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# Work-based **LEARNING**

Operational Guideline

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# Operational guideline for implementation of Work-based Learning (WBL)

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**EYE** Enhancing Youth  
Employment Project

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Confédération suisse  
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## ABBREVIATIONS

VET	Vocational Education and Training
KBRA	Kosovo Business Registration Agency
MED	Municipal Education Directorate
VETI	Vocational Education and Training Institution
MES	Ministry of Education and Science
CA	Cooperation Agreement
PPT	Professional Practice Teacher
WBL	Work-based Learning
KCC	Kosovo Chamber of Commerce
NGO	Non-governmental organization
MO	Module outcomes
CC	Career center
AI	Administrative instruction
OG	Operational Guideline for implementation of WBL

## 1. INTRODUCTION

Although Kosovo has seen economic growth over the years, the unemployment rate in Kosovo continues to be high. Youth unemployment is the highest in the region with over 49% (57.6% females) of young people aged 15-24 being unemployed<sup>1</sup>. At the other hand, there is a gap in terms of skills/competencies between supply and demand, in which case enterprises are constantly faced with a lack of skilled workforce with adequate qualifications.

Hence, to address these problems, the first priority of the National Development Strategy (2016-2021) is the development of human capital and linkage of skills acquired in education with the labor market demands; consequently, the main objective of the Kosovo Education Strategic Plan (2017 -2021) is to harmonize education and vocational training with the labor market demands in the country and beyond, as well as to create an open system of adult education (Strategic Objective 06).

To facilitate this process, the Ministry of Education and Science (MES), pursuant to Article 6, paragraph 3.4. of Law no. 04/L-138 on Vocational Education and Training, and Article 8 paragraph 1, subparagraph 1.4 of Regulation (GOK) no. 06/2020, Article 4 of Regulation (GOK) nr. 07/2020 on Amending and Supplementing the Regulation (QRK) - no. 06/2020 on the Areas of Administrative Responsibility of the Office of the Prime Minister and the Ministries, on June 16, 2020 have issued Administrative Instruction 137/2020 on the Work-based Learning in Vocational Education and Training Institutions (VETI), which aims to regulate the way of organization, implementation and evaluation of Work-based Learning (WBL) for VETI students / candidates.

According to AI 137/2020, Article 2, paragraph 1, subparagraph 1.6, WBL is defined as a form of dual vocational education and training (VET) for achieving professional qualification, which is organized in partnership between private and public enterprises and Vocational Education and Training Institutions (VETI). By means of WBL, students/candidates will have an opportunity to practice theoretical knowledge in the workplace and at the same time gain practical skills.

These operational guidelines, as an integral part of AI 137/2020, aims to facilitate the work of responsible persons in VETI, Vocational Practice Teachers (VPT) / VETI instructor, as well as enterprises, through implementation of Work-Based Learning.

This operational guidelines contains information, step-by-step procedures and forms necessary to ensure consistency and quality during implementation of WBL in all VETIs, public and private enterprises that meet the criteria to provide WBL.

The Operational Guidelines (OG) consists of 5 sections incorporating introduction, definitions, criteria and structures for the implementation of WBL, step-by-step instructions, roles and responsibilities of stakeholders, as well as annexes with the required forms for the appropriate implementation of WBL.

These operational guidelines can be reviewed and updated if considered necessary by the MES. The MES evaluation should be based on feedback from VETIs and public and private enterprises regarding the applicability of the OG.

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<sup>1</sup> Kosovo Agency of Statistics, March 2020, Labor Force Survey 4<sup>th</sup> Quarter 2019, Prishtina, Kosovo

## 2. DEFINITIONS

**Vocational Education and Training (VET)** - aims to provide students/candidates with the knowledge, practical skills, abilities and competencies required in specific professions or wider in the labor market.

**Vocational Education and Training Institution (VETI)** - a public or private institution that implements vocational education and training programs, in accordance with the provisions of Law no. 04/L-138 on Vocational Education and Training.

**Enterprise** - business entity that is registered under applicable law.

**Qualification** – official recognition of achievements, which recognizes the completion of education or training, or satisfactory accomplishment in a test or exam.

**Practical learning** - the way in which students/candidates develop their understanding regarding the application and use of skills and the way in which tools and equipment work, in order to practice their knowledge.

**Theoretical learning** - a form of learning through which students/candidates understand and capture relevant theories, principles and information for a particular subject or practical theory for job specifics;

**Work-based Learning** - a form of dual vocational education and training (VET) for achieving professional qualification, which is organized in partnership between enterprises and Vocational Education and Training Institutions (VETI).

**WBL plan** - is the document which is developed by the responsible teacher for professional practice modules, in close cooperation with the responsible person/instructor of the enterprise, on the basis of its scope and capacity to implement one or several professional practice modules of the relevant qualification curriculum. By means of this document the instructor within enterprise supervises the student during the WBL and evaluates him/her continuously.

**Responsible person of VETI for WBL** - is assigned by the director of VETI and is responsible for promoting WBL to labor market representatives/entrepreneurs as well as for identifying enterprises that express interest to cooperate in the implementation of WBL . The responsible person may be: a) The Career Center Officer; b) Coordinator responsible for practical work; or c) Deputy Director responsible for labor market liaison.

**Instructor / responsible person in the enterprise** - is the responsible person assigned by the enterprise who guides the student during the implementation of WBL.

**Student** – every person enrolled in any vocational education and training program in vocational schools.

**Candidate** - is any person who seeks to be certified for achievements in learning acquired either through formal, non-formal or informal learning;

**Student / candidate portfolio** - is a file which contains all the evidence from the achievement of WBL.

**Note: words that are described in one gender mean also the other gender, as well as those that are depicted in the singular, mean the plural and vice versa.**

### 3. CRITERIA AND STRUCTURES FOR IMPLEMENTATION OF WORK-BASED LEARNING

#### Criteria for inclusion of enterprises

Implementation of work-based learning is an investment for institutions, public and private enterprises, which requires commitment of their professional staff, and at the other hand allows good outcomes in the future. Thus, the public and private enterprises have the opportunity to get to know and capacitate motivated students to meet their needs in order to have a qualified workforce in the future.

To participate in the WBL, all institutions, public and private enterprises, must satisfy the administrative criteria and 10 criteria of the logo (emblem), which have been developed in line with Article 4. point 2 of AI 137/2020, by MES, Kosovo Chamber of Commerce (KCC), and enterprise and organizations' representatives, as well as social partners.

*Note: These criteria might be reviewed and revised by relevant institutions depending on the the need and circumstances.*

The criteria of the emblem<sup>2</sup> (logo) for the promotion of WBL shed light publicly regarding the entities who cooperate with the vocational school, work-based learning providers, and further, who invests in the future of the enterprise, in youth and viable economic development of Kosovo. The main criteria for participation in WBL are indicated as below:

The administrative criteria:

- Enterprises within public and private sector must be registered in the Kosovo Business Registration Agency (KBRA) and they should be operating actively.

The criteria of the emblem (logo) for the promotion of WBL are divided into three categories (commitment, quality and responsibility) through which institutions, public and private enterprises must declare that they will:

#### Be committed to

- 1) Engage VETI students for work-based learning in our enterprise;
- 2) Assign a responsible person regarding work-based learning for VETI students. This competent person must have completed an on-the-job training for instructors.
- 3) Lay out a training plan (WBL individual plan) for each and every VETI student, in line with the relevant curriculum and after having a discussion with vocational school.
- 4) Assess actively the final evaluation of VETI students, by reflecting the results that they have achieved during their vocational practice in our enterprise.

#### Offer quality

- 5) By ensuring that VETI students/candidates will keep a work diary.
- 6) By means of providing to VETI students all the necessary materials for free training, specifically tools, consumables etc.
- 7) By providing to VETI students/candidates an appropriate compensation for their work.

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<sup>2</sup> The criteria of the WBL promotional Logo were developed by the Kosovo Chamber of Commerce in cooperation with MES, supported by GIZ

#### Take responsibility:

- 8) To follow the provisions of the Law on Labor, the Law on Occupational Safety, Health and Working Environment, and other relevant legal provisions.
- 9) To adhere the maximum number of working hours for the selected students/candidates.
- 10) To ensure that they will maintain a balanced number of VETI students/ candidates in relation to the number of current qualified staff.

**Note:** All public and private enterprises that have the WBL Logo participate in the WBL. However, VETI, through the responsible person for WBL and VPT can also identify other enterprises that are interested to cooperate in terms of WBL implementation.

#### **Enterprises without the right to participate in WBL implementation:**

- Any enterprise that is unable to meet the criteria mentioned above, including those operating in the informal sector.
- Any enterprise that does not apply WBL in line with AI 137/2020 and procedures of operational guidelines.

#### **Duration of WBL**

In accordance with AI 137/2020, WBL can be applied throughout the school years, based on the curriculum of the relevant profiles and the scope of the enterprise. Therefore, the duration is defined in the curriculum, i.e. in the professional modules of the respective qualification.

VETI in cooperation with the enterprise and its possibilities, sets up the WBL schedule depending on the sector and respective profile specifics.

**Note:** Depending on the requirements and possibilities of the enterprise or enterprises, WBL can be implemented through block schedule. WBL schedule is set up by VPT/Instructor at VETI, in collaboration with the Instructor/responsible person at enterprise.

#### **Responsible person of VETI for WBL**

In order to better coordinate the WBL in accordance with AI 137/2020 (Article 2, paragraph 2) the director of VETI appoints the person responsible for promotion of WBL, who promotes the WBL to the labor market representatives/entrepreneurs, as well as identifies enterprises that are interested in cooperating for implementation of the WBL. Depending on the organizational structure of VETIs, the person responsible for WBL may be: a) The Career Center Officer; b)

The Coordinator responsible for practical work; or c) The Deputy Director responsible for labor market liaison.

The responsible person of VETI for WBL implementation should:

- Have knowledge and experience in implementing the WBL; ability to promote profiles of VETI so as to give a clear message to the enterprises and other stakeholders involved.
- Has a wide network and good reputation among local enterprises and institutions. The person responsible for WBL should have the ability to work in a team and coordinate activities for the implementation of WBL in accordance with AI 137/2020 and the operational guideline;
- Coordinates the implementation of WBL at all stages and with all stakeholders involved (professional practice teachers/VETI instructors, instructors/the enterprise responsible persons, KCC and business organizations, career center (if any) ), students / candidates, parents and other stakeholders);
- Prepares students/candidates selected for WBL on workplace ethics and soft skills; if there is a Career Center at VETI then it coordinates this activity with the career center officers.
- Reports to the VETI's Director on the achievements and challenges during the implementation of WBL and propose solutions and take interventions for improvement.

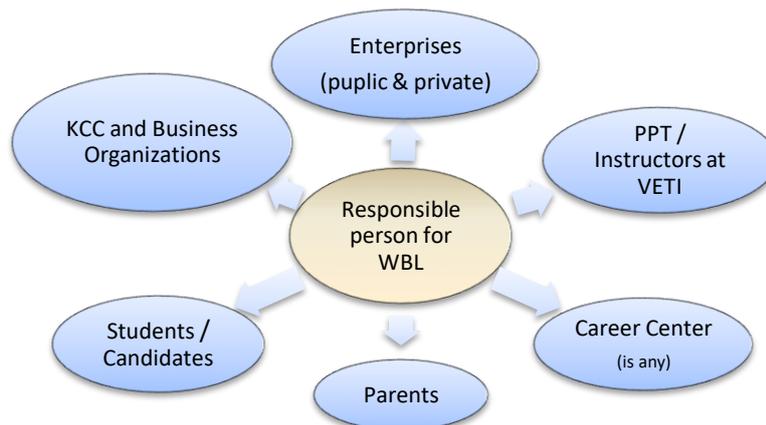


Figure 1. Stakeholders involved in WBL implementation

In order to develop the capacity of the person responsible for WBL, VETI and MES can provide training in terms of management and coordination, development of promotional strategy and increase of promotional skills (sales skills), monitoring and evaluation, and other training affecting the increase of his / her work efficiency.

### Professional Practice Teacher (PPT)/VETI Instructor

Professional Practice Teacher (PPT) / VETI Instructor, is a licensed person, engaged in providing practical learning in accredited and licensed institutions of vocational education and training. PPT analyzes the curriculum professional modules of the respective profiles and identifies the learning units that should and are likely to be taught in the workplace.

PPT in cooperation with the person responsible for WBL identifies enterprises interested in cooperation related to WBL. Also PPT in cooperation with the instructor / responsible

enterprise person, in accordance with the specifics of the respective sectors and profiles, sets the schedule when the WBL can be performed. The schedule can be in a block if that is enabled and required by the enterprise.

PPT in cooperation with the instructor / responsible enterprise person drafts the WBL plan in accordance with the specifics of the respective curriculum modules and the possibilities of the enterprise or enterprises to practice the respective modules.

PPT in cooperation with the instructor / responsible enterprise person continuously monitors the implementation of WBL and evaluates the achievements of students / candidates during MVP based on the work-based learning plan.

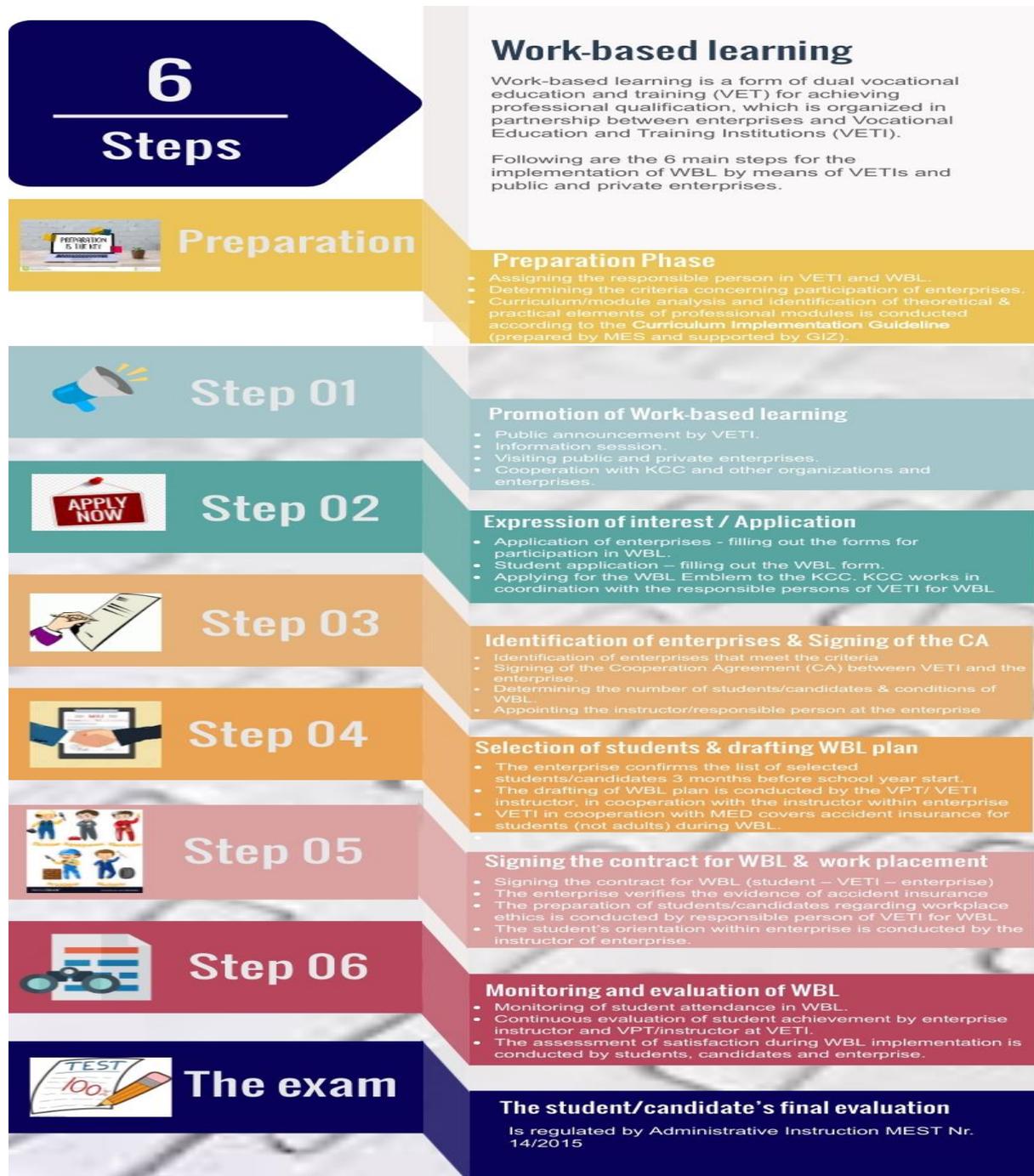
### **Career Center**

The Career Center (if any) will cooperate with enterprises and PPTs of relevant VETI profiles; will provide the enterprise database and cooperation agreements signed between VETI and the enterprises.

The career center can provide training (on soft skills, code of conduct, professional ethics, etc.), labor law related information and various topics that are considered important to enhance work-based learning outcomes and also ensures enterprise satisfaction.

## 4. GUIDELINES FOR WBL IMPLEMENTATION

This section introduces the scheme and step-by-step guidelines for procedures and responsibilities of all stakeholders involved, as well as the standardized forms to facilitate the WBL implementation process.



Developed by M4Success LLC



More information in the Manual

Figure 2. Step-by-step scheme for WBL implementation

## Preparatory PHASE

Before starting the implementation of WBL, some preliminary tasks should be performed by the responsible persons of VETI, including: the appointment of WBL responsible person, who will coordinate the processes with PPTs and ensure the smooth continuity of WBL; each year in coordination with MES, KCC and business organizations will be determined the criteria for participation of enterprises; PPTs of the relevant profile identify the theoretical and practical elements of professional modules by preparing the Professional Module Descriptor in accordance with the [Curriculum Implementation Guideline](#) developed by MES and supported by GIZ.

The WBL responsible person and PPTs based on the requirements of the respective qualification curriculum organize the WBL by preparing the Professional Module Descriptor plan which includes the six steps of WBL implementation at VETI's professional modules.

### 1<sup>st</sup> STEP: Promotion of WBL

Proper promotion and information has been evaluated as the most important step in the WBL implementation process. Through better promotion, VETIs can attract the most successful students / candidates and at the same time encourage enterprises to be part of the WBL, which can result in increasing the quality of vocational education.

Since VETIs have their own characteristics and aim to reach students and public and private enterprises of certain sectors, then VETIs in cooperation with MEDs should develop a promotional strategy that includes a detailed plan of activities within a year.

**Note:**

In order to have consistency in the way of promoting profiles, MES in coordination with all MEDs should ensure that the design of promotional materials is standardized while the information is placed in accordance with the specifics and needs of the profiles in each VETI.

In order to disseminate information and reach as many as possible students and enterprises, and increase their interest, the following are some examples of activities that VETIs can carry out:

- Advertisement through:
  - Promotional materials (leaflets, visit cards, newsletters, posters, etc.).
  - Broadcast media (radio, television).
  - Electronic media (video recordings, website).
  - Social media (Facebook, Twitter, Instagram, etc.).
  - Billboards that can be realized by the respective municipality.
- Promotional campaigns through:
  - Organizing open days for students and parents.
  - Organizing career and job fairs in school / city.
  - Press conferences in cooperation with the Chamber of Commerce and business associations of particular sectors.

- Broadcasts in local media.
- Direct information through:
  - Direct visits to enterprises,
  - Telephone conversations with enterprises and parents.
  - Meetings with parents.
  - Electronic communication (E-mails).
  - Virtual meetings using virtual platforms.

Enterprises value a "clear message", hence the message should contain information: What does the VETI want? What can the enterprise offer? What will the enterprise gain from cooperating with VETI in implementing the WBL?

Remember to use brief introductory notes in the form of a package of brochures or leaflets, so as to ensure that all VETI staff that deal with promotion are able to deliver to enterprises a clear and consistent message. Promotional materials should contain simplified WBL procedures (infographics) and also clearly specify contact points (eg location, address, telephone number and e-mail address) where the enterprise should go if they are interested in cooperating with VETI and contribute to the implementation of WBL.

### **1.1. Responsibilities of VETI**

The VETI's Director will support the person responsible for WBL during the promotion of VETI and related profiles.

VETI in coordination with the MED at the beginning of each year prepares the promotional strategy and ensures the budget for preparation of promotional materials and the implementation of promotional activities of VETI.

VETIs in coordination with MED and in cooperation with KCC, register in the database all interested enterprises that meet the criteria disaggregated by municipalities and sectors..

### **1.2. Responsibilities of responsible person of VETI for WBL**

For better promotion of VETI and for enhancing the interest of enterprises and students, the Responsible person of VETI for WBL can carry out the following activities (but not only these):

- Open an official electronic account (e-mail) through which the WBL process will be coordinated and promotion and communication with all stakeholders involved in WBL will be realized.  
Note: In order for VETI to be more representative and to ensure transparency and continuity of WBL process, the WBL responsible person should NOT communicate via a private email address.
- Organize meetings with professional practice teachers (PPT) to gather information about the curriculum/modules of the educational programme, so as to compile the list of modules for work-based learning in order to make easier the identification of enterprises.
- Prepare a plan of promotional activities to identify enterprises that meet the curriculum requirements of the relevant qualification.
- Ensure that promotional materials are distributed and placed in locations most frequented by enterprises and students/candidates.

- Organize informational meetings in cooperation with regional/ central KCC, business associations of relevant sectors, enterprises in specific sectors, and institutions at the municipal level in order to inform them about WBL and to enhance their interest.
- Visit and notify enterprises about the WBL process and procedures.
- Provide information about WBL to enterprises and students/candidates, including the criteria and responsibilities of the enterprise and of VETI, specified in the WBL agreement.
- Ensure that forms (physical or electronic copies) for expression of interest are sent to all interested enterprises. At the same time provides support to fill out these forms.
- Inform the VETI's students/candidates about the WBL process, criteria and procedures.
- Ensure that PPTs of VETI possess the forms to be completed by students/candidates for participation to WBL.
- Report to VETI's Director and notify about the outcomes and challenges during the process of promotion and identification of enterprises.
- And any other necessary activity that affect the promotion and enhance the interest of enterprises and students/candidates.

#### **Some tips during enterprise visits:**

- In meetings with enterprises you should give a clear message: What does the VETI offer and require? What will the enterprise gain? What are the procedures?
- Take with you the business cards, promotional materials and expression of interest forms.
- Ask for an appointment with the manager/owner, or people who are competent to respond immediately, for not wasting time.
- If the responsible person in the enterprise is not concentrated or does not want to make a decision immediately - DO NOT insist! Say you can come another time, when they have more free time, and arrange another appointment.
- Meetings should not last more than 20-30 min.
- After the meeting always send a thank you e-mail and at the same time ask if they have made the decision to cooperate.
- Stay in constant contact with the responsible person in the enterprise (Follow up).

## 2<sup>nd</sup> STEP: Expression of interest from enterprises and students / candidates

Students / candidates can express their interest for participation to WBL by filling out application form issued by VETI. While enterprises express interest to participate to WBL by filling out forms issued by VETI and/or KCC.

**The call for applications for enterprises** is open throughout the school year so that enterprises can inform VETI throughout the year of new opportunities that may arise to conduct WBL. But to be successful, VETIs need to have a proactive approach by contacting enterprises constantly.

Enterprises express their interest in participating and contributing to WBL by completing the [Form for expression of interest](#), with the assistance of VETI responsible person for WBL. Hard copies of these application forms are submitted to VETI's person in charge of WBL. Whereas, electronic copies of the forms are sent to the official mail address of VETI for implementation of WBL.

Enterprises can also express their interest in obtaining the WBL Logo by following these application procedures:

- 1) *Go to KCC Regional Office or the Office in Prishtina to ask for more information about the emblem.*  
→ *KCC Office provides information and application form (See. [Application Form for WB Logo](#))*
- 2) *The Enterprise sends to the KCC Regional Office or to the Office in Prishtina (by email or mail) the signed application form and the name of the school they cooperate with.*
- 3) *KCC informs the relevant VETI about the interest of the enterprise and requires confirmation from VETI if there is a cooperation between them regarding WBL.*
- 4) *After receiving the confirmation, KCC signs the WBL Logo and submits it to the respective enterprise.*
- 5) *5) KCC office registers the enterprise in the KCC WBL database.*

Students/candidates express interest by completing the [Student Application Form](#). Student expression forms must be completed electronically.

To facilitate this process VETI can develop online forms through various platforms such as: GoogleForms, SurveyMonkey, Busulla, etc. Relevant VETIs can also upload these forms on their website to facilitate the data collection process and the creation of a database of interested enterprises and students.

### 2.1. Responsibilities of responsible person of VETI for WBL

The responsible person of VETI for WBL is committed to find enterprises that meet the criteria and at the same time their activity complies with the curriculum requirements of the

relevant occupational qualification. In this step the responsible person will perform the following activities:

- Designates a mailbox (place) where physical applications (for enterprises) will be submitted.
- Supports enterprises in completing the form (if necessary).
- Coordinates with PPTs of relevant profiles to determine the number of students who can benefit from WBL.
- Sets the deadline when students / candidates can apply. In cooperation with PPTs / Instructors at VETI, provides support to students / candidates during the application process.
- Develops and updates the database of students and enterprises that have expressed interest in WBL (if the application process is done by physical copy).
- Any other necessary activity that promotes and incentivize the interest of enterprises and students.

**Some tips during the application process:**

- Encourage students / candidates to find enterprises that meet the criteria set by KCC and VETI. Share with them the WBL plan and module descriptors so that they become informed.
- Use the network of parent council to inform and incentivize the employer's interest.
- Contact the enterprise immediately if you notice that the forms lack information.
- Notify enterprises if there are any delays during the application process and selection of students / candidates.

### **3<sup>rd</sup> STEP: Identification of Enterprises & Cooperation Agreement**

Based on the criteria set by MES, KCC and representative organizations of enterprises and the requirements of the qualification curriculum and relevant practical modules, one or more enterprises are identified which meet the conditions for WBL implementation in the relevant profile of VETI.

Enterprises that meet the criteria and their activity is in accordance with the curriculum requirements are notified and invited to sign the [Cooperation agreement between VETI and the enterprise](#).

The cooperation agreement regulates the obligations and responsibilities between enterprises and VETI, including: planning, organization, involvement of students / candidates who are trained, duration of training, material and technical basis, documentation and relevant qualification curriculum.

#### **3.1. Responsibilities of responsible person of VETI for WBL**

In order to identify enterprises and sign the cooperation agreement with the enterprise, the person responsible for WBL:

- Prepares, completes and updates the database with all the necessary information for selection of enterprises.
- Organizes a joint meeting with PPT to evaluate the forms submitted by enterprises if they meet the criteria set by KCC and MES, and if the activity of the enterprise complies with the requirements for practical modules of professional practice.
- Compiles the final list of enterprises that meet the criteria and comply with VETI's requirements.
- Informs the director of VETI about the list of enterprises that meet the criteria for signing the cooperation agreement.
- Compiles the Cooperation Agreement (CA) between VETI and the enterprise based on the expression of interest form, which is sent to the enterprise in advance for reading and approval.
- Ensures that the VETI Director and the enterprise sign the cooperation agreement. The agreement is signed in two originals, one for each party.
- Archives all agreements between VETI and the enterprises.

#### **3.2. Responsibilities of the enterprise while signing the agreement**

Before signing the cooperation agreement, the enterprise reads and approves the text of the agreement and then the agreement is signed.

The enterprise appoints an instructor / person responsible for WBL, who will supervise no more than five students / candidates, while for high risk profiles, no more than three students / candidates. All contact information of the PPT / VETI instructor will be sent to the enterprise at the time of signing the agreement.

At this stage the enterprise also informs VETI about the number of students / candidates per profile it can accept for WBL to meet the requirements of the internship practical modules.

**Some tips on signing a Cooperation Agreement with enterprises:**

- Organize the ceremony for signing cooperation agreements if it is planned to sign several agreements at the same time.
- Invite local media and well-known personalities (eg Director of MED, Mayor, KCC, etc.) to promote the school and publicly recognize the contribution of enterprises.

## 4<sup>th</sup> STEP: Selection of students and drafting WBL plan

According to AI 137/2020 article 7. paragraph 10. the criteria for selection of students / candidates for WBL, are determined by VETI in cooperation with the enterprise immediately after signing the cooperation agreement and identifying the requirements of the qualification curriculum and occupational practical modules.

To make the student selection procedures more transparent, VETI together with the enterprise can organize sessions to inform students / candidates and their parents / guardians about the opportunities related to WBL according to selection criteria.

Based on the requirements of the occupational practical modules and the selection criteria, the PPT / VETI instructor in coordination with the VETI responsible person for WBL, submit to one or more enterprises the general list of students / candidates who meet the criteria.

The enterprise can interview students / candidates from the general list to make more appropriate selection, and confirm in writing to VETI the admission of students no later than three months before start of the school year.

Following confirmations from enterprises, VETI announces the list of students / candidates selected by enterprises. All admitted students / candidates must be called to sign the contract for WBL.

### 4.1. Responsibilities of responsible person of VETI for WBL

In order to make an adequate selection of students / candidates, the Responsible person of VETI for WBL in cooperation with the PPT / VETI instructor and the enterprise instructor, determine the criteria for the selection of students / candidates.

The Responsible person of VETI for WBL in cooperation with the PPT / VETI instructor:

- Review the list of students / candidates (applicants) to ensure that students / candidates match the profiles and requirements of enterprises.
- Prepares the general list of students / candidates who meet the criteria for selection of students / candidates.
- Forwards the general list of students / candidates to one or more enterprises depending on the needs of occupational practical modules and in accordance with the requirements of the enterprise.
  - If the enterprise requires to interview students / candidates, then organize the interviews by notifying the students / candidates and the enterprise (instructor).

The Responsible person of VETI for WBL is also responsible to:

- Ensure that the process is being completed within the timeframe set by VETI.
- Announce the list of students / candidates who have been selected for WBL (after confirmation of admissions from all enterprises).

**Note:** *The list is announced at the beginning of each school year, but depending on the interest of enterprises this list can be expanded during the school year.*
- Inform the PPT / VETI instructor of the relevant profile for selection of students / candidates.
- Initiate the first joint meeting between the PPT and the enterprise instructor to prepare the Individual WBL Plan.

- Support the newly hired PPT / VETI instructor to prepare the individual WBL Plan for students.
- Prepares the WBL draft contract, between the student / candidate and the enterprise. This contract is submitted for comments to the enterprise instructor.
- Prepares students / candidates selected for WBL on work ethics and soft skills; advises and guides students / candidates on their duties and rights arising from the WBL contract.
- Ensures that the WBL contract between VETI, the enterprise and the student / candidate is signed.
- Prepares the list of students / candidates who have signed contracts and ensures that VETI in cooperation with MED pays for accident insurance.
- Ensures that the working hours of students / candidates under the age of 18 are not longer than 30 hours per week

#### **4.2. Responsibilities of PPT / VETI Instructor**

When announcing the list of students / candidates selected by the enterprise, each PPT / VETI Instructor of the respective profile will:

- Organize meetings with enterprise instructors to develop the WBL plans that match the profile modules.
- Inform students / candidates about the plan objectives and the tasks to be performed under the WBL plan.

#### **4.3. Responsibilities of the instructor / the enterprise responsible person**

The enterprises cooperate with VETI and implement the WBL through the enterprise instructor, who will:

- Maintain continues contact with VETI responsible person for WBL and PPT / VETI Instructor.
- Propose criteria for selection of students / candidates for WBL.
- Review the general list of students / candidates submitted by VETI;
  - Based on the selection criteria and the requirements of the practical modules of professional practice make the selection of students / candidates.
  - If it deems it necessary, ask the Responsible person of VETI for WBL, to organize interviews with the students / candidates he has selected.
  - Interview students / candidates
- Confirms the list of selected students/candidates 3 months before the start of the school year.
- Participates in drafting the WBL plan based on the relevant qualification curriculum in cooperation with PPT / VETI instructor.
- Coordinates with PPT / VETI instructor to set the schedule depending on the sector specifics, relevant profile and according to the enterprise possibilities.

*Some tips on student selection and WBL Plan:*

- Develop a system (database) that automatically match students and enterprises.
- Provide soft skills training so that students / candidates are more responsive and successful during the WBL implementation.
- If the enterprise requires to interview candidates, then try to have the interviews conducted at VETI in a job fair format, unless the enterprise requests otherwise. In this way the VETI will increase its reputation and create bridges of cooperation with enterprises.

## 5<sup>th</sup> STEP: Signing the contract for WBL & placement in the company

The WBL contract regulates the obligations and responsibilities of the student / candidate, enterprises and VETI. The contract also sets out the basic rules and conditions agreed upon by the three parties.

The duration of the WBL contract is determined depending on the CA between the enterprise and VETI and can be 2 semesters (2 \* 3 months) with the possibility of extension if all parties agree.

[WBL contracts between student/candidate - enterprise - VETI](#) should include all obligations, rules, schedules and responsibilities of each party. The WBL contract must be signed by the enterprise (director or the enterprise instructor), VETI (person responsible for WBL or PPT) and the student / candidate.

Prior to placement in the enterprise, the VETI responsible person for WBL should advise the student / candidate on work ethic, rules and procedures, and distribute the leaflet with some [Tips for Students/Candidates related to WBL](#).

The student / candidate is also obliged to keep the [Diary of activities/tasks](#) completed during the WBL implementation, which must be verified and signed every month by the enterprise instructor.

### 5.1. Responsibilities of responsible person of VETI for WBL

In this step the responsible person of VETI for WBL is responsible to:

- Coordinate the contract drafting process to comply with the terms and conditions of the Cooperation Agreement (CA) between VETI and the enterprise.
- Ensure that the WBL contract is attached to the individual WBL plan and is signed by three parties (PPT, enterprise instructor and student). The contract will be signed in three (3) originals, one for VETI, one for the enterprise and one for the student.
- Establish and coordinate the document archiving system for all candidates participating in the WBL.
- Complete and update the database of students / candidates who have started WBL, in order to ensure the smooth running of the process and achievements.
- Guide the enterprise instructor for procedures of WBL implementation and the necessary documents for maintaining the student / candidate portfolio.

### 5.2. Responsibilities of PPT / VETI Instructor

In this process the PPT / VETI Instructor maintains continues contact with the enterprise instructor and has the responsibility to:

- Support the VETI responsible person for WBL to confirm and sign the WBL contract with the enterprise instructor and student.
- Ensure that the student / candidate reads the WBL contract and the individual WBL plan and understands all obligations arising from signing this contract.
- Complete together with the student / candidate the necessary documentation for WBL.
- Keep a file for each student / candidate who attend the WBL.
- Support the VETI responsible person for WBL, to inform parents about the schedules, rules, enterprises and obligations of students / candidates along the WBL.

- Organize schedules and placement of students / candidates in the workplace in cooperation with the enterprise instructor..

### 5.3. Responsibilities of the instructor / the enterprise responsible person

At this stage the enterprise instructor maintains continues contact with the PPT / VETI Instructor, and has the responsibility to:

- Review the WBL contract and confirm it no later than 3 (three) working days, from the moment it is submitted by the PPT or the Responsible person of VETI for WBL.
- Sign a tripartite contract that includes the obligations, rules, schedules and responsibilities of VETI, the enterprise and the student.
- Verify the evidence that the student / candidate has accident insurance. Otherwise the student / candidate cannot be placed in the enterprise.
- Inform each student / candidate about the internal rules of the enterprise for providing WBL and instruct them on the measures related to occupational safety and health, in accordance with applicable regulations.
- Organize the workplace for each student / candidate by providing the appropriate technical and technological documentation, tools, equipment and materials for the safe implementation of WBL.
- Demonstrate specific elements of the working process and assign practical tasks in accordance with the WBL plan.
- Monitor the implementation of certain tasks, provide practical guidance during the work process and evaluate the quality of WBL implementation.
- Verify and approve the data recorded by the student / candidate in the their work diary as well as instruct the student / candidate for portfolio maintenance.  
Note. The enterprise instructor has the right not to sign the work diary if he/she considers that the tasks described by the student / candidate do not correspond to reality. Informs the relevant PPT about this.
- Inform the PPT / VETI Instructor, within a period of one month, if they are not satisfied with the students / candidates and may ask the student to leave.

### 5.4. Responsibilities of the Student / candidate

In this step the student / candidate has the responsibility to:

- Read and sign the WBL contract. If they are under the age of 15, the WBL contract will be signed by one parent.
- Read and understand tasks arising from the individual WBL plan.
- Participate in orientation trainings organized by the VETI responsible person for WBL and the enterprise instructor.
- Attend regularly the workplace respecting the schedule set by the WBL contract.
- Maintain his / her portfolio containing relevant evidence of the WBL work process and evaluation, including:
  - Keeping and completing the work diary to report on the activities (from the checklist) which were performed along the WBL.
  - Ensuring that the work diary is signed by the enterprise instructor after each month. *If the instructor does not sign the work diary, those working hours will not be accepted.*

- Submitting the work diary to the PPT / VETI instructor of the respective profile after the completion of each module so as to report whether the activities defined in that module (task) have been completed.
- Self-evaluation.
- Perform responsibly and on time the tasks assigned by the enterprise instructor (in accordance with the WBL individual plan)
- Use responsibly the provided tools and resources. Will show increased interest, seriousness and care along the WBL. Will not work on any equipment without the supervision of the enterprise instructor.
- Respect the enterprise confidentiality and implement internal rules and regulations including: dress code, working hours, behave well with customers and workers, not damaging the equipment / machinery and behave prudently and responsibly.
- Report to the PPT / VETI Instructor on the course of the WBL process and on any irregularities it deems to be inconsistent with the signed WBL contract.

***Some tips when placing the student /candidate in the enterprise:***

- The Responsible person of VETI for WBL in cooperation with the PPT should guide the student about the activities and obligations he has at work during the implementation of WBL.
- In order to create a better relationship between the enterprise instructors and students / candidates, VETI can organize an introductory meeting and invite the enterprise instructors and selected students / candidates for setting up the first contact.
- It is preferable and more successful if the first introductory meeting between the selected student / candidate and the enterprise instructor is initiated by the PPT.

## 6<sup>th</sup> STEP: Monitoring and Evaluation

The purpose of monitoring and evaluation is to monitor the progress of the WBL plan implementation, assess the level of satisfaction of enterprises and students / candidates and assess the fulfillment of the activities of the professional practice practical module.

Monitoring of students / candidates is carried out by the professional practice teacher / VETI instructor, who monitors the process through field visits to the enterprise at least once every two weeks and filling in the monitoring form.

Monitoring can also be carried out as appropriate to record the attendance and progress of students / candidates and receiving comments or suggestions from entrepreneurs and students / candidates.

The information collected from the monitoring visits is submitted in the form of a report to the responsible person and the management of VETI. If, during this period, any difficulties are identified, they should be reported to the VETI Director to make decisions to resolve these issues.

In conclusion, the Responsible person of VETI for WBL drafts the annual report for the WBL implementation, based on the monitoring information provided by the professional practice teacher / VETI Instructor and submits it to the management of VETI.

Evaluation as a process includes the continuous evaluation of the WBL plan implementation and the evaluation of outcomes achieved by the student / candidate, which is performed by the responsible enterprise instructor. Whereas, PPT / VETI instructor, decides the final grade, based on the evaluation of the WBL enterprise instructor.

Also, in order to have feedback from partners about the process and impact of WBL, VETI through the person responsible for WBL can evaluate the satisfaction along the implementation of WBL of both, the enterprise and the student / candidate.

### 6.1. Responsibilities of responsible person of VETI for WBL

The monitoring of the process progress and the satisfaction is performed by the responsible person of VETI for WBL, who has the responsibility of:

- Monitoring the progress of the process during the implementation of WBL (in cooperation with the PPT / VETI instructor).
- Visit enterprises during WBL implementation to monitor whether WBL is being implemented in accordance with the Cooperation Agreement and WBL contract. In these cases they will fill out the [Form for Monitoring Visit](#).
- Analyze the information gathered from monitoring visits in cooperation with the PPT / VETI instructor to assess whether any improvement needs to be made.
- Evaluate the satisfaction of both, the enterprises and students / candidates by filling out forms for satisfaction assessment during the implementation of WBL (see. [Form for WBL evaluation by enterprise](#) and [Form for WBL evaluation by student / candidate](#)). This assessment is performed a bit before the end of the WBL (in the last week).

**Note:** Enterprises must complete this form for each student / candidate.

## 6.2. Responsibilities of PPT / VETI Instructor

At this stage the PPT / VETI Instructor has the responsibility to:

- Inform the responsible person of VETI for WBL about the process progress during the implementation of WBL.
- Maintain continues contact with the enterprise instructor throughout the WBL process.
- Monitor if the student / candidate is attending the WBL regularly. In this case completes the [Form for monitoring visit](#).
- In cooperation with the enterprise instructor:
  - Define the checklist and the weight of the evaluation criteria for each activity (learning outcome).
  - Monitor student / candidate progress to see if individual WBL plan is fulfilled.
  - Ensure that students / candidates submit a work diary after each module.
- Analyze the student / candidate's work diary to assess achievements during the WBL.
- Assess the student with a final grade based on the assessment of the enterprise instructor.

