

Basic criteria for certification as work placement company



What do we ask from you?

In order to guarantee a professional environment for the students/ trainees, your company has to comply with certain basic criteria, before being accredited by the database of Kenwerk as a work placement company. For example offering a safe learning environment and having experience and time to coach the student/ trainee. Registering your company in the database means that you agree with the criteria.

General questions	
1.	My work placement company provides a safe training environment for the student/trainee in which the student/trainee can develop and learn.
2.	I am willing to inform the student/trainee about regional customs, culture and about developments in the industry. I am also willing to inform the student/trainee on the applicable laws and regulations regarding the terms and conditions of employment in the specific country.

Questions about the coaching of students/ trainees at your company	
3.	The work placement company has one or more mentors/ coaches who have a good command of special technical knowledge, pedagogical expertise and sufficient experience to train and coach the student/trainee. (See detailed mentor/coach competence profile).
4.	I am (the entrepreneur of the company) willing to allow enough time, room and means and resources for the mentor/coach to train and coach the student/trainee.
5.	The student/trainee can practise (under guidance of the mentor/coach) the daily company activities in relation to the education of the student/trainee.
6.	I am willing to provide a detailed programme/plan including an introduction programme, evaluation interviews with the student/trainee on the progress of the work placement and the final assessment of the student/trainee.
7.	I am willing to cooperate with the educational institute of the student/trainee, make the appropriate on-the-job-training agreements and I am willing to conduct evaluation interviews during a visit to the company.

Administrative questions	
8.	I am willing to share experiences and to cooperate with an evaluation about the trainee period of a student/trainee.
9.	The work placement company has an e-mail and permanent internet access and provides the student/trainee access to them; (This is also important to be able to access Kenwerk information and your company details, company profile as well as your vacancies, which you can keep up-to-date through the Kenwerk internet (= Extranet)).
10.	I agree to check and update information in the register of Kenwerk in case changes occur, but once a year at least.
11.	I agree that the general company information provided by the company can be made public in the register.