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| **Activity** | **Description** |
| 1. Initial Meeting7. Protocol6. Resources5. Selection4. Evaluation of Students Proposals3. Dissemination2. Raising Apprenticeships | 1. Initial meeting to prepare the apprenticeship, involving the direction of the course / commission appointed for the purpose and the students enrolled in the curricular unit related to the apprenticeship. At this meeting, the course directory should:
* Officially start the apprenticeship application process;
* Define the characteristics of the apprenticeship;
* Define the dates / deadlines;
* Provide students with forms for submitting apprenticeship proposals;
* Encourage students to arrange apprenticeship projects.
1. The educational institution raises apprenticeships.
* The educational institution publish online relevant information of the apprenticeship, specific characteristics and expectations for placement provider consultation.
1. As placement provider respond to educational institution request, apprenticeship are disseminated to students.
2. The educational institution assesses whether the proposals made by the students are viable and fall within the scope of the course.
* If the educational institution understands that it is not viable, the student must apply for the options made available by the educational institution.
* If the educational institution understands that it is viable, proceed to point 6 of this procedure.
1. Placement providers may select candidates through an interview or assign educational institution the responsibility for selection.
2. The Educational institution surveys the necessary resources with the placement provider for the apprenticeship development. The educational institution provides, within the possibilities, the requested resources by the placement provider.
3. A protocol is established between the educational institution and the placement provider.
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