**GUIDELINES FOR WORK PLACEMENT/APPRENTICESHIP PREPARATION AND ISSUE RESOLUTION**

Dear employer,

Thank you for offering to provide a work placement for one of our students. The purpose of this letter is to introduce the guidelines of our [UNIVERSITY/EDUCATIONAL INSTITUTION/DEPARTMENT/STUDY PROGRAMME], and to offer you help and information which may assist in making the placement satisfactory for you and your organization and for our student. This letter is the beginning of seeking agreement on the expected outcomes of the placement and on how it will be managed.

Our student, your apprentice, is studying [NAME OF DEGREE PROGRAMME] at the [NAME OF EDUCATIONAL INSTUTION].

This work placement is [A REQUIREMENT OF/ AN ELECTIVE WITHIN] the above mentioned degree programme and has the aim to enable students to learn how to apply and gain practical experience in using the knowledge and skills acquired during their studies.

**Issues and Concerns**If any difficulties or dissatisfaction arise during the placement, these should be raised in the first instance with the students. However, in the case of continuing difficulty or dissatisfaction please raise the matter directly with the supervising lecturer at the university, [NAME SUPERVISING LECTURER & CONTACT DETAILS], so that we can take appropriate action to remedy the matter.

|  |
| --- |
| Issue: Describe the situation. What happened? What was your challenge? |
|  |

Please contact me if you have any questions or would like to discuss the placement procedures that are in place. Thank you, again, for offering this work placement.

Yours sincerely,

[NAME OF THE PLACEMENT COORDINATOR]

Dear Student,

The purpose of this letter is to introduce the guidelines of our [UNIVERSITY/EDUCATIONAL INSTITUTION/DEPARTMENT/STUDY PROGRAMME], and to offer you help and information which may assist in making the placement satisfactory for you and your company/organization. This letter is the beginning of seeking agreement on the expected outcomes of the placement and on how it will be managed.

You are studying [NAME OF DEGREE PROGRAMME] at the [NAME OF THE INSTUTION].

This work placement is [A REQUIREMENT OF/ AN ELECTIVE WITHIN] the above mentioned degree programme and has the aim to enable students to learn how to apply and gain practical experience in using the knowledge and skills acquired during their studies.

**Apprenticeship bureaus and recruiters**

Larger companies frequently have their own apprenticeship policy. This means that one person (the apprenticeship coordinator) is responsible for dealing with all apprenticeship requests. This is the person you should address your letter of motivation. S/he will subsequently enquire within the organisation, if there is anyone who is currently in need of an apprentice. This apprenticeship coordinator will also frequently help with completing the apprenticeship contract and other relevant issues (Grooters 2016).

**Adjustment week**

The adjustment week takes place about half way through your work placement. The primary purpose of this week is to exchange experiences. It is not about “success stories”, but about honest discussions about issues and possible solutions. During this week, you will also have an individual meeting with the work placement supervisors. The instructor will then provide you with an indicative grade, based on your interim report and meetings with the other instructors. You will also receive a few tasks for the second half of your work placement. Furthermore, you will work on your reflective piece, during this week (ibid.).

**Issues and Concerns**If any difficulties or dissatisfaction arise during the work placement, these should be raised in the first instance with the company mentor. However, in the case of continuing difficulty or dissatisfaction please raise the matter directly with the supervising lecturer at the university, [NAME SUPERVISING LECTURER & CONTACT DETAILS], so that we can take appropriate action to remedy the matter.

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| --- |
| Issue: Describe the situation. What happened? What was your challenge? |
|  |

Please contact me if you have any questions or would like to discuss the placement procedures that are in place.

Yours sincerely,

[NAME OF THE PLACEMENT COORDINATOR]

**BRIEF INSTRUCTIONS FOR COMPLETING THE TEMPLATES DUE TO CHANGES IN RELATION TO THE WORK PLACEMENT/APPRENTICESHIP**

**Brief instructions for completing the templates due to changes in relation to the work placement/apprenticeship**

When making changes or replacements, the applicant is obliged to comply with Article no. of the contract. Changes should affect the apprenticeship in a manner, that it can still be implemented to at least the same extent as stated in the contract.

**The process of requesting changes**

Fill out the Template together with the Letter of Request (which includes the sender, apprenticeship contract number, the subject of the change or what the replacement is and the reason for the replacement) and send all the necessary proofs to the email address: XY.

The educational institution may approve or reject the proposed changes.

According to Article no. of the contract, the educational institution is obliged to submit the amendments as soon as possible or within 8 days from the reason for the change.

**Student change** form alerts:

* The amendment must take into account the conditions and requirements set out in the Article no. (indication of competences, methods of acquiring competences, interdisciplinarity, etc.).
* A special note refers to the formal requirement that students enrolled in a publicly valid study programme in the Republic of Slovenia may be included in the apprenticeship.

**Company mentor change** form alerts:

* The amendment must take into account the conditions and requirements set out in the Article no.
* A special note regarding the replacement of the company mentor refers to formal conditions, namely: the company mentor must have been a full-time partner or legal partner of the partner on the day of the application deadline. The company mentor must have at least a Level XY education (in accordance with the EQF level of education).

**Pedagogical mentor (educational institution) change** form alerts:

* The amendment must take into account the conditions and requirements set out in the Article no.
* A special note regarding the replacement of a pedagogical mentor/supervising lecturer (educational institution) applies:
  + to formal terms, namely that the pedagogical mentor/supervising lecturer (educational institution) had to be full-time employed at the educational institution,

to provide at least such requirements as those fulfilled by the out-going mentor on the basis of the application submitted by the applicant and the decision on the selection of apprenticeship.

**Annexes: Templates**

**Proposal to change: Student**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Apprenticeship** |  | | | |
| **Educational institution** |  | | | |
| **Type of change** | *Example: Replacing a student, additional student, reducing student numbers, etc. (brief description of change(s))* | | | |
| **Type of change (e.g. additional student, existing student - resignation, new student - replacement, correction of study programme ...)** | **Name of student (if specified)** | **Name of the study programme** | **The institution where the student is enrolled** | **Resignation Date / Replacement Date** |
| *EXAMPLE: Existing Student - Resignation* | *XY* | *XY* | *XY* | *25.3.2019* |
| *EXAMPLE: New Student - Replacement* | *XY* | *XY* | *XY* | *26.3.2019* |
| *EXAMPLE: same student - old study programme* | *XYZ* | *XY* | *XY* | *1.4.2019* |
| *EXAMPLE: same student - new study programme* | *XYZ* | *XY* | *XY* | *1.4.2019* |
|  |  |  |  |  |
|  |  |  |  |  |

**Proposal to change: Pedagogical mentor – PM (educational institution)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprenticeship** |  | | |
| **Educational institution** |  | | |
| **Type of change** | *Example: Replacing a mentor, an additional mentor, etc. (brief description of change(s)* | Date of change: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name and surname of the existing PM[[1]](#footnote-1)** | **Name and surname of the new/additional/proposed PM** | **Institution where the new PM is employed** | **Personal identification number** | **Name of the study programme from which the new PM comes** | **EQF level of education** | |
|  |  |  |  |  |  | |
| **Description of the intended tasks of the new pedagogical mentor** |  | | **Contribution to the apprenticeship of the new pedagogical mentor** | |  |  |

**Required attachment:**

- photocopy of proof of election to the title of educational institution teacher (decision or other relevant document)

**Proposal to change: Company mentor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprenticeship** |  | | |
| **Organization/Company** |  | | |
| **Type of change** | *Example: Replacing a mentor, an additional mentor, etc. (brief description of change(s)* | Date of change: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name and surname of the existing company mentor[[2]](#footnote-2)** | **Name and surname of the new / additional / proposed company mentor** | **Personal identification number** | **Position** | **EQF level of education** | |
|  |  |  |  |  | |
| **Description of the intended tasks of the new company mentor** |  | **Contribution to the apprenticeship of the new company mentor** | |  |  |

**Required attachment:**

- photocopy of certificate (EQF level of education)   
- statement of the company agreeing with new conditions

**Reference:**

The guidelines presented are based on information from the [WEXHE](https://wexhe.eu/) case studies. From these case studies the Work Placement Guidelines of the University of Warwick, the Study guide for BA placements of the Faculty of Arts, University of Groningen and Manual for acquiring an internship in Science, Business and Policy (author: Saskia Grooters) served as the main inspiration. WEXHE is a project, co-founded by the Erasmus+ Programme of the European Union.

The instructions presented are based on information from the programme Creative Path to Practical Knowledge ([PKP](http://www.sklad-kadri.si/en/human-resources-development/projects-2007-2013/creative-path-to-practical-knowledge/)) and the programme Student Innovative Project for Social Benefit ([ŠIPK](http://www.sklad-kadri.si/si/razvoj-kadrov/studentski-inovativni-projekti-za-druzbeno-korist-sipk/)). Both programmes are funded by the EU European social fund.

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1. If the change concerns an additional person rather than a replacement, leave this space blank. [↑](#footnote-ref-1)
2. If the change concerns an additional person rather than a replacement, leave this space blank. [↑](#footnote-ref-2)