



Vocational Education  
and Training Centre



Education for Employment  
in North Macedonia



# S U M M E R P R A C T I C E G U I D E L I N E S

General  
directions  
for planning,  
organizing,  
implementing,  
monitoring and  
recordkeeping  
of the summer  
practice



Schweizerische Eidgenossenschaft  
Confédération suisse  
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Swiss Agency for Development  
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**Vocational Education  
and Training Centre**



**Education for Employment  
in North Macedonia**

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The views set out in the Guidelines are those of the authors, and they do not necessarily reflect the official opinions and policies of the project, implementing organizations of the Project, and the donor.

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monitoring and recordkeeping of the summer practice)

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Members of the Working Group:

**Zoran Jovchevski, MA**, Advisor, Vocational Education  
and Training Centre

**Roza Arsovska, MA**, Advisor, Vocational Education  
and Training Centre

**Branko Aleksovski, MA**, Advisor, Vocational Education  
and Training Centre

**Lepa Trpcheska, MA**, Head of Sector, Vocational Education  
and Training Centre

**Nazihtere Sulejmani**, State Advisor, Ministry of Education  
and Science

**Natasha Janevska, MA**, Independent Advisor,  
Economic Chamber of Macedonia<sup>1</sup>

**Ivana Georgievska, MA**, Vocational Education and Training Expert,  
Project "Education for Employment in North Macedonia"

**Mihajlo Donev**, Associate, Economic Chamber of Macedonia

**Milaim Ameti**, Operations Manager, Economic Chamber  
of North-West Macedonia

**Aneta Atanasovska**, Head of Chamber of Crafts Skopje,  
Representative of the Chamber of Crafts of the  
Republic of North Macedonia

**Elmaz Maliqi**, Assistant Head of Sector, Ministry of  
Local Self-Government

Translation: **Maja Mihajloska**

Design: **Koma**

---

<sup>1</sup> During the preparation of the first draft, **Natasha Janevska**  
was a representative of MoES

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# CONTENTS

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<b>1. INTRODUCTION.....</b>	<b>7</b>
1.1. Need and Purpose of the Guideline .....	7
1.2. Goals of the Guideline.....	8
<b>2. DEFINITION OF TERMS.....</b>	<b>11</b>
<b>3. BENEFITS OF THE SUMMER PRACTICE .....</b>	<b>15</b>
3.1. Benefits for the Students .....	15
3.2. Benefits for the School.....	16
3.3. Benefits for the Host Employer/ Company .....	16
3.4. Benefits for the Local and Social Community.....	16
<b>4. SELECTION CRITERIA FOR HOST EMPLOYER, COMPANY MENTOR, WORK-BASED LEARNING SCHOOL COORDINATOR AND SUPERVISING TEACHER OF THE SUMMER PRACTICE .....</b>	<b>19</b>
4.1. Selection Criteria for Host Employer.....	19
4.2. Selection Criteria for Company Mentor.....	19
4.3. Selection Criteria for Work-Based Learning School Coordinator.....	20
4.4. Selection Criteria for Supervising Teacher of the Summer Practice .....	20
<b>5. PROGRAMMING, ORGANIZATION AND IMPLEMENTATION OF THE SUMMER PRACTICE.....</b>	<b>23</b>
5.1. Representation of the Summer Practice in the Curricula (Two, Three and Four Year-Duration of Vocational Education).....	23
5.2. Organization: Employers for the Summer Practice, Curriculum, Duration, Period and Place of Implementation of the Summer Practice.....	24
5.2.1. Selection of companies for the implementation of the summer practice.....	24
5.2.2. Curriculum for implementation of the summer practice.....	24
5.2.3. Duration, period and place of implementation of the summer practice.....	25
5.3. Preparations for Implementation of the Summer Practice .....	26
5.3.1. Student Placement Plan for in-company summer practice.....	26
5.3.2. Signing an agreement for implementation of the summer practice .....	26
5.3.3. Summer practice in-company schedule of the student.....	26
5.3.4. Provision of prerequisites for implementation of the summer practice.....	26
5.3.5. Preparations of the school for the inclusion of the student with special educational needs in the summer practice .....	27

5.3.6. Preparations of the host employer for accepting students for summer practice .....	28
5.3.7. Options for compensation of the students.....	28
<b>5.4. Implementation of the Summer Practice.....</b>	<b>28</b>
<b>6. RECORDKEEPING, MONITORING AND EVALUATING THE SUMMER PRACTICE.....</b>	<b>31</b>
<b>6.1. Recordkeeping of the Summer Practice at the Host Employer .....</b>	<b>31</b>
6.1.1. Recordkeeping before the implementation.....	31
6.1.2. Recordkeeping during the summer practice .....	32
6.1.3. Recordkeeping upon completion of the summer practice.....	32
<b>6.2. Monitoring the Summer Practice Implementation at the Host Employer .....</b>	<b>32</b>
6.2.1. School monitoring of the student.....	32
6.2.2. Monitoring of the student by the company mentor.....	33
<b>6.3. Evaluation of the Student's Achievements and Evaluation of the Summer Practice Process .....</b>	<b>33</b>
6.3.1. Evaluation of the student's achievements .....	33
6.3.2. Evaluation of the implementation process of the summer practice.....	34
<b>7. ROLES, RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS IN THE IMPLEMENTATION OF THE SUMMER PRACTICE.....</b>	<b>37</b>
<b>7.1. Roles, Rights and Obligations of the Employer (Company).....</b>	<b>37</b>
<b>7.2. Roles, Rights and Obligations of the Company Mentor .....</b>	<b>38</b>
<b>7.3. Roles, Rights and Obligations of the School.....</b>	<b>39</b>
<b>7.4. Roles, Rights and Responsibilities of WBL Coordinator .....</b>	<b>39</b>
<b>7.5. Roles, Rights and Responsibilities of the Supervising Teacher of the Summer Practice .....</b>	<b>39</b>
<b>7.6. Roles, Rights and Obligations of the Student .....</b>	<b>40</b>
<b>7.7. Roles, Rights and Obligations of the Parent .....</b>	<b>40</b>
<b>7.8. Roles, Rights and Obligations of the Municipality.....</b>	<b>40</b>
<b>7.9. Role, Rights and Obligations of the Chambers.....</b>	<b>41</b>
<b>8. RECOGNITION OF THE SUMMER PRACTICE .....</b>	<b>43</b>
<b>8.1. Manner of Recognition of the Summer Practice for Full-time Students .....</b>	<b>43</b>
<b>8.2. Manner of Recognition of Relevant Work Experience as Proof of Completed Summer Practice for Part-time Students .....</b>	<b>43</b>
<b>ANNEXES .....</b>	<b>47</b>

## LIST OF ABBREVIATIONS

<b>VETC</b>	Vocational Education and Training Centre
<b>MoES</b>	Ministry of Education and Science
<b>E4E@mk</b>	“Education for Employment in North Macedonia” Project
<b>ECM</b>	Economic Chamber of Macedonia
<b>ECNWM</b>	Economic Chamber of North-West Macedonia
<b>CCRNМ</b>	Chamber of Crafts of the Republic of North Macedonia
<b>MoLSG</b>	Ministry of Local Self-Government
<b>WBL</b>	Work-Based Learning
<b>SP</b>	Summer Practice
<b>SEI</b>	State Education Inspectorate
<b>MoLSP</b>	Ministry of Labour and Social Policy
<b>SILSG</b>	State Inspectorate for Local Self-Government



1. INTRODUCTION

# 1. INTRODUCTION

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The dynamic growth and development of the economy, technology, and the global market bring about inevitable changes in the educational process that need a different approach to acquiring knowledge, skills, and competences. The educational institutions do not always have the capacity to respond to the increasing demands of the companies and offer well-developed practical skills of the young people and the adults; especially skills which can easily be adaptable to the dynamic, rapid and (un)expected changes in the economy and the technology. Therefore, the focus on acquiring professional knowledge, developing practical skills and competences should be moved away from the classroom setting and into the companies, by which greater cooperation between the education and the employers is not only understandable but inevitable.

One of the most important priorities of the educational system is broadening of the scope and the quality of the practical training and the practical education, hence improving the offer on the labour market. In this context, the changes and the improvement of the vocational education and training should be aimed towards the improvement of the practical training, i.e., the practical education of acquiring skills and competences for easier adaptation to the labour market. Although the terms practical training and practical education have the same meaning, in the curricula of the vocational and technical education they go by different names. Henceforth, only the term “practical training” will be used. Depending on the occupation/sector, the profile/qualification, and the type and level of the vocational education and training, the practical training gets implemented in the forms of practical classes, work-based learning at host employer, summer practice and professional practice.

## 1.1. NEED AND PURPOSE OF THE GUIDELINES

The successful and quality implementation of the planned activities for the summer practice of the students, at its core, depends on the clear understanding of the rights, roles, and obligations of each and every stakeholder. Hence, the need for the Guidelines to lead us through the whole process.

The implementation of the summer practice is a compulsory element of every curriculum for every qualification in the technical education and in some of the curricula for the vocational education for occupation. The main reason for introducing the summer practice for all the qualifications is to provide the students with the opportunity to get acquainted with the job and gain specific work experience. This process enables gradual development and application of knowledge and skills in certain areas. The whole process is based on mutual cooperation of the students, the teachers, and the mentors, and it is aimed towards application of previously acquired knowledge. The main characteristic of the summer practice is for the students to form opinions and start thinking about their personal and professional development in a real workplace setting.

The Guidelines are predominantly aimed at the implementers of the summer practice; the coordinators of the Work-Based Learning at host employer, the supervising teachers of the summer practice, the students, the mentors in the company and the meisters in the crafts shops.

## 1.2. GOALS OF THE GUIDELINES

The main goal of the Guidelines is to ease the process of planning, organizing, implementing, monitoring and recordkeeping of the summer practice and to encourage the students, during their secondary vocational education, to start thinking about their professional and career development. The summer practice itself and its

projected methods of implementation expand the students' horizons in the context of their future professional positioning. The interaction of the theoretical knowledge and the experience gained during the summer practice help the students develop various practical skills that will have synergistic effect on the growth of their total potential. Similarly, the Guidelines aim to:

- regulate the roles and obligations of the stakeholders and establish clear and comprehensive rules, easy to understand and simple to follow;
- establish the steps to organize and complete the summer practice, from its planning, and implementation to its monitoring and evaluation;
- promote the significance of the summer practice and its role in the process of acquiring competences and skills;
- provide quality assurance and quality control;
- give directions to the vocational schools and the employers on how to improve their cooperation;
- raise the awareness of the fact that the responsibility for qualitative vocational education cannot be placed solely on the educational institutions but it needs to be shared among the stakeholders.







