



D.3.5 Kit of documents

English Version



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1. Summary

This kit of documents includes the regulatory framework's documents used for apprenticeships in the welding sector (rights, obligations, practical arrangements, benefits) and for establishing VET-Business cooperation. The documents presented are also embed in the WOW online platform www.ewf.be/wow.aspx.



2. Apprenticeship WBL Contract Agreement

Apprenticeship WBL* Agreement and Commitment Statement

* Work Based Learning

Trainee name:

.....

Employer / Company name:

.....

Training Provider name:

.....

Skill, trade or occupation for which the trainee is
being trained:

.....

Relevant Trainee Standard/Framework and level:

.....

Awarding Body:
(if applicable)

.....

Place and address of Apprenticeship

.....

Period:

From: To:

End Point Assessment Organisation:
(if applicable)

.....

Estimated date for End Point Assessment/
completion of WBL:

.....



1. For the Apprenticeship to be successful and to add value for the employer and develop new skills and confidence in the trainee all three parties to this Agreement; Employer, Trainee and Training Provider must work closely together.
 - 1.1. The Employer commits that the Trainee will be allowed to complete the apprenticeship within their working hours.
 - 1.2. The trainee commits to complete all required work within the agreed timescales and to keep records of all the off the job training activities carried out;
 - 1.3. WOW/training provider commits to deliver the training outlined in the and to provide EWF-AIB-252r5-19 support and EWF-416 and guidance to the Trainee and Employer
2. Any additional courses, qualifications or training that are not required for the achievement of the Apprenticeship Standard/Framework but have been requested by the employer will be fully funded by the employer.
3. All training and teaching, assessment where appropriate and progress reviews will be carried out by training provider.
4. [Rights and Responsibilities of the Employer/Company:](#)
 - 4.1. Demand from the trainee to be assigned location on days and times scheduled.
 - 7.2 To be treated as its employees with respect by the trainee.
 - 7.3 To be treated with loyalty by the trainee and do not see information that the trainee learns during and after the in-company training period disclosed to outsiders.
 - 7.4 Demand from the trainee the appropriate use of the equipment, materials and goods of the working space.
 - 7.5 Suspend the trainee under the following conditions:
 - 7.5.1 more than 50% absences;
 - 7.5.2 improper behaviour during training;
 - 7.5.3 complaints regarding respecting HSE regulations by the trainee.
 - 7.6 Agree on the training programme, in line with the operations and whit the learning outcomes as defined I the applicable guideline.
 - 7.7 Agree with the WOW platform terms and conditions of use.
 - 7.8 Grant equipment and personal protective equipment to trainees as needed to perform the training programme.
 - 7.9 Assign the trainee to one or more in company trainers and one mentor.
 - 7.10 Provide appropriate supervision, support, encourage, give time, resources and opportunity for the Trainee to develop new skills and successfully complete
 - 7.11 Commit to providing the trainee appropriate projects and tasks to facilitate the successful completion of the Apprenticeship
 - 7.12 Ensure the trainee is involved in active learning or competence workplace practice and provide evidence of achievements
 - 7.13 Perform continuous assessment of the trainee.
 - 7.14 Provide the Trainee with appropriate Personal Protective Equipment (PPE) and/ or Clothing (PPC) free of charge
 - 7.15 Comply with all existing and future National legislation (including safety, insurance, liabilities as applicable), ensuring the Trainee has received a Health and Safety Induction and on-going training, instruction and information

8 Rights and Responsibilities of Training Provider:

8.2 Perform visits to the venue where the trainee is undertaking the in-company training

8.3 Help to resolve any issues or concerns raised by the Employer/company and/or Trainee, including intervene in case of conflicts, namely when:

8.2.1 the company is not complying with the requirements to host the trainee

8.2.2 when informed that the trainee is not complying with the requirements and obligations

8.4 Agree on the training program, in line with its operations and with the learning outcomes as defined in the applicable guideline

8.5 Agree with the WOW platform terms and conditions of use.

8.6 Deliver training and training material in accordance with EWF-IAB-252r5-19 and EWF-416 to enable the Trainee to successfully complete the Apprenticeship Standard and End Point Assessment

8.7 Work with the Employer to ensure the trainee is given appropriate off the job training activities

8.8 Provide material to record in-company training activities to be undertaken (e.g. logbook)

8.9 Provide companies with appropriate instructions including information on the part of doc EWF-IAB-252 which is relevant to their activities.

8.10 Performing continuous and end-point assessment of the achieved learning outcomes

9. Rights and Responsibilities of the Trainee:

9.1 Develop under appropriate conditions provided by the company tasks in the field of welding technology, whose training programme is duly signed in this contract.

9.2 Benefit from an accident insurance that protects against risks that may occur during and because of the activities developed under the in-company training programme

9.3 Obtain free record of attendance at the end of the in-company training period.

9.4 Agree on the training programme, in line with its operations and with the learning outcomes as defined in the applicable guideline.

9.5 Agree with the WOW platform terms and conditions of use.

9.6 Complete all study, work, projects, assignments within the agreed timeframe

9.7 Complete activity log sheets and work hours verification on a regular basis

9.8 Be in assigned location on days and times scheduled.

9.9 Actively participate in Progress Reviews with the Employer and Trainer

9.10 Ask the Employer and/or Trainer for further help or support if necessary. Bring work problems to attention of the assigned in-company trainer and/or mentor.

9.11 That the company respects and enforces the safety and health conditions at the workplace to which it is obliged under the law

9.12 Follow all relevant training provider Policies including, but not limited to Safeguarding Policy; Equality and Diversity Policy and Health and Safety Policy

9.13 Follow all policies and procedures of both the programme and the company

12. If either the Employer or the Trainee has any queries or complaints regarding the apprenticeship these should be raised through the Training Provider Complaints Procedure.

13. The absences are justified and unjustified according to the policies applicable to the generality of the workers of the company.

14. If the apprentice or trainee is under 18, they will require a parent or guardian to provide signed consent to the training contract and be involved.

15. The information and personnel data collected in the framework of the Apprenticeship/Work-based learning will be shared with the EC/EACEA for reporting purposes.

16. The contract termination occurs:

15.1 When there is an agreement may end by mutual written agreement, by complaint of at least one of the stakeholders engaged or by expiration of the contract.

15.2 In duly justified cases, compliance with the deadline referred to in the previous paragraph shall be notice shall be given as early as possible.

17. This Agreement and Commitment Statement is signed by:

THE TRAINEE: (or parent or legal guardian if under 18)

Name (printed): _____
Job Title (printed): _____
Signed: _____
Date: _____

THE EMPLOYER:

Full Company Name: _____

Address: _____

Postcode: _____

Name (printed): _____
Job Title (printed): _____
Signed: _____
Date: _____

AND

ATB name and Address: _____
Name (printed): _____
Job Title (printed): _____
Signed: _____
Date: _____

3. Apprenticeship Individual Training Programme

Apprenticeship Individual Training Programme Code¹ _____		Academic Year _____ / _____
Targeted Qualification:		
European Welding Practitioner <input type="checkbox"/>	European Welding Specialist <input type="checkbox"/>	
Country and city: _____ / _____		Date: _____ / _____ / _____

PART I – Identification of actors involved in the WBL process

Trainee Engaged in the Apprenticeship	
Trainee name	
Trainee number /Class ID (if applicable)	

Training Centre / VET Provider / Authorised Training Body	
VET/ATB name	
Tutor name	
Tutor background, knowledge and expertise	

¹ A specific code should be used for each individual apprenticeship training programme using the following elements: training centre acronym + company acronym + WBL +number. Example: IIS_Bosch_ WBL01



Hosting Company	
Company/factory name	
Mentor name	
Mentor background, knowledge and expertise on the items to be taught	
In-company trainer name <i>(if applicable)</i>	
In-company trainer background, knowledge and expertise on the items to be taught	



PART II– Overview on the apprenticeship training programme

	Formal Training	On-job training /WBL
Period D/M/Y	Starting date ____/____/____ Ending Date ____/____/____	Starting date ____/____/____ Ending Date ____/____/____
Duration (hours)	_____	_____
Parts or Competence units covered	Part 1 – Competence units CU 1 <input type="checkbox"/> CU 2 <input type="checkbox"/> CU 4 <input type="checkbox"/> CU 5 <input type="checkbox"/> Part 2 <input type="checkbox"/> Part 3 – Competence units CU 1 <input type="checkbox"/> CU 2 <input type="checkbox"/> CU 3 <input type="checkbox"/> CU 4 <input type="checkbox"/> CU 5 <input type="checkbox"/> CU 6 <input type="checkbox"/> CU 7 <input type="checkbox"/> CU 8 <input type="checkbox"/> CU 9 <input type="checkbox"/> CU 10 <input type="checkbox"/> CU 11 <input type="checkbox"/> CU 12 <input type="checkbox"/>	Part 2 <input type="checkbox"/> Part 3 – Competence units CU 2 <input type="checkbox"/> CU 8 <input type="checkbox"/> CU 9 <input type="checkbox"/> CU 10 <input type="checkbox"/> CU 11 <input type="checkbox"/>

PART III – Details on the apprenticeship training programme (Summary of subjects, expected outcomes, activities and strategies)

Subjects addressed during on-job training /WBL process	Indicate the Learning Outcomes to be addressed during the apprenticeship for either EWP or EWS ²	Describe which activities/tasks are planned to be developed during the apprenticeship	Explain which strategies (methods//tools) are planned to monitor the WBL
Introduction to company (structure, products standards, health and safety, applicable routes)	n.a.		
Practical Training (part 2) <ul style="list-style-type: none"> • Oxygas welding and cutting • MMA/TIG • MIG/MAG + Flux Cored Arc Welding • Other Welding Process 			
CU 2 - Welding and cutting conventional processes <ul style="list-style-type: none"> • Welding laboratory 			
CU 8 - Design for welding & brazing <ul style="list-style-type: none"> • Design of welded structures with predominantly static loading • Design of cyclic loaded welded structures • Design of welded pressure equipment 			
CU 9 - General features for quality management <ul style="list-style-type: none"> • Plant facilities, welding jigs and fixtures • Health and safety • Measurement, control and recording in welding • Repair welding 			
CU 10 - Quality assurance, quality control on welded joints <ul style="list-style-type: none"> • Quality control during manufacture 			
CU 11 - Tests used for the quality control of welded joints <ul style="list-style-type: none"> • Imperfections and acceptance criteria - level 2 will be exempted for each method they are qualified • Non-destructive testing 			

² The LOS should be selected from Appendix 1 (as per doc. EWF IAB 252) based on the resources of the company

PART IV – Apprenticeship Assessment

This section should be fulfilled after the apprenticeship has taken place

Mentor appreciation on the global performance of the trainee during the apprenticeship

Tutor appreciation regarding the End-point Assessment	
Procedures used for the written assessment	Results (short description on achievement)
essay questions <input type="checkbox"/>	
questionnaires <input type="checkbox"/>	
projects or products produced <input type="checkbox"/>	
professional interview <input type="checkbox"/>	
If approved, please describe the next steps	If not approved, please describe the next learning path

PART V – Signatures and approval

The Trainee _____
Signature _____
Done at _____ on the _____ 2019

The Tutor _____ Signature _____ Done at _____ on the _____ 2019 STAMP	The Mentor _____ Signature _____ Done at _____ on the _____ 2019 STAMP
--	---

4. Individual Apprenticeship Timesheet

Name of Trainee	
Company name	
Total of working hours *	
Calendar Year	
Calendar Month	

* indicate number of working hours
per day, week or month

Calendar Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	
In case of absence, indicate one of the reason codes below																																	
Hours spent at VET																																	0.0
Hours spent on WBL																																	0.0
Hours spent meeting with mentor																																	0.0
Hours spent observing																																	0.0
Hours spent demonstrating competences																																	0.0
Other activities																																	0.0
Total hours (including overtime)																																	0.0

Absences	
Weekend	WE
Sick leave	SL
Public holidays	PH
Annual holidays	AH
Other absence	OA

Date and signature of "Trainee engaged in Apprenticeship"



Date:

Signature:

Date and signature of line manager/supervisor (mentor)

Name :

Position :

Date:

Signature:



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5. WBL Apprenticeship Declaration



WORK BASED LEARNING OPPORTUNITIES IN WELDING

ERASMUS + PROGRAMME
VET-BUSINESS PARTNERSHIP ON WORK-BASED LEARNING AND APPRENTICESHIPS
PROJECT NUMBER 585214-EPP-1-2017-1-BE-EPPKA3-VET-APPREN

APPRENTICESHIP DECLARATION

I, **name of the legal representative**,

the legal representative of **name of Hosting Company**,

hereby confirm that

NAME OF THE TRAINEE

was engaged in a work-based learning apprenticeship in the scope of the

European Welding **Practitioner/Specialist** training course,

from **day/month/year** to **day/month/year**,

which was organised in the framework of the

WOW Project Pilot Activity.

name of the legal representative

Done at **place**, on the **day/month/year**, 2019

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6. Platform Terms and Conditions of Use

SCOPE OF THE PROJECT | The WOW online platform was created to support the partnership cooperation in the framework of work-based learning in Welding.

The platform is used to record and monitor the progress of the trainee during the apprenticeship and to assess the overall quality of the VET (Vocational Education and Training) – Business cooperation.

This disclaimer is done under the scope of EU General Data Protection Regulation (GDPR).

CONDITIONS AGREEMENT | I declare that the information provided in the current “WOW Platform Terms and Conditions of Use” is real, precise and complete. I commit to inform EWF about relevant change in personal /organization data. I accept the terms and conditions expressed and detailed below.* ☐

**If the apprentice / trainee is under 18, the parent or legal guardian formal acceptance and consent are required by the means of a signed authorisation letter.*

DATA TREATMENT | By sharing this data, the platform user consent and gives voluntary disclosure and accepts sharing the data in the platform.

The users have the right to access, update and withdraw the consent in anytime by informing EWF (ewf@ewf.be). In the case of withdrawn, data will be deleted under a period of one month.

PRIVACY POLICY STATEMENT | In the context of the WOW platform use, personal / organisation data are collected when:

i) The users profile is created (name, email, phone);

ii) The individual learning programme is established, monitored and assessed during the apprenticeship.

The trainee personal data will be available to organisations engaged in the VET – Business partnership established in the framework of the welding apprenticeships. The information will be also available and shared with the EC/EACEA and WOW project partners. The privacy levels are the following:

i) *Restricted** for trainees personal data, apprenticeship activities, WBL records and images. (*Restricted to the WOW platform users EC/EACEA)

ii) *Public* for company/ATB data, including tutor and mentor personal data (name and contact).

EWF is committed to keep the platform data secured. Therefore, a security system is established to prevent no authorised access, avoid non authorised dissemination of data, loss or destruction. Although the users are responsible to keep their PC/electronic device appropriately protected from software harmful and / or computer virus.

The data collected in the platform for apprenticeships in Welding will be kept until the upcoming 5 years.

DATE OF REVIEW | Latest review of “WOW Platform Terms and Conditions of Use”. 14.6.2019



7. Platform Glossary

List of Abbreviations

ANB	Authorized Nominated Body
ANBCC	Approved Nominated Body for Company Certification
ATB	Authorized Training Body
CU	Competence Unit
ECVET	European Credit System for Vocational Education and Training
EQAVET	European Quality Assurance in Vocational Education and Training
EQF	European Qualifications Framework
EWP	European Welding Practitioner
EWS	European Welding Specialist
FAQ	Frequently Asked Questions
HE	Higher Education
IAB	International Authorised Body
IIW	International Welding Institute
ISO	International Organisation for Standardisation
LLL	Lifelong learning
LOs	Learning Outcomes
NQF	National Qualifications Framework
NDT	Non Destructive Testing
WBL	Work-based learning
VET	Vocational Education and Training
WL	Workload
WPS	Welding Procedure Specification



For the scope of the WOW project (work-based opportunities in Welding), the following definitions apply:

Access Requirements	Are the conditions to access the training and qualification paths for EWS and EWP (see EWF Guideline 252 latest edition). For the EWP, and only in case of Apprenticeships it might be considered that the trainee satisfied the access conditions (scholarship diploma or welder certificate) and experience only after the internship in the company. (Source: Quality Assurance Guideline for the recognition of work-based learning)
Authorized Nominated Body	ANB - An organization that has been assessed and authorized by EWF in accordance with EWF rules (EWF-416, latest revision, guidelines, requirements and business plan and is responsible for ensuring that the standards of implementation of the EWF education, examination, qualification systems and/or personnel certifications schemes are maintained (Source: EWF Guideline 656).
Apprenticeships	Schemes based on the integration of companies as training providers together with VET schools or other education/training institutes (Source: European Commission, 2013)
Authorized Training Body	ATB - An organization that has been assessed and approved by an EWF Operational System ANB in accordance with EWF rules (EWF-416, latest revision) for training organizations. By awarding ATB status, the ANB confirms that the ATB fulfils the requirements for delivering training in accordance with one or more EWF guidelines (Source: EWF Guideline 656)
Certification	The procedure leading to a written testimony of an individual's competence demonstrated by examination and assessment of



experience and subsequent surveillance to confirm that the competence has been retained. (Source: EWF Rules and Procedures)

Competence Unit

CU - A unit constitutes part of a qualification (certificate, diploma...). It can be the smallest part of the qualification being evaluated, validated and/or certified. A unit can be specific to a single qualification or common to several qualifications (Source: European Commission, 2005).

Credit System

An instrument designed to enable accumulation of learning outcomes gained in formal, non-formal and/or informal settings, and ease their transfer from one setting to another for validation. A credit system can be designed by describing:

an education or training programme and attaching points

(credits) to its components (modules, courses, placements, dissertation work, etc.); or

a qualification using units of learning outcomes and attaching credit points to every units.

(Source: Cedefop, 2008).

Contact Hours

A Measured in hours, are the minimum teaching hours for the Standard Route of EWF Qualifications. A contact hour shall contain at least 50 minutes of direct teaching time. (Source: EWF Rules and Procedures)

Cross Cutting Competence Unit

A competence unit whose learning outcomes are not directly linked with one job function since the knowledge and skills achieved will be mobilized in several job functions and



activities (Source: EWF methodology for designing Qualifications)

Dual Training System:

Education or training combining periods in an educational institution or training center and in the workplace. The alternance scheme can take place on a weekly, monthly or yearly basis. Depending on the country and applicable status, participants may be contractually linked to the employer and/or receive a remuneration. (Source: Cedefop, 2008)

End-Point Assessment

Written Assessment (e.g. essay question, questionnaire, project or products produced, professional interview) addressing the work-based learning, which aim to ensure the trainee has gained the proper knowledge against the learning outcomes defined in the individual training programme covered by the apprenticeship, and the relevant scope of EWF Course. This assessment will be performed at description of the ATB and at the end of the WBL experience. Based on the results (approval or failure) it might lead to the additional formal training. Trainee successfully passing the end-point assessment will be granted the right to seat directly in the final examination. (Source: Quality Assurance Guideline for the recognition of work-based learning)

EWF Qualification System

Harmonised scheme for education, training and examination in Metal Additive Manufacturing and Welding and related technologies. These systems include the definition of qualification policy, training design and implementation, institutional arrangements, funding, quality assurance and assessment and certification of learning outcomes.



EWF Framework

Reference tool for describing EWF qualifications proficiency levels and alignment with National, European and International qualifications systems. Source: EWF Methodology for Design of Qualifications.

European Qualifications

Framework

A common European reference tool that serves as a translation device between different education and training systems and their levels. It aims to improve the transparency, comparability and portability of qualifications across Europe, promoting workers' and learners' mobility and facilitating their lifelong learning. (Source: Council Recommendation 2008)

Qualification

Qualification covers different aspects: formal qualification: the formal outcome (certificate, diploma or title) of an assessment process which is obtained when a competent body determines that an individual has achieved learning outcomes to given standards and/or possesses the necessary competence to do a job in a specific area of work.

A qualification confers official recognition of the value of learning outcomes in the labour market and in education and training. a qualification can be a legal entitlement to practise a trade (oecd);

Job requirements: knowledge, aptitudes and skills required to perform specific tasks attached to a particular work



position (ILO). (Source: CEDEFOP, Terminology of European education and training policy, 2nd Edition, 2014)

Qualification System

All activities related to the recognition of learning outcomes and other mechanisms that link education and training to the labour market and civil society. These activities include:

definition of qualification policy, training design and implementation, institutional arrangements, funding, quality assurance;

assessment and certification of learning outcomes.

(Source: CEDEFOP, 2008; European Parliament and Council of the European Union, 2008.

Job Activity

Ongoing actions/group of requirements necessary to perform a job function. (Source: Suvorova & Osipova, 2016).

Job Function

Description of functional action, enabling to achieve the main objective of the profession (Source: Suvorova & Osipova, 2016)

Functional Competence Unit

A competence unit whose learning outcomes are directly linked with at least one job function and in which the knowledge and skills achieved will be mobilized in specific job functions and related activities. (Source: EWF methodology for designing Qualifications)

Mentor:

Someone who provides guidance and support provided in a variety of ways to a young person or novice (i.e. someone joining a new learning community or organization by an experienced person who acts as a role



model, guide, tutor, coach or confidante. (Source: Cedefop, 2008)

National Qualifications Framework Instrument for the classification of qualifications according to a set of criteria for specified levels of learning achieved, which aims at integrating and coordinating national qualifications subsystems and improve the transparency, access, progression and quality of qualifications in relation to the labour market and civil society (Source: Council recommendation for EQF LLL, 2017)

Learning Contract Agreement Signed contract amongst the involved parties in the WBL (Trainee, Tutor, Mentor) addressing their right and obligations, as well as the appropriate bindings of the training programme, thus aligned with national requirements for safety, insurance and liabilities. (Source: Quality Assurance Guideline for the recognition of work-based learning)

Learning Outcomes Statements regarding what a learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and responsibility and autonomy. (Source: Cedefop, 2008c)

Logbook Online record of the the in-company training activities undertaken during the apprenticeship. The logbook should reflect all actions and evidences performed either the mentor or trainee. (Source: Quality Assurance Guideline for the recognition of work-based learning)



On-the- Job Training:	Vocational training given in the normal work situation. It may constitute the whole training or be combined with off-the-job training. (Cedefop, 2008)
WBL training Path:	The path based on the dual system and used to get successful participation to the course and access the applicable final examinations.
Workload	Calculated in hours, corresponds to an estimation of the time students typically need to complete all learning activities required to achieve the defined learning outcomes in formal learning environments. Includes the required contact hours of each Competence Unit, other seminars, assigned projects, practical/laboratory work, work placements (internships and on job training), plus all the individual study. Source: adapted from ECTS Users' Guide, 2015.
Training programme:	The personalized programme used by each trainee and the company to fulfill the requirements of this guideline.
Trainee:	The person undergoing the training program attending the classroom teaching and the WBL at the company. He/she may be an apprentice in the company.
Tutor:	A person responsible for offering a learner guidance, counselling or supervision by an experienced and competent professional. The tutor supports the learner



throughout the learning process (at school, in training centers or on the job. Tutoring covers various activities: academic subjects (to improve educational achievement); careers (to ease the transition from school to work; personal development (to encourage learners to make wise choices). (Cedefop, 2008).

Vocational, Education and Training Training center which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market. (Cedefop, 2008)






8. WOW Online Platform FAQs






The WOW project consortium has put together a series of **Frequently Asked Questions (FAQ)** addressing the most common features and encountered problems resulting from the use of the online platform.



The questions have been organised into three groups, corresponding to the three profiles of users: Trainees engaged in Apprenticeships, Training Center/ VET Provider/ATB and Hosting Company.

FAQ's Trainees



1	 <p>Q: Can I attend all the EWP course as Work Based Learning?</p> <p>A: No, the amount of training that can be attended is defined by the quality guidelines. Moreover, the exact duration depends on the company where you are currently working / in apprenticeship. Please contact the VET provider or the ATB to have more precise information.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
2	 <p>Q: What kind of documents shall I present to demonstrate my achievements on WBL?</p> <p>A: A specific platform was developed to gather all the relevant information (e.g. photos, Welding Procedures Specifications, test pieces, video, etc). In any case, your Mentor (the person who is assisting you in the work-based learning) has to document information on your training.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
3	 <p>Q: Once I have completed the WBL and the classroom training, can I seat an examination for EWS or EWP?</p> <p>A: Yes. You will be allowed to seat an examination as soon as all the details of your training will be processed by the ATB.</p> <p>Related FA</p> <p>Published on: Click or tap to enter a date.</p>





