



SEAL OF APPROVAL

FOR

COMPANIES

RECOMFOR is an international network building mutual trust between home training centres and abroad training centres and companies. This certificate states the conformity of a company with the RECOMFOR network quality charter.

Therefore the company meets the following criteria¹:

- The company offers a safe and career-oriented training environment, taking in consideration the learner's field of interest.
- The company informs, both the learner, and the training centre on the applicable labour law of the specific country, on the Company's Health and Safety Rules and abide by these regulations.
- The company takes in consideration the level of the learner: the years of training and work experience.
- The company has e-mail and permanent internet access and provides the learner e-mail and internet access, under certain conditions/work conditions.
- The company informs the learner about useful national/regional uses/practices (culture) and about developments in the industry.
- The company allows enough time, room and means/resources to the tutor/mentor, so that he may give adequate support/guidance to the learner, according to his qualification profile.
- The learner practises (under guidance of the tutor/mentor) company daily activities, according to his ability.
- The company has one or more tutors/mentors to train and coach the learner. The tutor/mentor is professionally skilled and has good technical knowledge, pedagogical expertise and sufficient experience to train and coach the learner.
- The company makes an introduction programme, the evaluation interviews with the learner on the progress of the work placement and the final assessment, with the help of the right tools provided by the local training centre.
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- The company defines a pedagogical plan of action with the training centre (objectives, expected outcomes, activities, description of the phases of the work placement).

¹ The Seal of Approval is granted by the Home Training Centre, active member of RECOMFOR association, which has available agreement/partnership with the company with respect to organizing the training in company.



- The company cooperates with the training centre and signs the necessary agreements to organise the work placement and the hosting of the learner.

Considering the above mentioned criteria, _____ (name of the company) _____ receives the **RECOMFOR SEAL OF APPROVAL**, being able to receive learners for mobility work placements and placing them in the **negotiation and contracting department**, the **international trade department**, or if the organizational structure of the company has such a position – as an **import-export assistant**.

Date:
