

Develop on-the-job training abroad

This methodological guideline focuses on how to develop mobility operations abroad for learners in a context of work placement within a network of training centers. It builds on the results of RECOMFOR project and aims at giving some hints for any project promoter who would like to organize on-the-job training abroad in a network in another context (other certifications, other countries...).

1. Use the network to work in link with a training centre located in the hosting country and identify a contact person

The training centre abroad will have a role to play in order to ensure the quality of work placement. This is part of the added value of the network.

2. Ask the contact person (teacher, work placement coordinator...) to provide contacts with their partner companies to ensure the quality of the work placement

The contact person has a better knowledge of the pool of companies in his/her area and can already know partner companies ready to welcome foreign students.

3. Identify the content and duration of the work placement

What are the expected learning outcomes? What tasks should the mission focus on? Is this mission relevant considering the certification prepared by the trainee? Which knowledge, skills and competences are required?

4. Make sure that the company agrees with the quality charter for companies proposed by the network

This quality charter defines the minimum standards to fulfill by the company to receive and coach learners for a high quality work placement as expected by the network.

5. Define the roles of hosting / sending training centres

As a member of your network, the training centre in the hosting country has a role to play. Check who does what: defining the learning outcomes to be achieved, welcome the trainee, facilitate his/her integration, ensure regular contact with the tutor, discuss assessment methods...

6. Make sure the tutor in company has understood its role

Check that the objectives of work placement, tasks and assessment methods are clear. Hand over the *tutor guide* to the tutor.

7. Sign a contract between training center / company / trainee

This step is compulsory, particularly for liability and insurance purposes. It may also define the objectives and tasks of the work placement.

8. Use existing mobility tools

The *Learning agreement* proposed by the network helps to clarify practical details and duties of each person involved in the work placement process.

Europass documents will help you make your skills and qualifications clearly and easily understood in Europe: www.europass.cedefop.europa.eu/

9. Make sure there is a follow-up of the training period, especially for long-term work placements

It is recommended to have regular updates done by a representative of the training center, both with the tutor and the trainee. It might be necessary to adjust the tasks, or the trainee might have difficulties he needs to discuss about to find a way to overcome them. Good communication will contribute to a successful work placement!

10. Think about evaluation

How will the assessment of learning outcomes acquired during the work placement will be done? According to which criteria? What is the feedback of the trainee and the tutor on this experience? What does this teach us for the future? Template *evaluation forms* are proposed by RECOMFOR.

Good practices

- ★ Refer to existing mobility tools and quality charters
- ★ Make sure the tutor plays its part as foreseen
- ★ Report to the network if it appears the company is not appropriate for work placement
- ★ If it is a successful experience, build a long term relationship with the company and keep in contact



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