## 6.3. Responsibilities of the instructor / the enterprise responsible person

At this stage the instructor / responsible person in the enterprise has the responsibility of:

- Maintain continues contact with the PPT / VETI instructor and if necessary with the responsible person of VETI for WBL.
- In cooperation with PPT / VETI instructor:
  - Define the checklist and the weight of the evaluation criteria for each activity (learning outcome).
- Ensure that the student / candidate attends the WBL regularly. If there are any problems or they are not satisfied with the student / candidate then the enterprise instructor should immediately inform the PPT / VETI instructor or the responsible person of VETI for WBL.
- Monitor student / candidate progress continuously.
- Verify and sign (monthly) the student / candidate's work diary.
- Fill in the form for evaluation of the enterprise satisfaction with the student / candidate who completed the WBL.
  - Provide constructive suggestions to improve the implementation of WBL. The evaluation form will be confidential and will only serve the purpose of improving the WBL.
- Evaluate the student in accordance with the evaluation criteria of the WBL plan (on the checklist) and in coordination with the PPT / VETI Instructor. In this case fills in the [Form for Evaluation of Student/Candidate Achievement \(checklist\)](#)
- Ensure to prepare a [Reference Letter for Student/Candidate](#) (if required).

## 6.4. Responsibilities of the Student / candidate

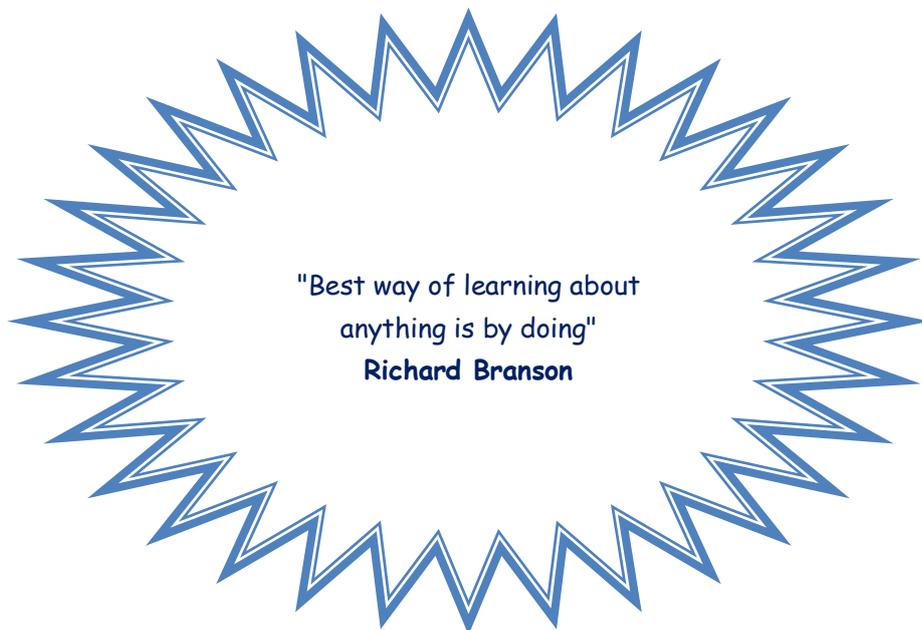
At this stage the student / candidate has the responsibility to:

- Complete the form for satisfaction assessment during the implementation of WBL. The evaluation form will be confidential and will only serve the purpose of improving the WBL process and procedures.

- Ask the instructor to issue a reference letter.
- Prepares for a professional conversation and makes a presentation if that is required by the PPT / VETI instructor or enterprise instructor.

Adequate **Monitoring and Evaluation** are the two main processes:

- That ensure that VETI is implementing Work-based Learning in accordance with the requirements of the enterprise and
- Students / candidates are gaining the skills needed to be competitive in the labor market.



## 5. ANNEXES

### FORM FOR EXPRESSION OF INTEREST (for Enterprises)

1. Enterprise contact information		
1	Enterprise legal name	
2	Enterprise Address	
	Municipality / Village	
3	Name and surname of the owner or authorized person of the enterprise	
	Phone number	
	E-mail	
4	Unique enterprise number	
5	Establishment date	
6	What is the enterprise activity?	
7	What is the total number of employees?	<input type="checkbox"/> 1-5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 11-20 <input type="checkbox"/> > 20
8	During the implementation of Work-based Learning (WBL) - Do you agree to:	
a.	Provide the necessary resources for WBL (materials, technical base, human resources and other resources)	<input type="checkbox"/> YES <input type="checkbox"/> NO
b.	Appoint the instructor responsible for implementing the WBL	<input type="checkbox"/> YES <input type="checkbox"/> NO
c.	Sign the cooperation agreement with the Vocational Education and Training Institution (VETI)	<input type="checkbox"/> YES <input type="checkbox"/> NO
d.	How many students / candidates can you accept for WBL during a school year?	
e.	In which profiles can you offer support? (At the beginning of the year the list of WBL modules is determined)	Zgjedhë nga lista
		Or enter the profile
9	Name of the instructor (responsible person) for WBL implementation	
	Phone	
	E-mail	
10	In what other activities are you interested in cooperating with the VETI (school)? Please mark <input checked="" type="checkbox"/> in the activities you are interested in participating in and collaborating with VETI.	

f.	Organizing visits for students to their workplaces	<input type="checkbox"/>
g.	Providing internships for students during the summer season	<input type="checkbox"/>
h.	Provide practical development opportunities for school staff	<input type="checkbox"/>
i.	Providing enterprise employees to demonstrate production techniques	<input type="checkbox"/>
j.	Membership in school governing boards	<input type="checkbox"/>
k.	Participation in job fairs	<input type="checkbox"/>
l.	Participation in career fairs	<input type="checkbox"/>
m.	Participate as guest speakers during school activities	<input type="checkbox"/>
n.	Use of school facilities for various meetings and events	<input type="checkbox"/>
o.	Participation as a member of the committee for the evaluation of students / candidates	<input type="checkbox"/>
p.	Donations of supplies for school/VETI	<input type="checkbox"/>
q.	Notification of the VETI (school) for new job positions	<input type="checkbox"/>
r.	Giving recommendations for new professional profiles that have a shortage of manpower	<input type="checkbox"/>
s.	Others-specify:	<input type="checkbox"/>
t.	Others-specify:	<input type="checkbox"/>

*I declare that the data contained in this form are disclosed of my own free will in accordance with LAW NO. 06 / L-082 ON PERSONAL DATA PROTECTION, and hereby expressly consent to their use by the Vocational Education and Training Institution (VETI) in carrying out its activities.*

*I declare that the above information is correct and I am interested in being part of the Work-based Learning, if there are acceptable students / candidates referred by VETI.*

Name Surname \_\_\_\_\_ Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_

## APPLICATION FORM FOR STUDENT/CANDIDATE

Student / candidate demographic information															
1	Name Surname of the student / candidate														
2	Personal number	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>													
3	Birthday	Date _____ Month _____ Year _____													
4	Gender	F <input type="checkbox"/> M <input type="checkbox"/>													
5	Phone number														
6	Email address														
7	Residence address														
8	Village / Municipality														
Education Background															
9	In which grade are you?	<input type="checkbox"/> Gr. 10	<input type="checkbox"/> Gr. 11												
10	Enter the educational field / profile														
11	Write down the skills / knowledge you have <i>(e.g. occupation related skills , communication skills, knowledge of foreign languages, computer skills, programming languages, etc.)</i>	1.													
		2.													
		3.													
		4.													
12	Name of Professional Practice Teacher (PPT)														
13	Have you found the enterprise? <small>If YES skip to question 15, if NO skip to question 16</small>	<input type="checkbox"/> YES <input type="checkbox"/> NO													
14	Enter the enterprise name														
	Enterprise contact person														
	Phone / E-mail														
15	<i>Application Date</i>														

## COOPERATION AGREEMENT (VETI and Enterprise)

This agreement was reached between the Vocational Education and Training Institution “\_\_\_\_\_” represented by \_\_\_\_\_ from the municipality of \_\_\_\_\_, and the enterprise \_\_\_\_\_ represented by \_\_\_\_\_ from the municipality of \_\_\_\_\_.

### Article 1. Purpose of the agreement

The purpose of this agreement is that through cooperation with the enterprise from the public and private sector to create opportunities for students/candidates of Vocational Education and Training Institutions (VETI), to apply their theoretical knowledge in a working environment and at the same time benefit enterprises from relevant sectors by offering them the opportunity to prepare, test and recruit potential workers at a reasonable cost.

### Article 2. Responsibilities of VETI

To achieve this goal, VETI takes the responsibility for planning, developing, organizing and monitoring the process of Work-based Learning (WBL). VETI agrees to:

1. Designate the person responsible for WBL who will be the contact point between VETI and the enterprise.
2. Research the labor market and contact enterprises in the relevant VETI's profiles.
3. Define the criteria for selection of the students/candidates for WBL, in cooperation with the enterprise.
4. Inform students and parents about the possibilities of realizing the WBL in the enterprise.
5. Selects and refers for interview the students/candidates who meet the requirements of the enterprise, so that the final selection is made by the enterprise.
6. Prepares and guides the students/candidates selected for WBL about:
  - 6.1. Ethics and soft skills in the workplace;
  - 6.2. Their obligations to keep confidentially all records of the enterprise during and after the WBL completion.
7. Set the schedule depending on the sector specifics and the relevant profile and in accordance with the enterprise requirements.
8. Provide accident insurance in cooperation with the MED, for students (not for adults) during the implementation of WBL.
9. Maintain continues contact and cooperation with the instructor / the enterprise responsible person through PPT / instructor of the respective profile.
10. Monitor students / candidates and the WBL process through various forms of monitoring and through visits to the enterprise at least once every two weeks. Monitoring will be performed by the PPT / instructor at VETI.

