**OBJECTIVES**

This procedure aims to describe the conditions of each apprenticeship placement offered by the company to assure:

* The staff involved has a clear idea of what to communicate to the partner educational organizations and candidate apprentices;
* The partner educational organizations have a clear idea of how the placement can fit the curricula and how to match the most adequate apprentices;
* The candidate apprentices have a clear idea of what to expect.

**SCOPE**

Apprenticeship Scheme / Strategic and Operational Planning / Communication and Image Services.

**PROCEDURE**

**Documented information**

For each placement offered, prepare a dedicated planning document describing its conditions, addressing, at minimum, the aspects described in the next sections of this procedure. This documented information shall be made available to internal staff, to the interlocutor at the partner educational organization and to the candidate apprentices.

**Job description**

For each placement offered, describe clearly what is expected from the apprentice in terms of tasks to be performed and which competences (knowledge, skill and attitudes) are pre-requirements and which competences are supposed to be acquired and developed during the apprenticeship. Detail also the expected quality of the services and products delivered by the apprentice, as well as the expected resources (especially time) needed to be consumed to deliver them. The description should be done in collaboration with the partner educational organization. Make sure the content of this section matches any agreement (written or verbal) you have with them.

**Responsible hierarchy**

For each placement offered, indicate clearly the department in which the apprenticeship will be performed and the responsible persons – e.g. mentor(s), colleagues, immediate hierarchy positions. A company organizational chart should be added to the document to illustrate clearly this information.

**Duration and working times**

For each placement offered, indicate the desired duration and working times – if part-time or full-time, start and end time of each working journey, as well as if flexible time is an option.

**Location**

For each placement offered, indicate the company address (including if applicable, the building, floor, room) in which the apprenticeship will be performed. If the company offers the possibility to work from home, describe this clearly as well.

**Technical Aspects**

For each placement offered, list the technical equipment (hardware and software) the apprentice will have to work with and whether it is a prerequisite to master them before the apprenticeship or if learning how to use them can be part of the apprenticeship.

**Financial aspects**

For each placement offered, indicate if the position considers any wages, insurance or other compensation paid to the apprentice. If that is the case, describe it clearly, as well as moments and mode of payment, taxes and any other legal aspects applicable.

**Special needs[[1]](#footnote-1)[[2]](#footnote-2)**

For each placement offered, indicate if there are any barriers to candidate apprentices with special needs. If that is the case, list which and why. These should be previously discussed with the partner educational organization to assure an adequate in depth analyses is performed.

1. Special needs can be generally divided into the following groups:

   Physical: mobility (locomotors) disabilities, chronic internal illnesses.

   Sensory: blindness and vision impairment, deafness and hearing impairment.

   Psychological: psychiatric illnesses, intellectual or learning disabilities.

   Neurological: neurodivergencies, such as Autism Spectrum Disorders (ASD) or Attention Deficit Hyperactivity Disorder (ADHD) [↑](#footnote-ref-1)
2. Special Needs also include those of highly gifted apprentices, such as high function autists (previously referred to as Aspergers). [↑](#footnote-ref-2)