**OBJECTIVES**

This procedure aims to describe the method used to perform the evaluation of the process “Apprenticeship Scheme” to assure:

* the placements offered in the scheme
	+ add value to the company and maximize its business;
	+ allow the company to exercise social responsibility.
* the lessons learned with each placement offered are
	+ Captured and reflected upon;
	+ discussed with the educational organization partners;
	+ kept and shared as organizational knowledge;
	+ used to optimize future placements.

**SCOPE**

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

**PROCEDURE**

**Documented information**

For each placement offered, prepare a checklist using the information of the planning document (see Procedure “Conditions of the Apprenticeship”). This checklist will be used for periodical monitoring of each apprenticeship, as described below. Additionally, also prepare a template to report the compiled results of the monitoring performed. The minimum information content of this report is described below.

This documented information shall be made available to staff responsible for the apprenticeship scheme and to the top management of the organization. As applicable, the organization should also consider sharing this documented information with the partner educational organization and the apprentice.

**Checklist content**

The checklist should cover, at minimum:

* clear identification of the placement and stakeholders involved (apprentice, partner educational organization, other partners as applicable);
* initial expectations:
	+ tasks to be performed;
	+ competences to be acquired;
	+ any pre-requirements determined
	+ effectiveness indicators (quality of the outcomes produced by the apprentice);
	+ efficiency indicators (resources, including time)

**Periodic monitoring activity**

For each apprenticeship, define the monitoring periodicity.

At each moment determined, apply the checklist, comparing the initial expectations with the reality. Record the findings in the checklist and add any observations necessary for a good interpretation of them. The checklist, after filled, shall provide a clear and fair picture of the situation in that moment.

To assure the objectivity of the evaluation, the checklist shall not be applied by the people involved in the apprenticeship.

**Feedback loops**

If relevant, discuss any findings during the periodic monitoring with the partner educational organization and the apprentice and as applicable, agree on the necessary changes to improve the situation.

**Final report**

At the end of each apprenticeship offered, prepare a report with the analyses of how it went. At minimum this report shall include:

* a resume of the results of periodic monitoring;
* a resume of any actions taken (e.g. meetings with top management, the apprentice and /or the partner education organization and adaptations made to the apprenticeship)
* Lessons learned with the experience;
* Suggestions for improvement of the placement.