### **Article 3. Responsibilities of the Enterprise**

The Enterprise agrees to cooperate in the implementation of WBL so as to contribute to the training of the new workforce. Thus the enterprise agrees that it will:

1. Provide opportunities for WBL and notify VETI for the number of students / candidates it may admit during a school year in the relevant profile.
2. Inform students / candidates about the internal rules of the enterprise and ensure the conditions for safety and health during the implementation of WBL, based on the legislation in force.
3. Provide the necessary resources for WBL such as materials and technical base, financial resources (if possible), human and other resources.
4. Collaborate with VETI responsible person for WBL to determine the criteria for selection of students/candidates.
5. Appoint an instructor (responsible person) for WBL implementation for no more than five students / candidates, while for high risk profiles, no more than three students / candidates.
6. The instructor (responsible person) in the enterprise maintains continuous contact with the PPT / VETI instructor. Also the instructor / responsible person in the enterprise will:
  - 6.1. participates in drafting the WBL's plan based on the relevant qualification curriculum in cooperation with PPT/school instructor;
  - 6.2. interviews and selects students / candidates to conduct WBL;
  - 6.3. sends the list of selected students / candidates, three months prior start of the school year.
  - 6.4. verifies the evidence that the student / candidate is covered by accident insurance;
  - 6.5. informs each student / candidate about the internal rules of the enterprise for providing WBL and instructs them on occupational safety and health measures, in accordance with applicable regulations.
  - 6.6. organizes the working place for each student / candidate by providing the appropriate technical and technological documentation, tools, equipment and materials for the safe implementation of WBL;
  - 6.7. demonstrates specific elements from the work process and assigns practical tasks in accordance with the WBL plan.
  - 6.8. keeps records of student attendance;
  - 6.9. controls the implementation of certain tasks, provides practical guidance during the work process and evaluates the quality of implementation.
  - 6.10. verifies and approves the data recorded by the student / candidate in the work diary as well as guides the student / candidate for portfolio maintenance.
  - 6.11. evaluates the student / candidate in accordance with the evaluation criteria of the WBL plan.
7. Determine the schedule of students selected for WBL in relevant profiles, according to possibilities of the enterprise.
8. Find modalities for providing compensation to students / candidates during WBL implementation. The issue of compensation will be regulated by the contract for WBL.
9. Provide a reference letter for the student / candidate who has successfully completed the WBL.

### **Article 4. The agreement duration and conclusion**

1. The duration of the agreement is indefinite.
2. In case of non-compliance with the obligations arising from the WBL agreement, VETI or the enterprise has the right to terminate the agreement.

3. Each party has the right to terminate this agreement with a prior written notice of thirty (30) calendar days.
4. Disputes that may arise during the implementation of WBL, the parties will try to resolve amicably until the conclusion of this agreement.
5. This agreement is drafted in Albanian language in two (2) originals, one for VETI and one for the enterprise.
6. This agreement enters into force at the moment of its signing by both parties

Enterprise Director" \_\_\_\_\_"

VETI Director " \_\_\_\_\_"

\_\_\_\_\_  
[Name and Surname, Signature]

\_\_\_\_\_  
[ Name and Surname, Signature]

## TIPS FOR STUDENTS/CANDIDATES ON WBL

In this leaflet you will find some tips that will help you achieve your goal of gaining the right skills for the job market and at the same time leave a good impression on the enterprise where you are implementing the work-based learning (WBL).

### Preparing for WBL

*The objective and expectations from WBL* ~ Start the WBL by clearly having in mind what your goals and expectations are always based on the individual WBL plan.

Ask your professional practice teacher (PPT) as much as possible information about your role before going to the enterprise. Read the individual WBL plan and the WBL contract to understand that:

- ✓ What are the evaluation criteria for each activity?
- ✓ What skills should you acquire during WBL?
- ✓ What knowledge can you achieve?
- ✓ What tools should you use?
- ✓ What documents do you need to fill in while completing the work-based learning?
- ✓ What training do you need to attend for being better prepared?

On your first day of WBL, try to talk with the professional practice teacher and the enterprise instructor so to clarify what are the mutual goals and expectations and what are your rights and responsibilities during WBL completion.

*Get familiar with the enterprise background* ~ Research about the enterprise mission and how it fits within the industry.

### While you are in the enterprise, demonstrate ...

#### ~ **Professionalism** ~

Demonstrate a high standard of professionalism while attending the work-based learning. Pay attention to the code of ethics and dress code in the workplace, adhere to accuracy and meet objectives and deadlines.

#### ~ **Positive attitude / behavior** ~

Maintaining a positive attitude is the key to a successful WBL experience.

You need to be enthusiastic and do your best for the assigned task, no matter how monotonous at first it may seem to you and not as challenging as you would like.

Be vigilant and observe the work environment in the enterprise, because it is one of the most effective ways to learn. Ask your enterprise instructor if you can attend any of the internal meetings (between departments), and look for other opportunities to observe other employees while working in the enterprise.

#### ~ **Initiative** ~

You need to be pro-active, to take the initiative but always keeping in mind to work under the supervision of an instructor for not damaging equipment in the enterprise workshops.

If you are asked to help colleagues, show readiness, but always taking in consideration your obligations to carry out the WBL activities.

### Learn actively

Plan to gain as much knowledge as you can while carrying out the work-based learning.

While you are at workplace:

- ✓ *Ask questions* and cultivate your curiosity about the enterprise and industry. Show your interest by seeking to learn as much as possible about the profession as a whole. Ask

questions about your areas of specialization and interest, motivation and about colleagues. So you can probably find an enterprise instructor who is willing to share with you the experience and perspectives, and may give you career advice.

- ✓ *Create the network* by being friendly with your colleagues and having a more professional appearance.
- ✓ *Be flexible* because each of us needs time to adapt to any environment, so give yourself time to orient and catch up in the workplace and get to know colleagues.
- ✓ *DO NOT* take the initiative to solve the problem yourself! If you encounter difficulties, feel free to contact the Professional Practice Teacher or the responsible person of VETI for WBL for any question or concern you may have. You must report anything you deem non-compliant with the contract.
- ✓ *Report* to your enterprise instructor every day on the tasks and activities performed, and jointly plan the next activities for achieving the WBL individual plan.
- ✓ *Keep correctly* your diary of performed daily work, write down your experiences, tasks and thoughts.

### **Post-work-based learning actions**

On your last day, make sure you thank the enterprise instructor and your colleagues and ask them visit cards.

- ✓ Send a grateful email to the enterprise instructor and to all colleagues.
- ✓ Ask the instructor to issue you a reference letter.
- ✓ Keep good links and reports for any possible references or recommendations in the future.
- ✓ Keep in mind that many employers usually hire interns who show skills and are suitable to other colleagues.

### **Tips for your rights**

During the period you are completing the WBL, in addition to your responsibilities you also have your rights. To find out more about your rights contact the responsible person of VETI for WBL, or the PPT / VETI Instructor. You can also find this information in the WBL contract which you will sign before starting the WBL.

- ✓ NEVER enter to any conflict with the enterprise instructor or any other employee of the enterprise.

Nëse, gjatë MVP-së vëreni që janë duke u cënuar të drejtat tuaja apo ndërmarrja është duke abuzuar me kohën tuaj, menjëherë raportoni rastin te Personi përgjegjës i IAAP-së për MVP dhe/apo Mësimdhënësi i Praktikës Profesionale (MPP)/Instruktori në IAAP.

### **Some information on labor law**

Ligji i punës (LIGJI Nr. 03/L-212) parasheh të drejta dhe obligime për praktikantët/nxënës të cilët mësojnë në vend të punës. Në vijim janë paraqitur disa nga nenet të cilat ndërlidhen me praktikën (internship-in) dhe/apo mësimin në vend të punës.

Article 7 - Terms and criteria for establishing an employment relationship

1. An employment relationship can be established with any person from the age of eighteen (18) years.
2. An employment relationship can also be established with persons between the ages of fifteen (15) and eighteen (18) years, who may be employed for light work that does not pose a risk to their health or development and if that work is not prohibited by any law or sub-legal act.

3. No employer may enter into an employment contract with any person under the age of fifteen (15) years.
4. For the payment of contributions and other legal obligations, the employer is obliged to notify the employee to the Tax Administration of Kosovo, other institutions which manage and administer mandatory pension schemes and other mandatory schemes.
5. The systematization of light and prohibited works from paragraph 2. of this article for persons under the age of eighteen (18) years, is regulated by a sub-legal act issued by the Ministry.

#### Article 16 - Interns

1. The employer may enter into an Employment Contract with the intern.
2. The employee in the capacity of an intern who has entered into an employment contract with the employer, realizes all the rights and obligations from the employment relationship as other employees.
3. The employer who recruits an intern in his enterprise, is obliged to provide the occupational safety, health and the working environment based on Law no. 2003/19.
4. The internship of an intern with postgraduate, university and higher education can last for a maximum of one (1) year, while the internship of an intern with secondary education can last for a maximum of six (6) months.
5. The employer in agreement with the interested person may recruit an intern without any salary compensation and other rights raised from the employment relationship, while must provide the occupational safety according to the Law. The employer who hires an intern without salary compensation, is obliged to register the intern in the list of evidence without salary compensation.
6. The Collective Agreement, the Employer Internal Act, determine the manner of professional training and the duration of the internship.

#### Article 20 - Determination of working hours

1. Working hours means the period of time during which the employee performs work or services for the benefit of the employer.
2. Full-time work lasts forty (40) hours per week, unless otherwise provided by this law.
3. Full-time work for the employee, who is younger than eighteen (18) years old, can not be more than thirty (30) hours per week.

## WORK-BASED LEARNING INDIVIDUAL PLAN

<b>PART I: General information</b>			
<i>(To be completed by the Professional Practice Teacher / VETI Instructor)</i>			
1. Student / Candidate Information			
Name (Parent) Surname:			
Contact information	Phone	E-mail	
Address			
Municipality/Village			
Education field	Profile	Level	Grade
2. Enterprise information			
Enterprise legal name			
Name of the Instructor			
Contact information	Phone	E-mail	
Address			
Municipality/Village			
PART II: Tasks and Competencies			
<i>(To be completed in cooperation with the enterprise instructor)</i>			
Start date		Completion date	
The main task <i>(or Professional Practice Module)</i>			
Activity 1. <i>Learning Outcome (LO) 1</i>			
Evaluation criteria of the Activity 1 <i>(or LO1)</i>			
Knowledge acquired by the student / candidate			
Skills acquired by the student / candidate			

Necessary conditions and tools to be used	
Activity 2. <i>Learning Outcome (LO) 2</i>	
Evaluation criteria of the Activity 2 (or LO2)	
Knowledge acquired by the student / candidate	
Skills acquired by the student / candidate	
Necessary conditions and tools to be used	

*All signatories to this WBL Plan confirm that they have understood the content and agree to work in close cooperation to achieve the WBL training plan specified in Part II. Tasks and competencies. This WBL plan is signed in two (2) originals. VETI (PPT / VETI Instructor) and the Enterprise (Instructor) keep one original, while a copy is handed to the student / candidate.*

	<b>Enterprise (Instructor)</b>	<b>PPT/ VETI Instructor</b>	<b>Student / Candidate</b>
Name and Surname			
Signature			
Date			

## Work-based Learning (WBL) Contract

Based on the Cooperation Agreement between the Vocational Education and Training Institution (VETI) \_\_\_\_\_ and the Enterprise \_\_\_\_\_, signed on \_\_\_\_\_, in \_\_\_\_\_, the work-based learning contract has been entered into between the three parties:

Student/Intern	Name (Parent) Surname
Profile / Grade	
Tel/Mob	
E-mail	
Address/Municipality	

Enterprise	<i>Enterprise legal name</i>
Instructor	Instructor Name & Surname
Tel/Mob	
E-mail	
Address/Municipality	

PPT/VETI Instructor	PPT Name & Surname / VETI Instructor
Tel/Mob	
E-mail	

### Article 1. Purpose of Work-based Learning Contract

The purpose of WBL contract is to provide opportunities for students / candidates of Vocational Education and Training Institutions (IAAP) to learn and practice the theoretical knowledge gained in VETI, in a real working environment. Also, provide opportunities for enterprises to test the skills of students / candidates and to identify the future workforce potential through the jointly approved individual WBL plan.