2. DEFINITION OF TERMS



## 2. DEFINITION OF TERMS

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The term **PRACTICAL EDUCATION** is present in the curricula of technical education. It is an organized form of acquiring vocational and transferable knowledge, skills, and competences to use them in work and for completing working tasks within the framework of one working process. It is implemented through work-based learning at host employer, through summer practice and practical classes.

**WORK-BASED LEARNING (WBL)** is a type of learning when the students study by working in a real workplace setting and on the production of actual products and services.

**SUMMER PRACTICE**<sup>2</sup> in its function, organization, and content is a form of work-based learning at a host employer which takes place after the end of the academic year and as a rule, for a continuous period with an appropriate employer. Under exceptional circumstances, the summer practice may well be completed in the school if the school has an organized production or other service-based working process or in family firms when their range of work is relevant to the qualification of the student.

**PRACTICAL CLASSES** are a form of practical education that help students acquire knowledge, skills and habits needed for the job within the framework of the qualification; and also training the students to rapidly participate in the processes of the specific technology at work. The practical classes are carried out in schools (workshops, laboratories, agricultural properties, school-based enterprises, etc.) and at the actual workplace setting of the host employer.

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<sup>2</sup> Concept for modernization of the technical education, brought by the Decision of the Ministry of Education and Science Number 24-730/1 of 02.12.2016

**(HOST) EMPLOYER** is a legal or physical entity (craftsperson) or any other subject (body of the state government, body of the local self-government unit, branch of a foreign company, a diplomatic and consular mission) that hires workers based on an employment contract.<sup>3</sup>

The employer has its own organization, firm or company that employs and hires employees and it is where the students acquire competences through a qualitative practical training in the working process and for which they need to sign a memorandum for cooperation with the school.

**WORK-BASED LEARNING SCHOOL COORDINATOR** is a person that coordinates the activities regarding the planning, organization, implementation, monitoring and recordkeeping of the summer practice in order to improve the work-based learning and the link between the school and the employer.

**SUPERVISING TEACHER OF THE SUMMER PRACTICE** in those schools that have a large number of sectors and qualifications, a vocational teacher is selected to assist the WBL Coordinator in order to successfully and qualitatively implement the summer practice.

**MENTOR<sup>4</sup> AT THE HOST EMPLOYER** is a person responsible for all the forms of practical training, who coordinates the activities relevant to the planning, organizing, implementing, monitoring and recordkeeping of the summer practice and validates the progress of the students.

<sup>3</sup> Law on Labor Relations ("Official Gazette of the Republic of Macedonia" No. 158/10)

<sup>4</sup> Mentor means "Professional and other personnel for implementation of the practical training at the host employer" pursuant to the Law on VET

**MEISTER** is a person who has passed a meister's exam, an employer/mentor who performs craftsmanship and coordinates the activities relevant to the planning, organizing, implementing, monitoring and recordkeeping of the summer practice and validates the progress of the students.

**PROFESSIONAL PRACTICE** is a form of practical training, represented in the occupations and educational profiles that are characterized by seasonal work in the production processes (agricultural-veterinary, forestry-woodworking and catering-tourism). The professional practice takes place during the school year on days when the seasonal production work allows students to be directly involved in the production process. It can also be carried out on the school agricultural property, in the school-based enterprises, at host employers, social partners, on farms and in partner schools.

**PRACTICAL TRAINING<sup>5</sup>** is one of the areas included in the vocational education curricula. It is an organized form of acquiring technical and transferable knowledge, skills and competences to use them in work and for completing working tasks within the framework of one working process; programmed and delivered according to the curricula. Depending on the occupation, educational profile and type of vocational education and training, the practical training may be provided in vocational education and training institutions and at a host employer in one or more forms.

<sup>5</sup> Practical training as a term is used in the vocational education. Henceforth, practical training means acquiring practical skills at the school and at the host employer.





3. BENEFITS OF THE SUMMER PRACTICE



# 3. BENEFITS OF THE SUMMER PRACTICE

Beneficiaries of the quality implementation of the summer practices are not only the students, the school and the employer as direct participants in the process but also the local and social community, hence a win-win situation.

## 3.1. BENEFITS FOR THE STUDENTS

- INVESTING IN ONE'S FUTURE;
- GAINING REAL-WORLD WORK EXPERIENCE;
- CONVERTING THE THEORETICAL KNOWLEDGE INTO PRACTICAL SKILLS TO DO THE WORK;
- EXPANDING THE CHOICE OF OCCUPATIONS AND PERCEIVING THE OPPORTUNITIES FOR PROFESSIONAL AND CAREER DEVELOPMENT;
- SHORTER DURATION OF THE ADAPTATION TO EMPLOYMENT;
- LEARNING FROM EXPERIENCED BUSINESS OWNERS-MEISTERS, ETC.;
- IMPROVEMENT OF THE SOFT SKILLS: SELF-CONFIDENCE, SELF-ASSURANCE, DISCIPLINE, SELF-INITIATIVE, CREATIVITY, LOYALTY, ENTREPRENEURIAL SKILLS ETC.;
- POSSIBILITY OF FINANCIAL COMPENSATION;
- INTRODUCTION TO ORGANIZATIONAL CULTURE;
- GETTING A RECOMMENDATION FROM THE COMPANY.

### 3.2. BENEFITS FOR THE SCHOOL

- IMPROVEMENT OF THE QUALITY OF THE PRACTICAL TRAINING;
- IMPROVED COOPERATION WITH THE COMPANIES;
- OBTAINING RELEVANT LABOUR MARKET INFORMATION AND FOLLOWING THE EMPLOYMENT TRENDS;
- BETTER READINESS FOR WORK OF THE STUDENTS AND RAPID ADAPTABILITY OF THE FUTURE WORKFORCE;
- PROMOTION OF THE SCHOOL IN THE LOCAL ENVIRONMENT AND BEYOND;
- RAISING THE ATTRACTIVENESS OF THE SCHOOL.

### 3.3. BENEFITS FOR THE HOST EMPLOYER/ COMPANY

- OPPORTUNITY FOR ACTIVE PARTICIPATION IN THE EDUCATIONAL PROCESS AND STRENGTHENING OF THE EDUCATIONAL FUNCTION OF THE COMPANIES;
- UPDATE ON THE CURRENT EVENTS IN THE PROCESS OF EDUCATION;
- ACTIVE INVOLVEMENT IN INCREASING THE COMPETENCIES OF THE FUTURE WORKFORCE;
- RECRUITMENT OF NEW STAFF AND AN OPPORTUNITY TO SELECT THE FUTURE WORKFORCE;
- ACQUIRING EASILY ADAPTABLE WORKFORCE;
- PROMOTION OF THE COMPANY IN THE LOCAL ENVIRONMENT AND BEYOND;

- OPPORTUNITY TO APPLY NEW IDEAS THAT THE YOUNG PEOPLE BRING TO MODERNIZE THE COMPANY;
- BE A ROLE MODEL FOR CORPORATE SOCIAL RESPONSIBILITY IN THE COMMUNITY;
- OPPORTUNITIES FOR IMPLEMENTATION OF JOINT PROJECTS BETWEEN THE SCHOOLS AND THE COMPANIES;
- ELIGIBILITY FOR FINANCIAL, DUTY AND TAX RELIEFS PRESCRIBED BY THE LAW<sup>6</sup>.

### 3.4. BENEFITS FOR THE LOCAL AND SOCIAL COMMUNITY

- BETTER TECHNICAL COMPETENCE OF THE FUTURE WORKFORCE;
- BETTER EMPLOYABILITY OF THE FUTURE WORKFORCE;
- BOOST TO THE LOCAL ECONOMIC DEVELOPMENT;
- INCREASED AWARENESS OF THE FUTURE WORKFORCE FOR COMPLIANCE WITH AND ENFORCEMENT OF THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS, FIRE PROTECTION, HACCP, MKC ISO OR OTHER STANDARDS;
- DEVELOPED ENVIRONMENTAL AWARENESS AND POSITIVE ATTITUDE IN THE LIFE OF THE POPULATION;
- BETTER QUALITY OF THE VOCATIONAL EDUCATION.

<sup>6</sup> Law on Vocational Education and Training ("Official Gazette of Republic of Macedonia" No. 71/06, 117/08, 148/09, 17/11, 24/13, 137/13, 41/14, 145/15 and 55/16)







4. SELECTION CRITERIA FOR HOST EMPLOYER, COMPANY MENTOR, WORK-BASED LEARNING SCHOOL COORDINATOR AND SUPERVISING TEACHER OF THE SUMMER PRACTICE



# 4. SELECTION CRITERIA FOR HOST EMPLOYER, COMPANY MENTOR, WORK-BASED LEARNING SCHOOL COORDINATOR AND SUPERVISING TEACHER OF THE SUMMER PRACTICE

## 4.1. SELECTION CRITERIA FOR HOST EMPLOYER

- THE EMPLOYER HAS BEEN VERIFIED FOR PRACTICAL TRAINING OF STUDENTS AND STUDENTS WITH SPECIAL EDUCATIONAL NEEDS;
- THE COMPANY IS OPEN TO HOSTING STUDENTS.

## 4.2. SELECTION CRITERIA FOR COMPANY MENTOR

- HAVE AT LEAST THREE YEARS OF WORK EXPERIENCE IN THE BUSINESS;
- BE AN EMPLOYER OR EMPLOYEE OF THE EMPLOYER;
- BE FAMILIAR WITH THE PROCESSES WITHIN THE COMPANY;
- POSSESSES COMMUNICATION SKILLS;
- COMPLIES WITH THE OCCUPATIONAL SAFETY AND HEALTH REGULATIONS, FIRE PROTECTION, HACCP, MKC ISO OR OTHER STANDARDS.

### 4.3. SELECTION CRITERIA FOR WORK-BASED LEARNING SCHOOL COORDINATOR

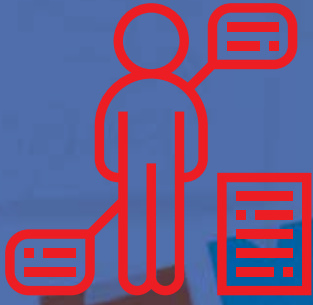
- HAS AN UNDERSTANDING OF THE BUSINESS ENVIRONMENT IN THE REGION;
- POSSESSES COMMUNICATIONAL AND ORGANIZATIONAL SKILLS;
- HAS IT COMPETENCES (USE OF WORD, EXCEL, POWERPOINT OR OTHER EQUIVALENT APPLICATIONS/PROGRAMS, AND THE USE OF VARIOUS INTERNET BROWSERS);
- HAS AT LEAST FIVE YEARS OF WORK EXPERIENCE AS A VOCATIONAL TEACHER.

### 4.4. SELECTION CRITERIA FOR SUPERVISING TEACHER OF THE SUMMER PRACTICE

- BE A TEACHER OF A VOCATIONAL THEORETICAL SUBJECT OR A TEACHER OF PRACTICAL TRAINING;
- BE FAMILIAR WITH THE VOCATIONAL CURRICULA THAT ARE IMPLEMENTED WITHIN THE FRAMEWORK OF THE SCHOOL IN WHICH HE/SHE WORKS.



5. PROGRAMMING, ORGANIZATION AND IMPLEMENTATION OF THE SUMMER PRACTICE



NEXT WEEK Plans

- go shopping on monday
- stay back and study in the lab for the on campus seminar

ONLINE

TRUST Violet  
♥

FINISH SCHOOL  
28/12

NOTES

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# 5. PROGRAMMING, ORGANIZATION AND IMPLEMENTATION OF THE SUMMER PRACTICE

23

## 5.1. REPRESENTATION OF THE SUMMER PRACTICE IN THE CURRICULA (Two, Three and Four Year-Duration of Vocational Education)

The vocational education and training implement curricula for vocational training with a two-year duration, vocational education with a three year-duration and technical education with a four-year duration.

The curricula for vocational education uses the term “summer practice” whereas the technical education uses the term “summer internship”. Since these two terms in the curricula have the same meaning, henceforth the term “summer practice” is used. Within the three levels of vocational education, the summer practice is only absent in the final year of each.

IN THE VOCATIONAL TRAINING WITH A TWO-YEAR DURATION, the summer practice lasts between 10 to 20 days.

IN THE VOCATIONAL EDUCATION WITH A THREE-YEAR DURATION, the summer practice is present in the first and second year, lasting from 10 to 20 days.

**IN THE TECHNICAL EDUCATION WITH A FOUR-YEAR DURATION**, the summer practice is present in the first, second and third year, lasting from 5 to 20 days.

From the analysis of the curricula for the three levels of vocational education, it is concluded that the summer practice is represented with 5 to 20 days of duration.

## 5.2. ORGANIZATION: EMPLOYERS FOR THE SUMMER PRACTICE, CURRICULUM, DURATION, PERIOD AND PLACE OF IMPLEMENTATION OF THE SUMMER PRACTICE

### 5.2.1. Selection of companies for the implementation of the summer practice

The Work-Based Learning (WBL) School Coordinator<sup>7</sup>, following their rights and responsibilities, performs the planning, organization, implementation, control, evaluation and administration of the summer practice.

During the academic year, the headteacher of the school and the Coordinator in coordination and collaboration with the person in charge of education from the municipality, and together

<sup>7</sup> If the WBL Coordinator is not designated, the school headteacher appoints a person in charge within the school that performs the tasks of the Coordinator enlisted in the Guidelines.

with the representatives of the Chambers, contact the employers with whom the school has already signed a memorandum of cooperation or new host employers. If any of the employers cancel the summer practice, the Coordinator is obliged to find new employers for collaboration.

The Coordinator prepares the Proposal List of Employers, determines the type of occupations and the number of job positions within the company. While making the List, the Coordinator takes into account the additional information from the students/parents, the school (the management and the professional services) for employers interested in cooperation. The List is posted on the websites of the municipalities that gravitate to that school centre, and also on the school's website and bulletin board. Each year, the Coordinator updates the List of Employers. When addressing companies for vacancies for students, the Coordinator can use the Application for Summer Practice - Vacancies (Form No.1).

### 5.2.2. Curriculum for implementation of the summer practice

The School Coordinator (WBL), in February, initiates the development of curricula for implementation of the summer practice. The vocational and practical training teachers from the school and the company mentor, jointly develop year-level curricula for implementation of the summer practice (Form No.2.1) following the contents of the vocational-theoretical curricula, the practical classes and the soft skills that students are learning in the current year. The curricula should be drafted/ revised no



later than the third week in April. The completed curricula are submitted to the WBL School Coordinator for implementation of the summer practice. The Coordinator submits the curricula for the first and second year of the three-year-long education and the first, second and third year of the four-year-long vocational education to the headteacher, who approves them by the end of April, the latest.

The company mentor, based on the designed curricula, suggests job vacancies in the company where the appropriate competences can be acquired and developed.

Upon finalizing the program for implementation of the summer practice, the preparation of the Plan for the implementation of the summer practice of the students at the host employers begins (Form No.2.2). The Plan is prepared by the mentor(s) of the company, the supervising teacher of the summer practice and/or the WBL School Coordinator (the person of the school responsible for the practical training of the students in the company). The people designated by the school and the company (the management of the school and the company) should also be acquainted with the Plan, and the Plan itself should be adopted and approved on their part. It is optimal for the Plan to be finalized at least two weeks (15 days) before the implementation of the Summer Practice Curriculum.

### **5.2.3. Duration, period and place of implementation of the summer practice**

The summer practice is implemented after the end of the academic year. In exceptional circumstances (illness, accident, emigration, etc.), it can be implemented during the next academic year until the end of the first semester. In the curricula, the annual fund of classes for the summer practice is expressed in working days. The student should, as a rule, spend six to eight working hours per day, depending on the business hours of the employer. The summer practice can be implemented in school-based enterprises, firms, services, craftsman's shops, partner-schools in the country and abroad. If possible, the students who live outside the municipality in which the school is located may conduct the summer practice in their municipality, for which they have to obtain written consent by the WBL School Coordinator.

## 5.3. PREPARATIONS FOR IMPLEMENTATION OF THE SUMMER PRACTICE

### 5.3.1. Student Placement Plan for in-company summer practice

Based on the Proposal List of Employers, the Coordinator develops a Placement Plan for implementing the summer practice at the host employer.

### 5.3.2. Signing an agreement for implementation of the summer practice

The employer, the vocational education institution and the student that is the parent/guardian enter into an agreement for implementation of the summer practice of the student at the host employer. For a minor age student, the agreement is signed by the parent or guardian of the student. The agreement should be signed before the start of the summer practice. The agreement is drawn up in 4 (four) identical copies, 1 (one) for each party and 1 (one) for the Chamber where the company for the practical training is verified (Form No.3).

The agreement for the summer practice may also be a constituent part of the tripartite agreement concluded for the practical training, when it is implemented at the same employer.

### 5.3.3. Summer practice in-company schedule of the student

The schedule is prepared by the WBL School Coordinator in collaboration with the company mentors, on the basis of the signed agreements. The schedule of the summer practice is published on the bulletin board of the school.

### 5.3.4. Provision of prerequisites for implementation of the summer practice

**OCCUPATIONAL SAFETY AND HEALTH TRAINING:** Before the student begins the practical training (practical classes, professional practice, summer practice, WBL), basic occupational safety and health training must be completed. The school organizes mandatory training for each student, according to the program developed by VETC. For successful completion of the basic occupational safety and health training, the student is issued a certificate that is an integral part of the student's portfolio. (Form No. 4)

**STUDENT INSURANCE POLICY:** The school is required to arrange student insurance, and the Coordinator of the school is obliged to control whether the student has adequate insurance.

**STUDENT TRANSPORTATION SERVICE:** Prior to the start of the summer practice, the transportation of the students is provided. The transportation is provided by the units of the local self-government in cooperation with the schools, parents and the host employers where the student realizes the summer practice.

**STUDENT ACCOMMODATION IN STUDENT DORMITORIES:** If the summer practice is carried out in a municipality different than the municipality where the students live, the municipality of the school provides accommodation for these students during the implementation of the summer practice, under the Law on Students' Standard.

**DAILY MEAL FOR THE STUDENT:** During the implementation of the summer practice, it is desirable for the employer to provide a daily meal for the student. It is essential for the student to get accurate information on this issue before the summer practice begins.

**MEANS AND EQUIPMENT FOR OCCUPATIONAL SAFETY:** During the summer practice at the host employer, the student is obliged to possess personal protection equipment for occupational safety. The means and equipment depend on the type of qualification; the type of work that the student performs during the summer practice; and the standards of the company. The type of equipment of the student is determined by the Mentor and the WBL School Coordinator, and the manner of its provision is defined in the tripartite agreement.

**SUMMER PRACTICE LOGBOOK (JOURNAL):** During the summer practice, the student is obliged to keep a summer practice logbook. The form and the contents of the summer practice logbook are prescribed in the Guidelines (Form No. 5). The logbook is provided by the school.

**INCLUSION OF STUDENTS WITH SPECIAL EDUCATIONAL NEEDS:** In the preparatory phase of the summer practice, it is checked whether there are students with special needs and whether there are conditions for inclusion of the students with special needs in the company.

**OTHER PREREQUISITES FOR THE SUMMER PRACTICE SPECIFIC FOR THE COMPANY:** At the end of the preparation phase, it is checked whether, following the legal regulations or standards of the company, there are other requirements that must be fulfilled before the student begins the summer practice. Other requirements include the obligation for a sanitary examination (in the case of businesses that provide personal services such as hairdressers, beauticians, masseurs, etc., or activities related to food production or other food-related activities), mandatory medical examination, signing of a confidentiality agreement, supplementary insurance and other specific conditions arising from the company's requirements.<sup>8</sup>

### **5.3.5. Preparations of the school for the inclusion of the student with special educational needs in the summer practice**

The student with special educational needs can complete summer practice; however, if needed, the parent/guardian is obliged to provide a personal assistant. The curriculum should be tailored to the needs and abilities of the student with special educational needs. Depending on the student's disability, the parent and the Coordinator suggest a reasonable adjustment to the employer's environment so that the summer practice of the student can run smoothly.

