

....QualiCarte

Date: _____

Host company: _____

Apprenticeship trainer: _____

-  does not comply with the criteria
-  partially complies with the criteria
-  complies with the criteria (existing potential for optimisation)
-  complies well with the criteria

The QualiCarte, a quality development tool

Legal basis

Article 8 of the Federal Act on Vocational and Professional Education and Training (VPETA, SR 412.10) stipulates that providers of upper-secondary level vocational education and training and tertiary-level professional education are responsible for ensuring the constant improvement of quality. In the Swiss VET sector, such providers include companies and institutions that provide apprenticeship training to learners enrolled in dual-track VET programmes.

Function of the QualiCarte

Applicable to all occupations, the **QualiCarte** tool is used to assess the quality of apprenticeship training. It enables optimisation potential to be pinpointed and thus for training to be improved on a regular basis. The **QualiCarte** lays down the requirements that all top-quality apprenticeship training programmes must meet.

Quality improvement process

Quality improvement is an ongoing process. It is therefore essential that the quality of training and improvement measures be regularly checked using the **QualiCarte**.



Structure of the QualiCarte

The **QualiCarte** is comprised of 28 quality indicators which are divided into 5 chapters (Monitoring of quality improvement measures and objectives, commitment, Introduction to training, training, responsibility of the host company and end of the contract).

Self-assessment

Providers of apprenticeship training are asked to take into consideration each indicator, one by one, and carry out an objective assessment of each (for further information concerning indicators, please refer to the **QualiCarte** manual).

Objectives and deadlines

Each time that an answer  or  given for an indicator, measures must be taken to meet all the quality requirements. Clear and precise objectives must be formulated and realistic deadlines set to monitor the effectiveness of planned measures.

External evaluation

The **QualiCarte** may also be used as an external assessment tool by representatives of the cantons or professional organisations that wish to assess the quality of apprenticeship training provided in host companies and institutions.

Monitoring of apprenticeships

Art. 24 VPETA states that the cantons are responsible for overall supervision of VET programmes. When supervising apprenticeship training, the cantons apply the quality criteria set forth in the **QualiCarte**. The cantons may use the said criteria when deciding whether to grant or revoke VET accreditation to a host company.

Additional information

www.qualicarte.ch
www.qfp.formationprof.ch

Quality indicators ▼	Assessment				Comments ▼
	--	-	+	++	
The measures laid down in the last QualiCarte have been effective. The objectives set have been attained.	○	○	○	○	
Commitment: The host company/institution implements terms of commitment.					
1. The criteria determining the expected profile of the apprentice are defined.	○	○	○	○	
2. Interviews are conducted with each of the applicants selected and other selection tools are used.	○	○	○	○	
3. Observation traineeships are organised and assessed.	○	○	○	○	
4. Applicants receive information on working conditions.	○	○	○	○	
5. The outcome of the selection procedure is conveyed in a clear manner to all applicants.	○	○	○	○	
6. The contractual clauses are explained to the applicants.	○	○	○	○	
Beginning of training: A specific orientation programme is prepared for the learner's arrival in the host company.					
7. Apprenticeship trainers are designated.	○	○	○	○	
8. On the first day of their apprenticeship training, learners receive a personal welcome and information.	○	○	○	○	
9. Learners receive detailed information on the company's/institution's scope of activity.	○	○	○	○	
10. Learners are informed about regulations concerning safety, health and hygiene at the workplace.	○	○	○	○	
11. Learners are given their own workstation and the tools required to perform their tasks.	○	○	○	○	
12. From the outset, learners are made aware of the importance of the VET ordinance and corresponding training plan (as well as the host company's apprenticeship training plan, the learner's individual training plan, etc.)	○	○	○	○	

Quality indicators ▼	Assessment -- - + ++				Comments ▼
Training: The host company/institution helps learners to acquire the competences and knowledge required professionally and takes the time to train them.					
13. During the trial period, learners regularly receive feedback from the apprenticeship trainer. At the end of the trial period, a training report is drafted and discussed with the learner.	●	●	●	●	
14. The importance of apprenticeship training given to learners and other forms of support is clearly understood in the host company/institution.	●	●	●	●	
15. The training plan and the other means to support apprenticeship training are applied consistently.	●	●	●	●	
16. The apprenticeship trainer sets clear and measurable learning objectives. He/she checks progress to determine whether these objectives have been attained.	●	●	●	●	
17. Work processes and methods are planned, demonstrated and explained.	●	●	●	●	
18. The tasks completed by the learner are checked from a qualitative and quantitative viewpoint. The result is discussed with the learner.	●	●	●	●	
19. The learner gradually becomes involved in the host company's activities and is given increasing autonomy.	●	●	●	●	
20. The results obtained by the learner at the vocational school and branch training centres are monitored and discussed.	●	●	●	●	
21. The apprenticeship trainer ensures that the learner receives personalised guidance and support.	●	●	●	●	
22. Each semester, the apprenticeship trainer prepares a training report, which is then discussed with the learner as set forth in the VET ordinance for the given occupation.	●	●	●	●	
23. The apprenticeship trainer gives the learner the opportunity to make critical remarks regarding apprenticeship training and takes these remarks into account where possible.	●	●	●	●	

Quality indicators ▼	Assessment -- - + ++				Comments ▼
Commitments and termination: The host company/institution works with all parties involved in the learning process.					
24. If the learner encounters difficulties or if there is a risk that the apprenticeship contract will be terminated, the apprenticeship trainer immediately contacts – depending on the situation – the family, the competent authorities and/or vocational school.	●	●	●	●	
25. All measures required to prepare the qualification procedure (organisation and formalities) are taken in due course.	●	●	●	●	
26. The arrangements for the departure of the learner are made in due course.	●	●	●	●	
27. The apprenticeship trainer undergoes suitable continuing education and training on a regular basis.	●	●	●	●	
28. The host company/institution provides the apprenticeship trainer with the requisite time, financial and material resources.	●	●	●	●	

Objectives/ measures ▼	Persons in charge ▼	Deadlines (month/year) ▼	attained ▼
			●
			●
			●

Date/signatures:

Apprenticeship trainer _____ On behalf of the host company/institution _____