### Article 2. Duration and working hours

The Work-based Learning will be conducted \_\_\_\_\_ days a week, in accordance with the prior cooperation agreement with the enterprise, and will start from date \_\_\_\_\_. to date \_\_\_\_\_. In agreement with the enterprise, working hours start from \_\_\_\_\_ to \_\_\_\_\_, not more than full 6 hours per day for students / candidates aged 15-18 and not more than 30 hours per week.

### **Article 3. Accident insurance**

1. Expenses of occupational safety insurance (accident insurance) during the work-based learning realized throughout the school year \_\_\_\_\_/\_\_\_\_\_ will be covered by VETI/MDA.

The enterprise is obliged to verify if the student / candidate has evidence of accident insurance.

*Note: Carrying, loading and unloading of heavy loads - under national law - by young practitioners aged 15 to 18 is prohibited.*

### **Article 4. Compendation**

1. The enterprise finds modalities for providing compensation to students / candidates for WBL.
2. The enterprise expresses its good will to compensate the student / candidate with the payment \_\_\_\_\_Euro per month, or compensate the transportation and food expenses.
3. The Enterprise agrees to implement all applicable income laws in the Republic of Kosovo.
4. The enterprise which engages the student / candidate without salary compensation, is obliged to record him / her in the evidence list of students / candidates without salary compensation.

### **Article 5. Responsibilities of the student / candidate**

The student / candidate agrees to:

1. Respect the terms of the WBL contract.
2. Participate in guidance trainings organized by the VETI responsible person for WBL and the enterprise instructor.
3. Apply internal rules and regulations including: dress code, working hours, customers and workers care, do not damage equipment / machinery and behave prudently and responsibly.
4. Respect the confidentiality of the enterprise during and after WBL.
5. Perform responsibly and on time the tasks assigned by the enterprise instructor (in accordance with the WBL individual plan)
6. Use responsibly the tools and resources provided, so as not to cause any harm to the enterprise or himself. If he is aged 15 to 18, avoid carrying, loading and unloading heavy loads as previously described.
7. Show increased interest, seriousness and care during WBL. Will not work on any equipment without the supervision of the enterprise instructor.
8. Participate actively in the work assigned by the enterprise instructor in accordance with the contract and the individual WBL plan (attached).
9. Work in team with all other employees and follow the instructions of the enterprise instructor
10. Notify in time (until 10:00 am) the enterprise instructor for any absence due to health reasons or any other emergency.
11. Complete the student / candidate diary with WBL data (including entries / exits) and present it to the enterprise instructor for verification and signature.

12. Prepare a presentation on the WBL achievements, if required by the PPT / VETI instructor at the end of the school year.
13. Report to the school on employment status up to 6 months after the WBL completion.

### **Article 6. Responsibilities of the enterprise instructor**

The enterprise instructor agrees to:

1. Assist the student / candidate in achieving the objectives and accomplishing the tasks set out in the WBL plan.
2. Verify the accident insurance proof before the student / candidate will be placed on the workplace.
3. Inform / guide each student / candidate with the enterprise internal rules, operations and existing hierarchy, and give instructions to them on measures about the occupational safety and health, in accordance with applicable regulations.
4. Organize the workplace for each student / candidate by providing the appropriate technical and technological documentation, tools, machines, equipment and materials for the safe implementation of WBL.
5. Inform the student / candidate about the performance appraisal procedures and the contractual conditions if the student / candidate will be employed after the WBL completion.
6. Demonstrate specific elements of the work process and assign production tasks or practical ones;
7. Control the implementation of the WBL certain tasks, provide practical advice along the working process and evaluate the quality of implementation.
8. Supervise that students / candidates aged 15 to 18 years to avoid the transfer, loading and unloading of heavy loads, in accordance with Article 7. paragraph 2. of the labor law (03 / L-212).
9. Provide regular input for monitoring purposes and issue a work-based learning reference letter to each student / candidate who completes the WBL and is positively evaluated.
10. Cooperate with VETI for WBL monitoring and implementing purposes. For issues related to application of WBL procedures, cooperate with Responsible person of VETI for WBL while for practical modules of WBL, cooperate with PPT.
11. Issue a reference letter to the student / candidate if they appraise that he/she has shown good performance.

### **Article 7. Responsibilities of the Professional Practice Teacher / VETI Instructor**

The professional practice teacher / VETI instructor agrees that will:

1. Ensure that all necessary documents including the WBL individual plan and the WBL contract are signed before the student / candidate is placed in WBL. All these documents will be submitted to Responsible person of VETI for WBL.
2. Support the Responsible person of VETI for WBL, to ensure the accident insurance for students / candidates who have signed the WBL contract.
3. Support the student / candidate in achieving the objectives and accomplishing the tasks set out in the WBL individual plan.
4. Inform / guide each student / candidate with the objectives of the individual WBL plan.
5. Monitor the student / candidate's progress in the workplace and evaluate the student with the final grade for the professional module.
6. Inform the student / candidate about the procedures and criteria for assessing the WBL achievements.
7. Maintain continues contact with the enterprise instructor for monitoring the WBL and the student / candidate progress.

8. Prepare monitoring reports after each field visit to the workplace.
9. Report to Responsible person of VETI for WBL on the process progress and whether any corrective action should be taken.

**Article 8. Termination of the WBL contract and the right to appeal**

1. The WBL contract may be terminated after informing the parties in writing of the termination reasons, at least 15 calendar days before the termination.
2. The WBL contract can be terminated if it is proven that:
  - a) The student / candidate does not regularly attend the WBL.
  - b) The performance of the student / candidate in/or during the WBL is unsatisfactory.
  - c) The student / candidate is not interested in benefiting from the WBL.
  - d) The student / candidate does not follow the policies and rules of the enterprise.
  - e) The student / candidate has misused the confidential information of the enterprise.
  - f) The student / candidate has caused damage to the enterprise.
  - g) The enterprise mistreats the student / candidate and does not assign tasks in accordance with the WBL individual plan, drafted by the three parties (attached to this agreement)
3. In case of the contract breach, the student or enterprise has the right to appeal to VETI.
  - a. VETI should address the student / candidate's complaint to the relevant enterprise or vice versa;
  - b. In specific cases the complaint should be addressed to MED or AVETAE.

**Article 8. Final provisions**

This contract is valid until the date specified in the Article 2, unless it is specified differently by agreement of the three parties.

The contract is signed in three (3) originals, one for each signatory.

VETI (PPT) is obliged to keep a copy of the contract signed by the enterprise to be archived in the student file.

Signature of the student / candidate	Date
Signature of the enterprise instructor	Date
Signature of the Professional Practice Teacher / VETI instructor	Date

**STUDENT/CANDIDATE DIARY DURING WBL COMPLETION**

<b>PART I: General information</b>
<i>(To be completed by the Professional Practice Teacher / VETI Instructor)</i>
<b>1. Student / Candidate Information</b>

Name (Parent) Surname:			
Contact information	Phone	E-mail	
Address			
Municipality/Village			
Education field	Profile	Level	Grade

## 2. Enterprise information

Enterprise legal name			
Name of the Instructor			
Contact information	Phone	E-mail	

In the field of activity description - for each day, list the main activities you did while carrying out the WBL. Describe what you have worked and how you did it. Also add your opinion about work-based learning, e.g. how the activities have helped you to fulfill your learning goals? What knowledge, skills, or even experiences did you gain while along the work-based learning?

## PART V: STUDENT/CANDIDATE DIARY

Date (date-month-year)	Entry time	Exit time	Description of activities performed during the day in WBL	Instructor Signature every month
9-Jun-20				
11-Jun-20				
12-Jun-20				

## STUDENT/CANDIDATE MONITORING FORM

<b>PART I: General information</b>					
<i>(To be completed by the Professional Practice Teacher / VETI Instructor)</i>					
<b>1. Student / Candidate Information</b>					
Name (Parent) Surname:					
Contact information	Phone	E-mail			
Address					
Municipality/Village					
Education field	Fashion design	Level	III	Grade	12
<b>PART III: Report from the Monitoring Visit</b>					
<i>(To be completed by the Professional Practice Teacher / VETI Instructor)</i>					
Monitoring Date		Municipality			
Name of Professional Practice Teacher		Enterprise Instructor			
The student / candidate is present at the workplace	<input type="checkbox"/> YES <input type="checkbox"/> NO	If NO, state the reason			
General comments from the enterprise					
General comments from the student / candidate					
Necessary actions to be taken (if necessary)					

	Enterprise (Instructor)	PPT/ VETI Instructor	Student / Candidate
Name and Surname			
Signature			
Date			

## REFERENCE LETTER (Model)

Date \_\_\_\_\_

Mr/Mrs. \_\_\_\_\_, has completed work-based learning at the enterprise \_\_\_\_\_, in municipality \_\_\_\_\_, from the date \_\_\_\_\_ to the date \_\_\_\_\_.

During this period, Mr/Mrs. \_\_\_\_\_, has been engaged to perform the following tasks:

1.

\_\_\_\_\_

2.

\_\_\_\_\_

3

\_\_\_\_\_

4.

\_\_\_\_\_

5.

During this period, the student / candidate has demonstrated competence and knowledge in the tasks assigned to him / her by the enterprise instructor.

Mr/Mrs. \_\_\_\_\_ has demonstrated good computer skills and language \_\_\_\_\_ and has very good communication skills that helped him get involved right away as part of the team, and he is a very nice person to work with.