<sup>8</sup> The provision of prerequisites for implementation of the summer practice is specified in the tripartite agreement

### 5.3.6. Preparations of the host employer for accepting students for summer practice

#### Specialized occupational safety and health training in the company

In addition to the previously completed basic occupational safety and health training, before the start of the summer practice, the student must participate in separate occupational safety and health training at the host employer's location. The company is obliged to organize specialized training and to make an official record that the student has completed the training.

#### Mentor for practical training

Prior to the start of the summer practice, a company mentor is designated. It is advisable for one mentor to mentor one to five students. During the implementation of the summer practice, the student can be assigned to multiple job positions within the company. In such a case, the student may be trained by other employees under the same employer. At the end of the working day, the log of tasks for that working day is signed by the person who trained the student; whereas at the end of the summer practice, the logbook is signed by the company mentor (meister).

#### Code of Conduct and Dress Code of the Company

Before the start of the summer practice, the mentor/meister should familiarize the student with the code of conduct and the dress code of the company/shop.

For students with special educational needs, the employer is obliged to provide necessary conditions for example access to the entrance, free movement in the working space, assistive technology, etc. for implementation of the summer practice. If the employer is unable to make reasonable adjustments to the conditions, then we look for another eligible employer.

### 5.3.7. Options for compensation of the students

The employer, in agreement with the school, considers the possibility of providing financial compensation for the student for doing the summer practice, and this gets defined in the tripartite agreement. The compensation may as well be in the form of scholarships, donation of equipment, literature, excursions, graduation party, etc. offered by the company where the summer practice is conducted.

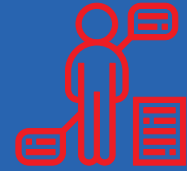
## 5.4. IMPLEMENTATION OF THE SUMMER PRACTICE

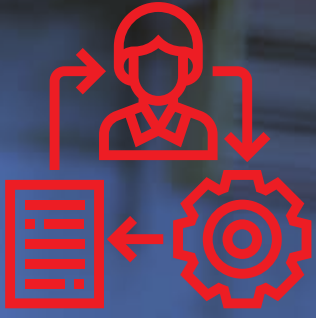
The summer practice is implemented at host employers who have signed an agreement. The dynamics of the activities for implementation of the summer practice should follow Form 12. During the implementation of the summer practice, the student is obliged to keep a Summer Practice Logbook (Form No. 5).

Upon completion of the summer practice, the employer presents the student with a Certificate of Completed Summer Practice (Form No. 6)

and/or Recommendation for the future employers (Form No. 7).

The summer practice is also mandatory for students who receive their education by taking exams (part-time students). If the part-time student is employed, then with prior school approval, the experience gained with the employer may be recognised if the working assignments are relevant to the qualification for which the student is being educated. If this is not the case, the part-time student and the Coordinator shall arrange for the summer practice to be implemented with the same or another suitable employer.





6. RECORDKEEPING, MONITORING AND EVALUATING THE SUMMER PRACTICE



# 6. RECORDKEEPING, MONITORING AND EVALUATING THE SUMMER PRACTICE

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## 6.1. RECORDKEEPING OF THE SUMMER PRACTICE AT THE HOST EMPLOYER

The recordkeeping of the implementation of the summer practice consists of three phases:

- RECORDKEEPING BEFORE THE IMPLEMENTATION;
- RECORDKEEPING DURING THE IMPLEMENTATION;
- RECORDKEEPING UPON COMPLETION OF THE IMPLEMENTATION.

### 6.1.1. Recordkeeping before the implementation

The purpose of keeping records on the students' readiness in the pre-practice phase is to check that all the conditions for the summer practice have been met, by using Form No. 8: Readiness Assessment Checklist. The form is filled in by the Coordinator and the mentor of the company in which the student(s) will have the summer practice. If some elements of the form are incomplete, they need to be completed before the summer practice begins.

### 6.1.2. Recordkeeping during the summer practice

During the implementation of the summer practice, the activities of the student are recorded. The recordkeeping includes the following elements: days of performing the summer practice, place of work, the title of the activity, content of the activity and evaluation of the student's achievements during the summer practice. The student keeps a record of the activities in the Summer Practice Logbook (Form No. 5) which is then checked and signed by the company employee and/or the mentor. The school's supervisor of the summer practice is also responsible for inspecting the Summer Practice Logbook.

In addition to the student's recordkeeping of the activities in the Summer Practice Logbook, the mentor also records the achievements of the student on the Form of the Summer Practice Curriculum (Form No. 9). If possible, an electronic time card may be used to track the student's work hours.

### 6.1.3. Recordkeeping upon completion of the summer practice

Upon completion of the summer practice, the employer issues the student a Certificate of Completed Summer Practice (Form No. 6) and/or a Recommendation for the future employers (Form No. 7). The certificate is issued on the basis of the signatures of the mentor and/or the authorised employees, according to the number of days prescribed in the curriculum for the implementation of the summer practice.

The certificate is registered in the employer's recordkeeping books. If the student loses the certificate of completed summer practice, the employer may issue a duplicate.

## 6.2. MONITORING THE SUMMER PRACTICE IMPLEMENTATION AT THE HOST EMPLOYER

The monitoring of the student during the implementation of the summer practice at the host employer is carried out by:

- THE VOCATIONAL EDUCATION AND TRAINING SCHOOL;
- THE MENTOR OF THE COMPANY WHERE THE SUMMER PRACTICE IS IMPLEMENTED.

### 6.2.1. School monitoring of the student

The school is obliged to monitor the student during the whole implementation period of the summer practice. The Vocational Education and Training Institution assigns a supervising teacher responsible for the summer practice who will monitor the student and work with the school WBL School Coordinator and the company mentor. The supervising teacher is responsible for developing a plan for monitoring the students, setting dates for visits to the companies and if possible, setting up meetings with the company mentors. Upon completion of the summer practice at the host employer, the supervising teacher prepares a follow-up report, the number of visits to the company,



and the number of meetings with the mentor or mentors from the company and submits it to the Coordinator.

Upon completion of the summer practice, the WBL Coordinator reflects together with the students on what has been learned by inspecting the students' logbooks and the reports of the students on how useful the activities were; what they expected to achieve prior to the implementation of the activities, which expectations were met and which were not; on their personal learning experiences and career decisions based on the summer practice; and they review the evaluation given by the company mentor and the supervising teacher.

#### **6.2.2. Monitoring of the student by the company mentor**

The mentor monitors the student for the entire period of the summer practice. During the student's activities, the mentor controls the student's proper use of occupational safety and health equipment; whether the student adheres to the ergonomic principles in the workplace; directs the student professional behaviour in the workplace, gives instructions and assistance for completion of the Summer Practice Logbook. During the monitoring, the mentor records the achievements of the student on the form of the Summer Practice Curriculum. Also, the mentor continually cooperates with the Coordinator and the supervising teacher of the summer practice, and if necessary, with the student's parent/guardian.

### **6.3. EVALUATION OF THE STUDENT'S ACHIEVEMENTS AND EVALUATION OF THE SUMMER PRACTICE PROCESS**

In addition to being monitored by the company mentor and the supervising teacher of the summer practice, there is evaluation of the student's achievements and there is joint evaluation of the process of the summer practice with the supervising teacher of the summer practice, and if necessary, with the parent/guardian of the student.

#### **6.3.1. Evaluation of the student's achievements**

The company mentor performs the evaluation of the student's achievements. In addition to the Summer Practice Logbook, the mentor also uses a special evaluation form (Form No. 10). The evaluation elements on the Form are determined by the mentor, and they are linked to the summer practice curriculum. The student is introduced to the evaluation elements before the start of the summer practice. The purpose of the mentor's evaluation of the achievements of the student is to determine how much and how responsive, dedicated, precise, and how interested the student is in the development of the necessary competences for the qualification. These assessments can serve the teacher and the company mentor for comparing the student's

results at school and at work, i.e., how well the student has applied the acquired technical and theoretical knowledge into the real workplace setting.

### **6.3.2. Evaluation of the implementation process of the summer practice**

Upon completion of the summer practice, the process of its implementation gets evaluated. The process is evaluated by the company mentor and the school Coordinator and/or the supervising teacher of the summer practice. A separate form (Form No. 11) is used when evaluating the process, and it consists of several questions. The answers to the questions provide relevant information on the success of the process, so that appropriate measures can be taken to improve it. The evaluation of the process can be performed not only at the end of the summer practice but it may be ongoing, i.e. during the period of its implementation.





7. ROLES, RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS  
IN THE IMPLEMENTATION OF THE SUMMER PRACTICE



# 7. ROLES, RIGHTS AND OBLIGATIONS OF THE PARTICIPANTS IN THE IMPLEMENTATION OF THE SUMMER PRACTICE

37

## 7.1. ROLES, RIGHTS AND OBLIGATIONS OF THE EMPLOYER (COMPANY)

- SIGNS A MEMORANDUM FOR COOPERATION WITH THE SCHOOL;
- ASSIGNS A MENTOR AND ASSOCIATES IN THE COMPANY TO WORK WITH THE STUDENT(S);
- PLANS THE TRAINING OF EMPLOYEES TO BECOME COMPANY MENTORS;
- PLANS THE IMPLEMENTATION OF THE SUMMER PRACTICE IN COOPERATION WITH THE VOCATIONAL SCHOOL;
- DEFINES CONDITIONS FOR SIGNING AND TERMINATING THE AGREEMENT;
- SIGNS AN AGREEMENT WITH THE VET INSTITUTION, THE PARENT/GUARDIAN AND THE STUDENT FOR IMPLEMENTATION OF THE STUDENT'S SUMMER PRACTICE IN THE COMPANY;
- DEVELOPS A RULEBOOK/GUIDELINE/CODE OF CONDUCT FOR THE STUDENTS IN THE COMPANY;

