ISO 9001-certified quality management system.
- ▼ *Excellence* is only available to schools which have had their management system certified under e2cat/EFQM.

## 2. Company compliance with the requirements for each level:

LEVEL	SCORE
Quality commitment	8-10
Quality assurance	16-20
Excellence	26-30



# Procedure

## INTERNAL AUDIT

The workplace training tutor or the dual VET coordinator, who oversees dual VET programmes, must visit the company and provide evidence by means of a check list of the level of compliance with the following: 1) the regulatory framework; 2) the school's dual VET programme manual; 3) the dual VET conditions agreed with the school. On this first visit, the dual VET coordinator may be accompanied by the school quality coordinator. This will be included as an internal audit entry in the school's quality management system.

In order gauge the compliance of specific items on the check list, data requirements foresee the audit must conducted in at least the second year of partnership between the company and the school delivering the dual VET programme.

Once the quality level of the company delivering the dual VET programme has been proven, the school must contact the certification body which will, in turn, agree on a date to conduct an external audit.

In the event that the internal audit flags up non-compliance and/or room for improvement, the external audit must be scheduled to allow the companies enough time to implement an improvement plan and rectify any findings.

## EXTERNAL AUDIT

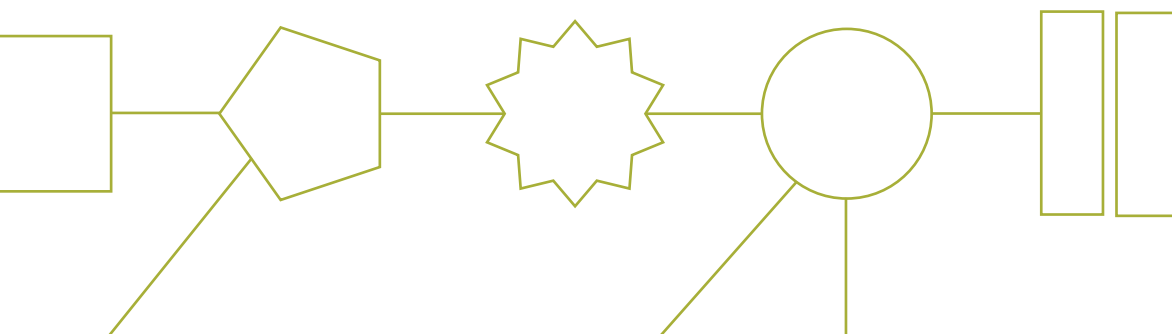
An auditor will visit the company and will be provided evidence of compliance with the different requirements. Depending on the level of compliance, the corresponding certificate will be issued.

Once the auditor completes the audit, it will issue a certificate and a report. The company must use this report to draw up an improvement plan to ensure and improve dual VET programme delivery, as well as to design improvement measures for findings which do not comply with the standard.

A company may work with a number of different schools. As a result, the external auditor may request any of the schools working in partnership with the company to furnish evidence. In such an event, the workplace training tutors or the dual VET coordinators should not be present.

Although there may be a number of schools working with any given company, only one certificate will be issued per company. If a company has multiple workplaces or branches which are compliant with the requirements and it would like to receive accreditation for them, it may ask for additional copies of the original from the certification body provided it has them available, or have each branch certified independently. When in doubt, if you wish to find out if a workplace is certified, you must check with the Unit for Quality and Continuous Improvement.

Certification is valid for three years.



# Quality criteria for provision of vocational training and education programmes offered in partnership between schools and companies