In this period has contributed to (*list the tasks performed*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I would gladly recommend and welcome other opportunities to work with him again!

If you need additional information please contact me!

Name and Surname: \_\_\_\_\_

E-mail/Phone \_\_\_\_\_

Signature: \_\_\_\_\_

**FORM FOR EVALUATION OF STUDENT/CANDIDATE  
ACHIEVEMENT  
(Check List)**

<b>PART I: General information</b>					
<i>(To be completed by the Professional Practice Teacher / VETI Instructor)</i>					
<b>1. Student / Candidate Information</b>					
Name (Parent) Surname:	Filan Fisteku				
Contact information	Phone	E-mail			
	383 44 1234567	filanfisteku@gmail.com			
Address	Str. Agim Ramadani, No. 24				
Municipality/Village	Prishtine				
Education field	Fashion Design	Level	III	Grade	12
<b>2. Enterprise information</b>					
Enterprise legal name	Enterprise xxxx				
Name of the Instructor	Naser Naser				
Contact information	Phone	E-mail			
	044 876543	instruktori@kompani.com			
Address	Str. Marin Barleti, No. 30				
Municipality/Village	Prishtinë				
<b>PART IV: Evaluation of main task activities</b>					
<i>(To be completed by the enterprise Instructor)</i>					
Evaluation date		Final grade for Activity 1	<b>2.0</b>		
Main Task / Module	Tailoring		Grade - skills assessment (70%)	<b>2</b>	
Activity 1 Learning Outcome (LO1)	Cutting fabrics for clothing		Max points per criterion	Evaluation by the instructor	
Criteria for evaluation of Activity 1. LO1	Selection of material for cutting		10	5	
	Selection of working tools		10	5	
	Sewing		10	10	
	Professional conversation		10	3	
	0		10	10	
	0		10	2	
	0		10	2	
	0		10	2	
	0		10	5	
	0		10	15	
Total points for Activity 1 (LO1)			100	59	
Traits and Behavior- Attitudes, Values	Commitment at work		Excellent	5	
	Attention		Sufficient	2	
	Collaboration with staff		Sufficient	2	

	Creativity	Sufficient	2
	Attendance	Choose from the list	0
	Add others	Choose from the list	0
	Grade - assessment of life skills (30%)		1.83

*Evaluation note: The pass threshold is 40% of the maximum points on the checklist.  
The final grade is calculated according to this criterion based on points: from 0 to 40 points - insufficient (1); from 41 to 60 points - sufficient (2); from 61 to 80 points - good (3); from 81 to 90 points - very good (4); from 90 to 100 points - excellent (5).*

	Enterprise (Instructor)	VETI (PPT/Instructor)
Name and Surname		
Signature		
Date		

## FORM FOR EVALUATION OF WORK-BASED LEARNING – (Enterprise)

*(completed by the enterprise & administered by the responsible person of VETI for WBL)*

Enterprise : \_\_\_\_\_

Instructor Name and Surname: \_\_\_\_\_

Student / Candidate Name and Surname: \_\_\_\_\_

Municipality: \_\_\_\_\_

**Note: Please fill out a form for each student / candidate**

I. (Rate from 1 to 5, where 1 = Not at all, and 5 = Very much)	
1. How important is work-based learning to develop the skills of future employees?	○1   ○2   ○3   ○4   ○5
2. How well the student / candidate is trained to work in this profession?	○1   ○2   ○3   ○4   ○5
3. How satisfied are you with the student / candidate performance??	○1   ○2   ○3   ○4   ○5
4. How effective has been work-based learning to develop the skills of future employees?	○1   ○2   ○3   ○4   ○5
II	
5. Would you offer a job to the student / candidate after the WBL is over?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.1. If NO, indicate the reasons?	
<input type="checkbox"/>	The season is over.
<input type="checkbox"/>	We do not need workers at this time
<input type="checkbox"/>	We will decide when the WBL is over
<input type="checkbox"/>	The student / candidate still needs training.
<input type="checkbox"/>	Our budget does not allow us to hire workers / interns
<input type="checkbox"/>	The student / candidate does not show interest in employment.
<input type="checkbox"/>	The student / candidate must continue with education
<input type="checkbox"/>	Other (please specify):
6. Do you have any suggestions for improving work-based learning?	

## FORM FOR EVALUATION OF WORK-BASED LEARNING - (Student / Candidate)

*(completed by the student / candidate & administered by the responsible person of VETI for WBL)*

Name / Surname of the student / candidate:			
Name of vocational school			
The enterprise where the WBL is performed:			
Municipality / Village where the MVP is performed		Class	
<b>I</b>			
1. Gender	<input type="checkbox"/> M	<input type="checkbox"/> F	<input type="checkbox"/> Other
2. 1. Which WBL professional practice module did you complete?			
<b>II.</b> (Rate from 1 to 5, where 1 = Not at all, and 5 = Very much)			
3. How useful was participating to WBL for you?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
4. How skilled are you as result of WBL?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
5. How satisfied are you with the treatment in the enterprise?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
6. How much do you think the participation to WBL has improved your employment opportunities?	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5
<b>III.</b>			
7. Does the enterprise offered you the opportunity to continue working or WBL?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
7.1 If YES, would you continue working an the same enterprise?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
7.2 If you have not been offered the opportunity to continue working, tell us why.			
7.3 Specify at least two skills you acquired during WBL.	1.		
	2.		
	3.		
8. Do you have any suggestions for improving WBL?			

## EXCEL FORMS

### (INDIVIDUAL PLAN, MONITORING REPORT, WORK DIARY, ACHIEVEMENT EVALUATION- Checklist)

In this folder you will find the four main forms for implementing WBL that includes the individual WBL plan, monitoring report, student work diary, and achievement evaluation - checklist.

Keep in mind that forms are linked through links and formulas, so you may not have access to changing fields that are shaded in blue.

The individual work plan is the main page, where all the data for the student / candidate and the enterprise can be completed, and modules, activities and evaluation criteria . This data will then be automatically transferred to the monitoring report pages, the student diary and the achievement evaluation form.

Note: YOU as a professional practice teacher (PPT) / VETI instructor, enterprise instructor and student / candidate can fill only the fields which are not shaded (white) by following the instructions placed in each form.

Click on the icon to open the forms in excel



WBL Plan\_Final.xlsx

# APPLICATION FORM FOR WBL Logo



Adresa: Nëna Terezë, Nr.20, 10000 Prishtinë – KOSOVË  
 Tel: +381 (0) 38 224 741, Tel&Fax: +381 (0) 38 224 299  
 info@oek-kcc.org, www.oek-kcc.org



### **Commitment**

- 1) We hire VET students for work-based learning in our company.
- 2) We have appointed a person responsible for work-based learning for VET students. This competent person has completed an instructor training for work-based learning .
- 3) We develop a company training plan for VET students, in accordance with the relevant curriculum and in consultation with the vocational school.
- 4) We are actively engaged in the final evaluation of VET students, reflecting the results they have achieved during their professional practice in our company.

### **Quality**

- 5) We make sure our VET students keep a work diary.
- 6) We offer our VET students all the necessary free training materials, in particular tools, consumable materials, etc.
- 7) We give our VET students adequate compensation for their work.

### **Responsibility**

- 8) We apply the provisions of the Labor Law, the Law on Safety and Health at Work, and other relevant legal provisions.
- 9) We and VET students respect the maximum number of working hours set by law.
- 10) We make sure to maintain a balance between the number of VET students and the number of qualified workers we employ.

Our company cooperates with the vocational school: \_\_\_\_\_

**“We declare that we support and participate to work-based learning in accordance with the 10 criteria for WBL logo.”**

Company Name			
Address			
Contact information (E-mail & Phone)			
Name Surname		Signature and Date	_____ __/__/____

# CURRICULUM IMPLEMENTATION GUIDELINE

Double-click on the image to open the Curriculum Implementation Guide



## UDHËZIMI PËR ZBATIM TË KURRIKULAVE



## PROFESSIONAL MODULE DESCRIPTOR

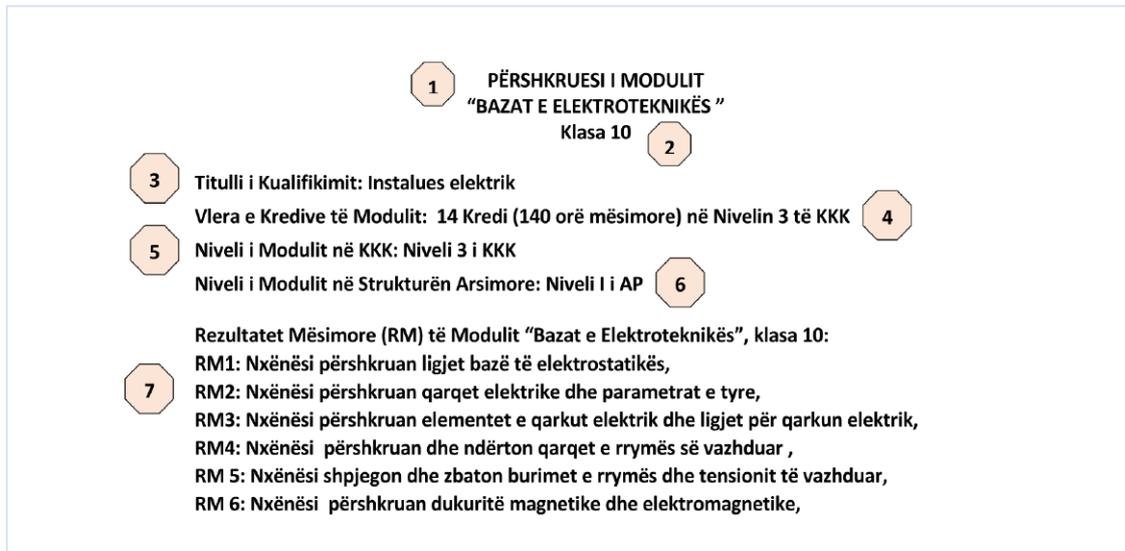


Figure 1: Përshkruesi i modullit profesional për modulin profesional instalues elektrik (pjesa 1)

Çdo përshkrues i modullit profesional përmban këto informacione:

(1) Titulli i modullit. – (2) Klasa (në të cilën është mësuar moduli – (3) Profili profesional të cilit i përket moduli.- (4) Numri i kredive dhe numri i orëve mësimore – (5) Niveli i modullit në kuadër të Kornizës Kombëtare Kualifikimeve – (6) Niveli i modullit në sistemin e arsimit profesional – (7) Rezultatet e mësimore të modullit