- INFORMS AND SUBMITS A COPY OF THE SIGNED AGREEMENT TO THE CHAMBER THAT HAS VERIFIED THE COMPANY;
- PROVIDES SPECIALISED OCCUPATIONAL SAFETY AND HEALTH TRAINING;
- ENSURES THE APPLICATION OF THE OCCUPATIONAL SAFETY MEASURES AND APPROPRIATE HYGIENE AND TECHNICAL PROTECTION MEASURES, FOLLOWING THE RELEVANT LEGISLATION;
- PROVIDES THE NECESSARY MATERIALS, MACHINERY AND TOOLS FOR THE IMPLEMENTATION OF THE SUMMER PRACTICE;
- PROVIDES CONDITIONS FOR THE ACHIEVEMENT OF THE RESULTS OF THE SUMMER PRACTICE FOR THE STUDENTS WITH SPECIAL EDUCATIONAL NEEDS;
- PROVIDES AND ACCOMMODATES THE WORKSPACE FOR THE STUDENTS WITH SPECIAL EDUCATIONAL NEEDS, IF NECESSARY;
- PROVIDES COMPENSATION TO THE STUDENT IF THIS IS FORESEEN IN THE AGREEMENT.
- PREPARES THE WORKING TASKS FOLLOWING THE CURRICULUM/A;
- PRESENTS THE ORGANIZATIONAL STRUCTURE AND BUSINESS ACTIVITY OF THE COMPANY TO THE STUDENTS;
- PLACES THE STUDENTS ON THEIR JOB POSITIONS AND INFORMS THE SUPERIOR ABOUT THE PRESENCE OF A STUDENT ON THAT JOB;
- MENTORS THE STUDENTS IN THE COMPANY;
- INFORMS THE EMPLOYEES OF THE STUDENTS' PRESENCE;
- CONTROLS THE APPLICATION OF THE OCCUPATION SAFETY AND HEALTH PROVISIONS AND MEASURES;
- MONITORS, EVALUATES, AND KEEPS A RECORD OF THE ACHIEVEMENT OF THE STUDENTS;
- INFORMS THE TEACHER ABOUT THE WORK AND PROGRESS OF THE STUDENTS;
- PARTICIPATES IN THE MEETINGS WITH THE TEACHER, COORDINATOR AND THE PARENT/ GUARDIAN;
- CONTROLS THE DOCUMENTATION ON THE IMPLEMENTATION OF THE SUMMER PRACTICE OF THE STUDENT;
- INFORMS THE SCHOOL AND THE SUPERIORS IN THE COMPANY ON ALL THE IMPORTANT ISSUES CONCERNING THE SUMMER PRACTICE OF THE STUDENT.

## 7.2. ROLES, RIGHTS AND OBLIGATIONS OF THE COMPANY MENTOR

- PARTICIPATES IN THE PREPARATION OF AN ANNUAL PLAN OF OPERATIONS AND THE CURRICULUM FOR COMPLETION OF THE SUMMER PRACTICE;
- ASSIGNS JOB POSITIONS AND TASKS FOR STUDENTS, INCLUDING STUDENTS WITH DISABILITIES;

### 7.3. ROLES, RIGHTS AND OBLIGATIONS OF THE SCHOOL

- DESIGNATES A WBL COORDINATOR;
- NOMINATES A SUPERVISING TEACHER OF THE SUMMER PRACTICE;
- SIGNS A MEMORANDUM OF COOPERATION WITH THE COMPANIES FROM THE LIST FOR SP;
- POSTS THE LIST OF COMPANIES FOR SP (ON THE BULLETIN BOARD, ON THE SCHOOL WEBSITE, ETC.);
- DEVELOPS AND ADOPTS SP CURRICULA;
- SIGNS SP AGREEMENT BETWEEN THE PARENT/ GUARDIAN, THE STUDENT AND THE COMPANY;
- SUBMITS NECESSARY DOCUMENTATION FOR THE EMPLOYER TO EVALUATE SP, WHICH THE EMPLOYER MUST COMPLETE, SIGN AND VERIFY.

### 7.4. ROLES, RIGHTS AND RESPONSIBILITIES OF WBL COORDINATOR

- COLLECTS THE RELEVANT DOCUMENTS AND FORWARDS THEM (STUDENT CERTIFICATES, FORMS OF THE LOGBOOK, EMPLOYMENT CONTRACTS);
- PROVIDES STUDENTS WITH A PLACE FOR IMPLEMENTATION OF SP;
- BEFORE THE IMPLEMENTATION OF SP, DETERMINES THE ELIGIBILITY OF THE ELEMENTS FOR THE START OF SP (FORM NO. 8);

- ORGANISES MEETINGS TO RESOLVE ANY DILEMMAS AND PROBLEMS AT THE REQUEST OF THE STAKEHOLDERS;
- MANAGES ADMINISTRATIVE MATTERS RELATED TO THE EVALUATION, FORMS AND AGREEMENTS FOR THE IMPLEMENTATION OF SP;
- ORGANISES OCCUPATION SAFETY TRAINING FOR THE STUDENTS;
- CHECKS THAT THE STUDENT HAS COMPLETED THE OCCUPATIONAL SAFETY TRAINING.

### 7.5. ROLES, RIGHTS AND RESPONSIBILITIES OF THE SUPERVISING TEACHER OF THE SUMMER PRACTICE

- COLLABORATES WITH WBL COORDINATOR AND THE COMPANY MENTOR;
- MONITORS THE PERFORMANCE OF THE STUDENT WITH THE EMPLOYER AND PROVIDES GUIDANCE ON IMPROVING THE PERFORMANCE OF SP;
- TIMELY RESOLVES ANY CURRENT PROBLEMS DURING THE IMPLEMENTATION OF SP, AND INFORMS WBL SCHOOL COORDINATOR;
- DOWNLOADS ALL DOCUMENTATION FOR THE STUDENT FROM THE EMPLOYER AND SUBMITS IT TO THE COORDINATOR.

## 7.6. ROLES, RIGHTS AND OBLIGATIONS OF THE STUDENT

- PREPARES FOR THE SUMMER PRACTICE, INCLUDING COMPLETION OF THE OCCUPATIONAL SAFETY AND HEALTH TRAINING;
- DEMONSTRATES INITIATIVE IN FINDING EMPLOYERS FOR IMPLEMENTATION OF THE SUMMER PRACTICE;
- ATTENDS SP REGULARLY AND PERFORMS THE WORKING DUTIES AND TASKS CONSCIENTIOUSLY;
- FOLLOWS THE OPERATING INSTRUCTIONS GIVEN BY THE EMPLOYER AND THE SCHOOL;
- ADHERES TO THE PRESCRIBED CODE OF CONDUCT OF THE COMPANY;
- PROPERLY USES UTENSILS, TOOLS AND MACHINES WHEN PERFORMING THE SP;
- MAINTAINS ORDER IN THE WORKPLACE BEFORE AND AFTER THE WORK COMPLETION;
- FILLS IN THE SUMMER PRACTICE LOGBOOK;
- ACHIEVES THE OBJECTIVES DEFINED IN THE SP CURRICULUM;
- UPON COMPLETION OF SP, COLLECTS THE NECESSARY DOCUMENTATION, CERTIFIED AND SIGNED BY THE EMPLOYER (CERTIFICATE, LOGBOOK, AND RECOMMENDATION) AND SUBMITS THEM TO THE SUPERVISING TEACHER;

- PROVIDES INFORMATION TO THE MENTOR OF THE COMPANY AND THE SUPERVISING TEACHER IF ANY PROBLEMS OCCUR DURING THE IMPLEMENTATION OF THE SP.

## 7.7. ROLES, RIGHTS AND OBLIGATIONS OF THE PARENT

- SIGNS THE AGREEMENT FOR SP;
- PARTICIPATES IN INFORMATIVE MEETINGS REGARDING THE IMPLEMENTATION OF SP;
- COLLABORATES WITH THE COORDINATOR AND MENTOR AS NEEDED;
- FOLLOWS THE STUDENT'S ATTENDANCE, AND THE FILLING-IN OF SP LOGBOOK;
- PARTICIPATES IN COMPLETING THE PREREQUISITES/ELEMENTS FOR READINESS BEFORE THE START OF SP.

## 7.8. ROLES, RIGHTS AND OBLIGATIONS OF THE MUNICIPALITY

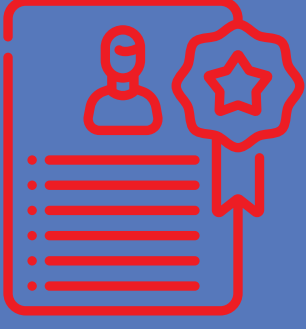
- PROVIDES SUPPORT TO THE VOCATIONAL SCHOOLS IN CONNECTING WITH THE EMPLOYERS AND THE SOCIAL PARTNERS THROUGH THEIR SERVICES AND ADVISORY BODIES, IN ORDER FOR THE VOCATIONAL SCHOOLS TO CONTINUOUSLY IMPROVE THEIR NETWORK OF COOPERATION, IN THE INTEREST OF RAISING THE QUALITY OF THE SUMMER PRACTICE AND THE RESULTS OF THE EDUCATIONAL PROCESS;



- ESTABLISHES MECHANISMS FOR THE LOCAL ECONOMIC/SECTORAL COUNCILS TO PARTICIPATE IN THE JOINT MEETINGS BETWEEN THE VOCATIONAL SCHOOLS WITH REPRESENTATIVES OF THE ECONOMIC SECTOR, SO AS TO ENABLE AN ANNUAL PARTNER ANALYSIS OF THE NEEDS OF THE LABOUR MARKET AND ACCORDINGLY PLAN THE SCHOOL ENROLLMENT POLICY IN ORDER TO ENSURE JOB POSITIONS FOR THE SUMMER PRACTICE;
- ENSURES THAT THE VOCATIONAL SCHOOLS ARE INVOLVED IN THE CREATION OF THE LOCAL STRATEGIC DOCUMENTS AND POLICIES CONCERNING THE PROCESS OF EDUCATION;
- PROVIDES ASSISTANCE TO SCHOOLS IN ESTABLISHING CONTACTS WITH SOCIAL DONORS, AND INTERNATIONAL ORGANIZATIONS IN ORDER TO PROMOTE THE QUALITY AND THE RELEVANCE OF THE SERVICE OFFERED BY THE COMMUNITY;
- PROVIDES MEANS FOR TRANSPORTATION AND ACCOMMODATION OF THE STUDENTS;
- ESTABLISHES INTER-MUNICIPAL COOPERATION IN THE CONTEXT OF IMPLEMENTATION OF THE SUMMER PRACTICE.

