**Quality Management Procedures**

**Responsibility of the educational institution**

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| Involvement of Stakeholders in Designing Learning Outcomes |[ ]
| Definition of SMART Learning Outcomes |[ ]
| Transparency |[ ]
| Definition of Standards for Placements |[ ]
| Identification (finding) of Placement-Positions |[ ]
| Capacity Building for SMEs |[ ]
| Management of Placement-Supply-Database |[ ]
| Data Protection |[ ]
| Establishing the Agreement |[ ]
| Matching Apprentices to Placements |[ ]
| Monitoring of SMEs Activities |[ ]
| Monitoring of Apprentices Activities |[ ]
| User Support and Issue Resolution |[ ]
| Evaluation of Apprenticeships |[ ]
| Assessment Design |[ ]
| Performing and Monitoring the Assessment |[ ]
| Grading |[ ]
| Certification and Recognition |[ ]
| Complaints and Appeals |[ ]

**Responsibility of the placement provider**

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| Preparation for the Apprenticeship |[ ]
| Identifying Mentors |[ ]
| Establishing the Agreement |[ ]
| Matching Apprentices with Placements |[ ]
| Conditions of the Apprenticeship |[ ]
| Integration of the Apprentice |[ ]
| Mentoring |[ ]
| Records of Apprenticeships |[ ]
| Assessment of Learning |[ ]
| Evaluation of Process |[ ]