**Checklist for the monitoring of SME activities**

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| Nominate contact person / helpdesk* on the side of HVET,
* on the side of SME.

  |[ ]
| Provide information* via a communication platform,
* via mailing list,
* via personal mail,
* via personal telephone contact,
* via social media.
 | [ ]  |
| Regular personal contact between HVET and SME* inviting new partners to the HVET,
* defining frequency of contact.
 |[ ]
| Provide documents easily accessible for SMEs* via a communication platform,
* via a clearly defined area on the homepage.
 |[ ]
| Regular / bi-annual contact after each work-based learning period to get feedback.* using a questionnaire,
* via personal contact.
 |[ ]
| Inviting the SMEs * to events,
* conferences,
* presentations.

Create a programme, providing information and excitement. |[ ]
|  |[ ]
| Media coverage after events* on the above mentioned platforms.
 |[ ]