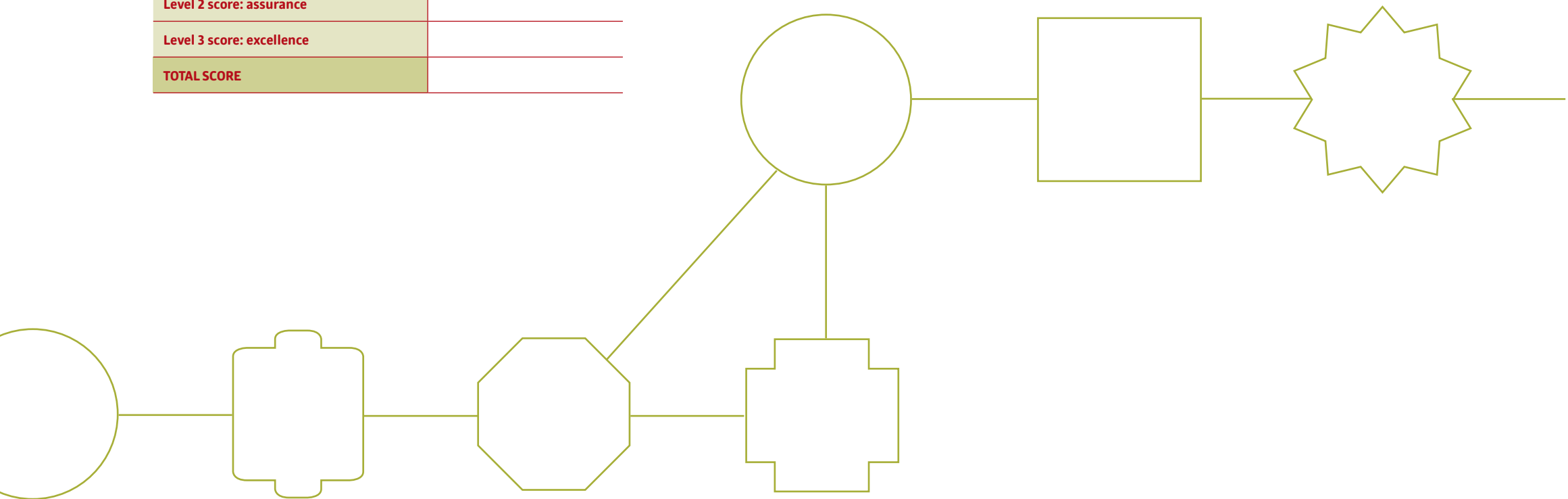
DATE: .....

SCHOOL AND RESPONSIBLE PERSON: .....

COMPANY AND RESPONSIBLE PERSON: .....

## SUMMARY OF CRITERIA SCORING

	SCORE
Level 1 score: commitment	
Level 2 score: assurance	
Level 3 score: excellence	
<b>TOTAL SCORE</b>	



## LEVEL 1: COMMITMENT

No.	Item	Level	Documental evidence	Remarks	Yes/No	Observations
1	There is a partnership agreement with one or more schools	1	Agreements (document)	• Regulatory		
2	There is a formal agreement signed by the three parties: the company, the school and the student	1	Agreements (document REF05/qBid)	• Regulatory		
3	The company has been involved in drawing up the activity plan	1	Interview conducted at the company	• Understand the procedure followed to draw up the activity plan • Ensure the company knows the content of the activities		
4	The workplace tutor has received at least 12 hours of training	1	Certificates of tutors trained (qBid document)	• Regulatory		
5	The company has a set of criteria for selecting students	1	Ask for the list of criteria to select students and/or the meeting minutes and/or the e-mail correspondence	• This list must be made available to schools		
6	The company has an onboarding plan for students	1	Onboarding plan (document) and check it against a student			
7	A risk assessment of the workplace has been carried out for the students	1	Workplace risk assessment plan (document)	• Specific assessment of the position the student will occupy		
8	The students have received workplace risk prevention training for their specific workplace	1	Document accrediting the training received by the student	• Regulatory		
9	The student completes more than 70% of the activities contained in the activity plan	1	Activity plan (qBid)	• This must be evaluated using data from the previous school year (the students must have completed their placements). The percentage can be calculated by comparing ref. 6 and ref. 18. • qBid path: – Log into qBid from the company profile – Search for agreements and select finalised – Then click the button on the right of the relevant row to open the follow-up tab. – Download REF06 (agreed activity plan) and REF18 (evaluated activity plan)		
10	The student must have given the company a score of at least 7/10	1	The student satisfaction survey (qBid) / meeting minutes of the follow-up committee / internal company surveys	• In order to calculate the average, the student satisfaction results from all the schools the company works with must be taken into account		
<b>TOTAL SCORE</b>						

## LEVEL 2: ASSURANCE

No.	Item	Level	Documental evidence	Remarks	Yes/No	Observations
1	The company advertises the number of dual VET places on offer each year	2	Advertising documentation / interview at the company / meeting minutes of the follow-up committee / meeting or visitor log			
2	The company works with the school to ensure the agreements made at the follow-up committee are followed through and met	2	Meeting minutes and overall assessment	• Request the meeting minutes and overall assessment of the actions set out in the company agreement		
3	The company is involved in the follow-up of student activity as set out in qBID	2	qBID follow-up documents			
4	The workplace tutors have received at least 12 hours of training	2	Training certificates			
5	Student selection criteria employed by the company are clear, transparent, public and have been agreed with the school	2	Document with selection criteria/ checked with the workplace tutor			
6	Management informs employee representatives that dual VET students will undertake placements at the company	2	Interview at the company / e-mail correspondence / intranet	• The company provides confirmation during the interview. In the event that the company does not have any union representatives, this item is deemed compliant if the company provides evidence that the employees have been informed of the apprentice starting at the company		
7	The company undertakes activities to integrate the students in the workplace team	2	Log of activities the student has taken part in, whether recreational, team or onboarding activities			
8	The workplace tutors fill in the satisfaction survey and the result is above 7/10	2	Meeting minutes of the follow-up committee / qBid log file	• REF10 qBid: question 3 of the satisfaction survey • qBid path: – Log into qBid from the company profile – Search for agreements and select finalised then click the button on the right of the relevant row to open the follow-up tab		
9	The students complete more than 85% of the activities scheduled in the activity plan	2	Activity plan on qBid			
10	The student must have given the company a score of at least 8/10	2	The student satisfaction survey (qBid) / meeting minutes of the follow-up committee / internal company surveys	• In order to calculate the average, the student satisfaction results from all the schools the company works with must be taken into account		
<b>TOTAL SCORE</b>						

### LEVEL 3: EXCELLENCE

No.	Item	Level	Documental evidence	Remarks	Yes/No	Observations
1	The company has a quality management system in place which includes dual VET programmes	3	Documentation extracted from the management system (indicators, system review, etc.)	<ul style="list-style-type: none"> <li>Quality and continuous improvement</li> </ul>		
2	The company undertakes different activities for schools (technical training for teachers and students, visits, provision of facilities, materials, etc.)	3	Interview conducted at the school	<ul style="list-style-type: none"> <li>School partnerships (students and teachers)</li> </ul>		
3	The company has employed some former apprentices in its workforce	3	Interview conducted at the company	<ul style="list-style-type: none"> <li>Commitment towards training apprentices</li> </ul>		
4	The company has assigned a tutor whose skills are in line with the professional profile	3	Interview at the company / company documentation	<ul style="list-style-type: none"> <li>Commitment towards training apprentices</li> <li>Job description</li> <li>The job description includes the duties and tasks carried out by the tutor</li> </ul>		
5	The company encourages and provides continuous training to its employees and workplace tutors	3	Interview / training logs	<ul style="list-style-type: none"> <li>Planning and strategy</li> </ul>		
6	Over 75% of the dual VET students have a work contract	3	Student contracts / interview	<ul style="list-style-type: none"> <li>Working conditions</li> </ul>		
7	Students are paid above the minimum agreed rate	3	Payroll / interview	<ul style="list-style-type: none"> <li>Working conditions</li> <li>Apprenticeship contract: salary must be in line with the collective bargaining agreement, based on real working hours. It cannot be below the minimum wage as per the collective agreement.</li> <li>Traineeship contract: agreed between the company and the school, based on the sum of hours, and cannot be below 50% of the minimum wage for Intermediate-Level Vocational Training students and 60% for Higher-Level Vocational Training students for the first half of their placement and 70% for the second half of their placement (from September 2021).</li> </ul>		
8	The company must ensure the student achieves learning goals during their work placement	3	Interview conducted at the school	<ul style="list-style-type: none"> <li>Commitment to apprentice training, e.g. company attending the defense of the students' final project, the company having access to the final project, etc.</li> </ul>		
9	The company plans the students' work placement and ensures they rotate through different departments, depending on the type of company	3	Company logs	<ul style="list-style-type: none"> <li>Commitment towards training apprentices</li> </ul>		
10	The student must have given the company a score of at least 9/10	3	The student satisfaction survey (qBid) / meeting minutes of the follow-up committee / internal company surveys	<ul style="list-style-type: none"> <li>Quality and continuous improvement</li> <li>In order to calculate the average, the student satisfaction results from all the schools the company works with must be taken into account</li> </ul>		
<b>TOTAL SCORE</b>						