## 7.9. ROLE, RIGHTS AND OBLIGATIONS OF THE CHAMBERS

- INITIATE COOPERATION AND PROVIDES SUPPORT TO THE VOCATIONAL SCHOOLS IN CONNECTING THEM WITH EMPLOYERS OPEN FOR IMPLEMENTATION OF THE SUMMER PRACTICE;
- CONDUCT TRAINING FOR THE COMPANY MENTORS IN COLLABORATION WITH THE VOCATIONAL EDUCATION AND TRAINING CENTRE;
- CHECK THE FULFILMENT OF THE REQUIREMENTS REGARDING SPACE, EQUIPMENT AND THE DESIGNATED PERSONNEL AT THE EMPLOYER FOR THE IMPLEMENTATION OF THE PRACTICAL TRAINING AND THE STUDENTS' SUMMER PRACTICE;
- VERIFY THE EMPLOYERS FOR IMPLEMENTATION OF THE PRACTICAL TRAINING;
- MAINTAIN A REGISTRY OF AGREEMENTS SIGNED BETWEEN THE VOCATIONAL EDUCATION AND TRAINING INSTITUTIONS AND EMPLOYERS FOR PRACTICAL TRAINING OF THE STUDENTS AND A REGISTRY OF VERIFIED EMPLOYERS FOR PRACTICAL TRAINING;
- KEEP A LIST OF COMPANIES THAT WANT TO ENGAGE STUDENTS FOR PRACTICAL TRAINING AND SUMMER PRACTICE;
- PARTICIPATES IN THE CREATION OF STRATEGIC DOCUMENTS AND POLICIES IN THE FIELD OF EDUCATION.



## 8. RECOGNITION OF THE SUMMER PRACTICE



# 8. RECOGNITION OF THE SUMMER PRACTICE

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## 8.1. MANNER OF RECOGNITION OF THE SUMMER PRACTICE FOR FULL-TIME STUDENTS

Upon completion of the summer practice, the student is issued a Certificate (Form No. 6) by the employer of completed summer practice and/or a Recommendation for future employers (Form No. 7). The certificate is mandatory. It is considered evidence for completed summer practice, and it is also requirement for enrollment in the following academic year.

## 8.2. MANNER OF RECOGNITION OF THE RELEVANT WORK EXPERIENCE AS PROOF OF COMPLETED SUMMER PRACTICE FOR PART-TIME STUDENTS

Upon completion of the summer practice, the part-time students receive a Certificate (Form No. 6) from the employer of completed summer practice and/or a Recommendation for the future employers (Form No. 7).

If the part-time student obtains a Certificate of Relevant Work Experience with an employer, then that is recognised as proof of completed summer practice.

For part-time students who are employed, the WBL Coordinator may recognise the current job as an already completed summer practice,

provided that the area of work overlaps with at least 70% of the work and tasks that the student performs or performed under the Summer Practice Curriculum.

To prove the relevance of the job, the part-time student is obliged to obtain confirmation from the firm where they work or worked with a brief description of the work tasks in order to be compared with the content of the ongoing qualification of the student.

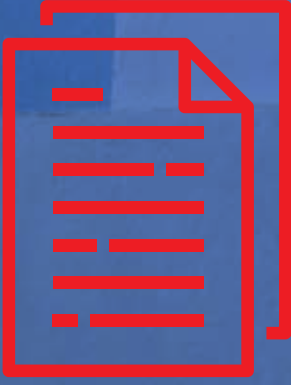
No.: 01-138/1

Acting Director

Date: 05.02.2020

Ardijana Isahi Palloshi





# ANNEXES

## FORM NO. 1

### Application for Summer Practice - Vacancies

Name of the company	
Address	
General manager	
Contact person Phone, e-mail	
Number of trained mentors in the company	
<b>JOB OFFER</b>	
From sector/ occupation/ and	
Qualification/ Educational profile/ and	
Number of job positions	
Description of the work tasks the students are expected to do during the summer practice	

# FORM NO. 2.1

---

(Name, seat, and logo of the school)

## SUMMER PRACTICE CURRICULUM

---

*(year)*

---

*(educational profile/qualification)*

---

*(occupation/sector)*

---

(place)

(year)



## 1. NUMBER OF DAYS OF THE SUMMER PRACTICE:

## 2. CONTENTS OF THE SUMMER PRACTICE CURRICULUM

Ordinal number	Topics <sup>9</sup> /Modules <sup>10</sup>	Specific objectives/ Learning outcomes <sup>11</sup>	Objectives/Learning outcomes achievable at the host employer (✓)

<sup>9</sup> Topics are curricula based on learning objectives (unreformed)

<sup>10</sup> Modules are curricula based on learning outcomes (reformed)

<sup>11</sup> Note: The Expert Body of Vocational Teachers prepares the curricula by filling in the columns with topics and specific outcomes. After the employers are introduced to the curriculum, they can fill in the last column, which serves as basis for the design of the Plan.

### 3. CURRICULUM DEVELOPERS AND STARTING DATE OF THE CURRICULUM

#### 3.1. Members of the Working Group:

1.

2.

3.

4.

5.

#### 3.2. Curriculum starting date:

Academic \_\_\_\_\_ / \_\_\_\_\_ year

### 4. APPROVAL OF THE CURRICULUM BY THE HEADTEACHER OF THE SCHOOL

The headteacher of the vocational education institution

---

(name and seat of the school)

has approved the application of the Summer Practice Curriculum.

Headteacher

---

(name, surname, and signature)

(stamp)

## INSTRUCTIONS FOR FILLING IN THE FORM FOR THE SUMMER PRACTICE CURRICULUM

### → **ITEM 1:** **NUMBER OF DAYS OF THE SUMMER PRACTICE**

Enter the prescribed number of days for the summer practice for the year it is intended, under the approved Curriculum for the said educational profile/qualification (example: 5; 10; 15 or 20 days).

### → **ITEM 2:** **CONTENTS OF THE SUMMER PRACTICE CURRICULUM**

The contents of the Summer Practice Curriculum are selected from the curricula of the vocational-theoretical subjects and the practical classes of the corresponding academic year. The programming of the contents is prepared in a three-columned table. The first column is the ordinal number of the topics/modules of the Curriculum. The number of the topics/modules is not limited and it depends on the range of the vocational-theoretical subjects and the practical classes from which the contents for the Summer Practice Curriculum are selected. In the second column entitled *Topics/Modules*, enter the titles of the topics of the unreformed curricula, i.e. the modules of the reformed

curricula, from which the skills, competences and attitudes for the student to achieve at the host employer during the summer practice are selected. If, during the academic year, the student completes the curriculum for practical training, that curriculum provides the basis for selection of the contents for the Summer Practice Curriculum, which does not exclude contents from other vocational-theoretical subjects. If any of the topics/modules are focused on the cognitive (theoretical) domain, then that topic/module is excluded from the contents of the Summer Practice Curriculum.

In the third column of the table entitled *Specific objectives/Learning outcomes*, we list the objectives and the outcomes of the learning from the psychomotor and affective domain, i.e. the skills, competences and attitudes for the student to achieve at the host employer during the summer practice. When programming the objectives/outcomes of the learning, the focus is not on a specific company where the students will complete their summer practice, but we make a longer list of objectives/outcomes, from which the companies later prepare a separate Plan for practical training for the students in accordance with the company and the possibilities for achieving the selected learning objectives/outcomes.

→ **ITEM 3:**  
**CURRICULUM DEVELOPERS  
 AND STARTING DATE  
 OF THE CURRICULUM**

**Item 3 has two subitems:**

Under subitem 3.1. we list the members of the Working Group who develop the Curriculum. The main participants of the Working Group are teachers from the Expert Body of Vocational Teachers who are directly involved in realisation of the curricula for the corresponding year, but there may also be other members: WBL Coordinator, other employees at the school, representatives of the employers, representatives of the local self-government, parents, students, and others.

Under subitem 3.2. we enter the academic year when the implementation of the Summer Practice Curriculum will start. Once the Curriculum is prepared and approved by the headteacher of the school, it can also be used in the forthcoming years. If we need to make any additions or changes during the implementation of the Curriculum, the Curriculum may be revised; however, this does not suggest that new Summer Practice Curriculum must be prepared each year.

→ **ITEM 4:**  
**APPROVAL OF THE CURRICULUM BY  
 THE HEADTEACHER OF THE SCHOOL**

Once the Summer Practice Curriculum has been developed, it is submitted to the headteacher. The headteacher signs the Curriculum, it is certified with the school seal, and it is considered approved for further use.

The Curriculum approved by the headteacher should be posted on the website of the school.

The Curriculum will be used for further planning, organizing, implementing, monitoring, and recordkeeping of the summer practice, and also for the preparation of a special plan for practical training of the students at the host employers which is prepared by the employers.

# FORM NO. 2.2

## PLAN FOR IMPLEMENTATION OF THE STUDENT SUMMER PRACTICE AT THE HOST EMPLOYER

### EDUCATIONAL PROFILE/QUALIFICATION

---

Name and surname of the mentor

Name and surname of the teacher

---

(place)

(year)

## SPECIFIC OBJECTIVES/ LEARNING OUTCOMES AND PLACE OF IMPLEMENTATION OF THE SUMMER PRACTICE

Vocation/Sector: \_\_\_\_\_

Educational profile/Qualification: \_\_\_\_\_

Year of education: \_\_\_\_\_

TASK NUMBER	SPECIFIC OBJECTIVES/ LEARNING OUTCOMES OF THE SUMMER PRACTICE CURRICULUM	PRODUCTION DEPARTMENT	SERVICE DEPARTMENT
Topic/Module:			
Topic/Module:			
Topic/Module:			
Topic/Module suggested by the employer <sup>12</sup> :			

<sup>12</sup> Non-mandatory, to be completed only if the employer and the school consider it necessary

## FORM OF EVALUATION<sup>13</sup> OF THE STUDENT'S PERFORMANCE WITH POINT METHOD COMPLETED BY THE MENTOR- EMPLOYER

ORDINAL NUMBER	ELEMENTS OF EVALUATION	TOTAL POSSIBLE POINTS	POINTS AWARDED BY THE MENTOR
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL</b>		<b>100</b>	

<sup>13</sup> The evaluation is intended to show the student when he/she performs well and when it is necessary to improve the quality of his/her performance. The main point is to keep track of the student's progress during the practice at the host employer.

## PLAN FOR IMPLEMENTATION OF THE SUMMER PRACTICE OF THE STUDENTS AT THE HOST EMPLOYER

PERIOD OF IMPLEMENTATION OF THE SUMMER PRACTICE	PRE-SUMMER PRACTICE PREPARATION OF THE STUDENT AT THE EMPLOYER	ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT FOR THE STUDENT	METHOD OF RECORDKEEPING AND EVALUATION OF THE STUDENT	NOTES BY THE MENTOR
from _____  to _____				
<b>Scheduled visits of the supervising teacher to the company</b>	During the implementation of the summer practice, the school and the company have agreed for the supervising teacher to visit the students in the company on the following dates:  _____, _____  _____, _____			

Mentor: \_\_\_\_\_ Teacher: \_\_\_\_\_

Company: \_\_\_\_\_ School: \_\_\_\_\_

Creation date: \_\_\_\_\_



# FORM NO. 3

## AGREEMENT for Practical Training of the Student at Host Employer<sup>14</sup>

The student \_\_\_\_\_ born in year \_\_\_\_\_  
, in \_\_\_\_\_ citizen of \_\_\_\_\_ full-time/  
part-time student in \_\_\_\_\_ year, educational profile \_\_\_\_\_ of  
\_\_\_\_\_ occupation, in the academic year \_\_\_\_\_ / \_\_\_\_\_.

### Between the parties:

1. \_\_\_\_\_  
(name and seat)

presented by the general manager \_\_\_\_\_

2. Vocational Education Institution \_\_\_\_\_  
(name and seat)

presented by the headteacher \_\_\_\_\_

3. Student (parent/guardian) \_\_\_\_\_  
(name, surname, residence address)

enter this Agreement on day \_\_\_\_\_ 20 \_\_\_\_\_ year

<sup>14</sup> The Agreement for the practical training is also used for the summer practice; the parties only adapt it in accordance with their specifications and needs

## I. SUBJECT OF THE AGREEMENT

### Article 1

This Agreement governs the rights and duties of the parties to the Agreement during the implementation of the summer practice of the student \_\_\_\_\_ from \_\_\_\_\_ the academic year \_\_\_\_\_ / \_\_\_\_\_.

### Article 2

The practical training at the host employer is implemented according to the prepared Working Plan for Practical Training. The student can work 8 hours per working day, break included, i.e., a maximum total of 40 hours per week.

This Agreement is concluded for the duration from \_\_\_\_\_ to \_\_\_\_\_.

## II. RIGHTS AND OBLIGATIONS OF THE PARTIES

### RIGHTS AND OBLIGATIONS OF THE INSTITUTION FOR VOCATIONAL EDUCATION

#### Article 3

The school is obliged to:

- plan the implementation of the practical training in cooperation with the host employer;
- provide adequate insurance for the student;
- theoretically prepare the student for completion of the practical training at the host employer;
- prepare a schedule for the practical training of the student at the host employer.

### RIGHTS AND OBLIGATIONS OF THE HOST EMPLOYER

#### Article 4

The employer is obliged to:

- comply with the legal regulations;
- plan the implementation of the Plan for practical training in cooperation with the institution for vocational education;
- provide conditions for achieving the objectives of the Curriculum for the practical training;

- appoint a mentor responsible for working with the student during the practical training with the employer;
- give instructions and document the student's progress;
- participate in joint meetings with the student, the parent/guardian, and the teacher;
- protect the student against any form of abuse;
- ensure application of protective equipment in compliance with the law;
- provide compensation for the student's work if there is such an agreement between the host employer and the student/parent/guardian and ensure occupational safety in compliance with the law.

### **Article 5**

For the practical training covered by the Agreement that also includes tests of knowledge and skills, the employer is obliged to provide the necessary materials, machinery and tools, and appropriate hygiene and technical protection.

The items or value produced by the provision of services shall belong to the host employer where the practical training or the examinations referred to in paragraph 1 of this Article takes place

### **Article 6**

The employer may issue a recommendation for the student to continue the education or the employment if they have achieved excellent results in the implementation of the practical training.

## **RIGHTS AND OBLIGATIONS OF THE STUDENT OR THE PARENT/GUARDIAN**

### **Article 7**

The student is obliged to:

- attend the practical training regularly;
- regularly fulfill the school obligations arising from the Curriculum and the Agreement that are essential to the implementation of the practical training at the host employer;
- follow and act accordingly to the instructions of the employer and the supervising teacher of the practical training concerning the implementation of the practical training;
- act in accordance with the Occupational Safety and Health Regulations;
- keep the employer's property and trade secrets;

### Article 8

In case of an impediment to attending the Summer Practice due to illness or other justifiable reason, the student is obliged, within three (3) days of the impediment, to inform the supervising teacher of the summer practice and the company mentor.

### Article 9

The parent is obliged to compensate for any deliberate damage that the student may cause at the employer's facility during the practical training if it is duly presented in appropriate proceedings.

## III. CEASE AND TERMINATION OF THE AGREEMENT

### Article 10

The Agreement for Practical Training shall be terminated at the request of the employer, the VET institution, the student, or the parent/guardian, if:

- the Agreement is concluded on the basis of false documents;
- the student is absent for three consecutive days without justifiable reasons or has a total of five absences from the practical training;
- the student has health issues and in the opinion of a competent physician is unable to continue the education;
- the student violates the obligations arising from the contract for practical training and the internal regulations of the employer;
- the student has disenrolled from the institution for vocational training;
- the employer does not meet the provisions of the Agreement.

### Article 11

The employer and the student explain their decision to terminate the Agreement in writing and submit it to the VET institution and the chamber where the said Agreement is entered in the Registry.

### Article 12

The student, i.e., the parent/guardian, shall request termination of the Agreement with the employer a maximum of two times per academic year and to inform the VET institution and the relevant chamber hereof.

## IV. FINAL PROVISIONS

### Article 13

The provisions of the Law on Vocational Education and Training, the Law on Secondary Education, the Law on Obligatory Relations, and other positive regulations in the field of employment shall apply to everything not regulated by this Agreement.

The integral part of the Agreement is the Annex to this Agreement signed by the parties which determines the type and scope of the objectives and the tasks of the practical training.

### Article 14

If the Agreement cannot be terminated consensually, the parties agree for the competent court to decide.

### Article 15

This Agreement shall enter into force upon signature.

### Article 16

This Agreement shall be executed in 4 (four) original copies. Each Party shall receive 1 (one) original copy, and the Chambers shall receive 1 (one) original copy each.

### Article 17

This Agreement shall remain into force from \_\_\_\_\_ to \_\_\_\_\_.

Number of the contract in the Registry of Students in Practical Training at Host Employer: \_\_\_\_\_

Host Employer: \_\_\_\_\_ (stamp)  
(signature)

Headteacher of the Institution for  
Vocational Education: \_\_\_\_\_ (stamp)  
(signature)

Student (parent/guardian) \_\_\_\_\_  
(signature)

# TERMINATION OF THE AGREEMENT

## for Practical Training of the Student at Host Employer

concluded in the institution for vocational education \_\_\_\_\_

between the employer \_\_\_\_\_  
(name and address)

and the student, parent/guardian \_\_\_\_\_  
(name and surname)

from \_\_\_\_\_  
(place and residence address)

entered on \_\_\_\_\_ under reference number \_\_\_\_\_  
(date)

The Agreement is terminated (circle):

1. by mutual consent
2. at the request of the student
3. at the request of the employer
4. at the request of the employer

Reason for termination of the Agreement: \_\_\_\_\_

The two Parties, by their signature, confirm that they have no further claims against each other based on this Agreement for practical training.

Parent or guardian

Employer

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

(stamp)

In \_\_\_\_\_,

# FORM NO. 4

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## CERTIFICATE OF COMPLETION of Basic Occupational Safety and Health Training

The student \_\_\_\_\_, enrolled as a full-time/part-time student in \_\_\_\_\_ class, for the academic year 20 \_\_\_\_ /20\_\_\_\_, in the school \_\_\_\_\_, place \_\_\_\_\_, in the period from \_\_\_\_\_ to \_\_\_\_\_, in duration of \_\_\_\_\_ working days, has successfully completed the basic occupational safety and health training. The student performed the basic occupational safety and health training under the mentorship of the person \_\_\_\_\_ employed in \_\_\_\_\_.

Headteacher,

\_\_\_\_\_  
(stamp)

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**FORM NO. 5**

**LOGBOOK**  
**SUMMER PRACTICE**



## Student Details

Name and Surname	
Academic year	
School	
Occupation/Sector	
Educational profile/ qualification	
Class	
Number of the Summer Practice Agreement	
Supervising teacher of the summer practice	
Coordinator of the practical training	

## Details on the Host (Employer) of the Summer Practice

Title of the Employer	
Address	
Contact person for the summer practice	
Mentor	
Start of the summer practice	
End of the summer practice	

## INSTRUCTIONS FOR KEEPING THE SUMMER PRACTICE LOGBOOK

Keeping a Logbook of the summer practice is mandatory for the student. The Logbook holds records of the working tasks carried out during the summer practice.

The student must enter the activities and the content of the working activities on a daily basis. In the Logbook the activities must be described separately for each day of the practice according to the Curriculum that the student follows for the summer practice.

The designated mentor, together with the other employees where the student has the summer practice, give an evaluation of the student's achievements. The Evaluation Forms for the

student's achievements are an integral part of this Logbook.

Upon completion of the summer practice, the student and the mentor designated by the employer put wet signatures on the Logbook to verify it.

Upon completion of the summer practice, the Summer Practice Logbook is handed over for inspection and control to the supervising teacher and the Coordinator of the summer practice. After the inspection of the content of the Logbook, the teacher and the Coordinator put wet signatures on the Logbook to verify it.

## NOTES OF THE STUDENT

Ordinal number of the student practice:

Date:

Place of the practice – production or service department:

Name of the summer practice activity:

Content and description of the job:

MATERIAL FOR THE JOB	TOOLS AND UTENSILS FOR THE JOB	PERSONAL PROTECTIVE EQUIPMENT

Ord. No.	WHAT AM I DOING? (List the order of the working operations)	HOW AM I WORKING? (How each working operation is performed, following the occupational safety methods)	WHY? (Enter the outcomes of the completed job)

**Attachment:** notes, sketches, patterns, drawings, images, etc.

## EVALUATION OF THE ACTIVITIES:

### STUDENT'S REMARKS

Performance Remarks:

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### EVALUATION BY THE MENTOR/EMPLOYEE OF THE COMPANY

Opinion on the quality of the performance  
(to be completed by the mentor or the company's employee)

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Remarks by the mentor/employee:

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Grading of the student's performance:

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Mentor: \_\_\_\_\_

## EVALUATION OF THE STUDENT

Recordkeeping of the student's achievements  
on the Form of the Summer Practice Curriculum

Ord. No.	Specific objectives/Learning outcomes	Production/ Service Department	Achieved	
			Yes	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

**CONCLUSIVE OPINION OF THE STUDENT ON THE SUMMER PRACTICE** (how useful the activities of the summer practice were; which expectations were met and which were not; impact on the student's career development, and opinion on the mentor's evaluation).

## RECORDS ON THE SUBMITTED SUMMER PRACTICE LOGBOOK

Date of submission:	
Signature of the student:	
Signature of the supervising teacher of the summer practice:	
Signature of the Coordinator for practical training in the school:	
Signature of the mentor designated by the employer:	

# FORM NO. 6

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## CERTIFICATE of Completed Summer Practice

The student \_\_\_\_\_, enrolled as a full-time/  
part-time student in \_\_\_\_\_ 20 \_\_\_\_ /20\_\_\_\_, in the school \_\_\_\_\_,  
place \_\_\_\_\_, during the period from \_\_\_\_\_ to \_\_\_\_\_,  
in duration of \_\_\_\_\_ working days, has successfully completed the summer practice at the  
host employer \_\_\_\_\_ with main seat at  
\_\_\_\_\_. The student completed the summer practice under the mentorship of  
\_\_\_\_\_.

Employer,

\_\_\_\_\_  
(stamp)

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# FORM NO. 7

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*(name of the organization, firm, or company)*

issues the following

## RECOMMENDATION

### OF COMPLETED SUMMER PRACTICE

within the period from \_\_\_\_\_ to \_\_\_\_\_ year

For the academic year \_\_\_\_\_ / \_\_\_\_\_

To \_\_\_\_\_ class \_\_\_\_\_,

*(name and surname of the student)*

school \_\_\_\_\_ place \_\_\_\_\_.

Upon completion of the summer practice, the student acquired the following knowledge, skills and competences

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place, date \_\_\_\_\_

Signature and stamp of the organization,  
firm or company

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# FORM NO. 8

## Readiness Assessment Checklist for the start of the summer practice

Ordinal Number	Elements of Readiness	Eligibility („√“ or „-“)	Remarks
1.	Completed List of Employers for the summer practice		
2.	Completed Student Placement Schedule for the in-company summer practice and posted on the school's bulletin board		
3.	Signed Agreement for the summer practice (tripartite Agreement in four copies)		
4.	Provision of the certificate for completed occupational safety and health basic training		
5.	Provision of student insurance policy		
6.	Provision of student transportation		
7.	Provision of a daily meal for the student		
8.	Provision of personal protection equipment		
9.	Provision of the Summer Practice Logbook		
10.	Nominated mentor for the student		
11.	The Curriculum of the summer practice designed and approved by the school		
12.	Ready-made Plan for the summer practice in the company		
13.	Introduction to the Code of Conduct of the Company		
14.	Created conditions for inclusion of students with special educational needs: Provided personal assistant by the parent/ guardian if needed; Developed customized curriculum according to the student's needs and abilities; Adapted conditions at the employer's facility for unrestricted summer practice		
15.	Provision of other conditions, specific to the company (Sanitary booklet, medical examination, non-disclosure statement, supplemental insurance ...)		
16.	Students' compensation is considered. The compensation can also be in the form of scholarships, donations of equipment and literature, excursions, graduation ceremonies, and so on.		

# FORM NO. 9

## Student Achievement Records on the Form of the Summer Practice Curriculum

Ord. No.	Specific objectives/Outcomes	Production/ Service Department	Achieved	
			Yes	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				



# FORM NO. 11

## Evaluation of the process of implementation of the summer practice by the mentor-employer and the WBL Coordinator of and/or the supervising teacher of the summer practice

Ordinal No	POSSIBLE QUESTIONS	ANSWERS
	Does the summer practice follow the anticipated Plan of activities? What is the reason for the possible deviations?	
	Do all the students regularly attend it? If not, what is the reason for their absence, and what measures have been taken to prevent the absences?	
	Are all the students placed on appropriate job positions? If not, where is the deviation, and why?	
	Do the students have the appropriate skills to perform their tasks? If not, what do you think should be done with these students?	
	Are there any problems with the students? If yes, which problems and which measures have been or should be taken?	
	Is there anything that we should have done differently, so the students have better knowledge and skills?	
	Do all the students have their Summer Practice Logbook, and do the contents of the Logbook meet the goals? If not, what should be changed in the contents of the Logbook?	
	Do the students respect the Code of Conduct of the institution and the safety work procedures? If not, why and what measures have been taken?	

## FORM NO. 12

### Dynamics of the activities for implementation of SP

Ordinal No.	ACTIVITY	RESPONSIBLE	PERIOD/ DEADLINE
1.	Establishing cooperation with the employers (Form No. 1)	<ul style="list-style-type: none"> <li>→ Headteacher</li> <li>→ Coordinator<sup>15</sup></li> <li>→ Person in charge of education from the municipality</li> <li>→ Representatives of the Chambers</li> </ul>	During the academic year
2.	Preparation of the Proposal List of employers, establishing the type of occupations and the number of job posts within the company	→ Coordinator	During the academic year
3.	Posting the Proposal List of employers that the school cooperates with on the school website, the bulletin board and the website of the Municipality	→ Coordinator	During the academic year
4.	Updating the Proposal List of Employers who accept students for SP	→ Coordinator	During the academic year
5.	Initiation of/Revision of the Curriculum of SP	→ Coordinator	February
6.	Development/Revision of the Curriculum of SP (Form no. 2.1.) and its submission to the WBL Coordinator	<ul style="list-style-type: none"> <li>→ Teachers of vocational-theoretical subjects and practical classes</li> <li>→ Company mentor</li> </ul>	The third week of April
7.	Adoption of the Curriculum of SP	→ Headteacher of the school	End of April
8.	Proposal of job posts in the company according to the Curriculum of SP	→ Company mentor	The first half of May (till 10 May)
9.	Plan for implementation of the students' SP (Form no. 2.2.)	<ul style="list-style-type: none"> <li>→ Company mentor</li> <li>→ Teacher Supervisor and/or Coordinator</li> </ul>	The third week of May
10.	Signing memoranda of cooperation between the school and the companies	<ul style="list-style-type: none"> <li>→ School</li> <li>→ Company/ies</li> </ul>	Before the start of SP

<sup>15</sup> If the school does not have a WBL or SP Coordinator, it designates a person responsible for the SP

11.	Nomination of a mentor by the employer	→ Company	Before the start of SP
12.	Signing of the Agreement for SP for students in 4 copies (Form No. 3)	→ Employer → School → Student/parent/guardian	Before the start of SP
13.	Preparation of Placement Plan of the students for the summer practice	→ WBL Coordinator in cooperation with the mentor of the company on the bases of the signed agreements	At least two weeks before the start of SP (till 1 June)
14.	Posting the Placement Plan of the students for the summer practice on the bulletin board	→ WBL Coordinator	At least two weeks before the start of the SP
15.	Occupational safety and health training for the students, according to the curriculum of VETC	→ School	Before the start of the SP (till 5 June)
16.	Issuance of a Certificate of completion of the basic occupational safety and health training	→ School	Upon completion of the training
17.	Setting up an insurance plan for the students	→ School	During the academic year
18.	Provision of transport and accommodation for the students from other municipalities during their SP	→ Units of the local self-government in cooperation with the schools, parents, and employers with whom the students will have the summer practice	At least two weeks before the start of the SP (till 1 June)
19.	Adaptation of the Curriculum and securing conditions for the students with disabilities	→ School → Mentor → Company	At least two weeks before the start of the SP (till 1 June)
20.	Provision of the Summer Practice Logbook (Form No. 5)	→ School	At least two weeks before the start of SP (till 1 June)

21.	Readiness Assessment Checklist of the students for the start of the summer practice (Form No. 8)	<ul style="list-style-type: none"> <li>→ WBL Coordinator</li> <li>→ Company mentor</li> </ul>	Before the start of SP
22.	Providing the students with a specialised occupational health and safety training at the employer's facilities	<ul style="list-style-type: none"> <li>→ Company employee/s</li> </ul>	At the start of SP
23.	Keeping a Summer Practice Logbook (Form No. 5)	<ul style="list-style-type: none"> <li>→ Student/s</li> </ul>	During SP
24.	Inspection of the Summer Practice Logbook	<ul style="list-style-type: none"> <li>→ Mentor</li> <li>→ Person in charge of SP at the school</li> </ul>	During SP
25.	Recording the students' achievements (Form No. 9)	<ul style="list-style-type: none"> <li>→ Mentor</li> <li>→ Person in charge of SP at the school</li> </ul>	During SP
26.	Monitoring the student/s during SP	<ul style="list-style-type: none"> <li>→ Mentor</li> <li>→ Person in charge of SP in cooperation with the Coordinator and the company mentor and if necessary the parent/guardian</li> </ul>	During SP
27.	Evaluation of the students' achievements (Form No. 10)	<ul style="list-style-type: none"> <li>→ Mentor who submits the information to the Coordinator and/or the person in charge of SP</li> </ul>	During SP
28.	Evaluation of the process of implementation of SP (Form No. 11)	<ul style="list-style-type: none"> <li>→ Mentor</li> <li>→ Coordinator and/or the person in charge of SP</li> </ul>	Upon completion of SP
29.	Certificate of Completion of the SP for the student/s (Form No. 6) and/or Recommendation (Form No. 7)	<ul style="list-style-type: none"> <li>→ Employer</li> </ul>	Upon completion of SP