4	 <p>Question: At the end of the qualification will I receive a diploma?</p> <p>Answer: Yes, you will award a welder qualification diploma after successful completion of the course and approval in the examination.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
5	 <p>Question: What will I be able to do after the training?</p> <p>Answer: Trainees successfully completing a course of education and examinations will be expected to be capable of applying the welding technology at a level consistent with the qualification diploma</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
6	 <p>Question: At the end of the qualification will I receive a diploma?</p> <p>Answer: Yes, you will award a welder qualification certificate.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
7	 <p>Question: What will I be able to do after the training?</p> <p>Answer: Trainees successfully completing a course of education and examinations will be expected to be capable of applying the welding technology at a level consistent with the qualification diploma</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
8	 <p>Question Is it the responsibility of the trainee looking for companies where to carry out the WBL?</p> <p>Answer No. ATBs select the companies where trainees can attend the work-based learning /apprenticeships.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>





9	 <p>Question Is there an examination addressing the apprenticeship /WBL programme?</p> <p>Answer Yes. At the end of the training programme, trainees engaged in the apprenticeship are subject to the end point assessment that will ensure a proper knowledge against the Learning Outcomes defined in the training programme</p> <p>Related FAQ</p> <p>Published on:Click or tap to enter a date.</p>
10	 <p>Question In what will the end-point assessment consist of?</p> <p>Answer The assessment shall be addressed only at items dealt by the work Based Learning individual training programme. At discretion of the ATB, it may be performed with:</p> <ul style="list-style-type: none"> - essay questions - questionnaires - projects or products produced - professional interview.
11	 <p>Question: Do the documents related to the access conditions need to be legalized?</p> <p>Answer: Yes. If only a copy is provided to the course responsible. If original and copy are presented there is no need of legalizing the copy.</p> <p>Published on:Click or tap to enter a date.</p>
13	 <p>Question: What is a Learning Contract Agreement?</p> <p>Answer: A signed contract amongst the involved parties in the WBL (Trainee, Tutor, Mentor) addressing their right and obligations, as well as the appropriate bindings of the training programme, aligned with national requirements for safety, insurance and liabilities.</p> <p>Published on:Click or tap to enter a date.</p>
14	 <p>Question: Do I need to undertake a healthy testing before starting WBL?</p> <p>Answer: Yes, because during the practical welding training and in the real life there are some hazards which could negative influence your health.</p> <p>Related FAQ</p> <p>Published on :MHtE on 19.03.2019.:Click or tap to enter a date.</p>



15	 <p>Question: Can I get more knowledge in the industrial environment than in the classroom?</p> <p>Answer: Yes, because your training will be at an industrial workshop, where each day you can contact will real problems and fulfil the requirements of the company, as well as the business area.</p> <p>Related FAQ</p> <p>Published on MHE on 19.03.2019.:Click or tap to enter a date.</p>
16	 <p>Question: Do I need to have my own protective clothing and equipment when starting the Work-based learning (WBL) programme?</p> <p>Answer: No, the company will provide you all the necessary protective clothing and equipment because these have the safety requirements for the work.</p> <p>Related FAQ</p> <p>Published on MHE on 19.03.2019.:Click or tap to enter a date.</p>

FAQ's Company


1	 <p>Q: What are the requirements to have an apprenticeship approved for the WBL training?</p> <p>A: Your company has to be certified according to ISO 3834 and your Welding Coordinator shall be at a qualification level higher than the trainee.</p> <p>Related FAQ</p> <p>Published on:Click or tap to enter a date.</p>
2	 <p>Q: Is it allowed that an employee is following the WBL path, even if is apprenticeship is concluded?</p> <p>A: Yes. The WBL training applies to both apprenticeships and employees.</p> <p>Related FAQ</p> <p>Published on:Click or tap to enter a date.</p>

3	 <p>Q: The candidate for the apprenticeship is a welder certified according to ISO 9606. Can his certification be considered as demonstration of Work Based Learning?</p> <p>A: No, the WBL applies to training and not to qualifications or certifications already achieved, as the candidate has to attend in company training in the company and in accordance with the applicable guideline.</p> <p>Please contact your VET / ATB to verify whether some recognition or a possible training attended to gain the certifications can be accepted.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
5	 <p>Question: How the training programme is fixed?</p> <p>Answer: The training programme shall be agreed with the company and authorized by the ATB based on the criteria given in the guideline.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
6	 <p>Question: How is he training programme for WBL fixed?</p> <p>Answer: The training programme shall be agreed with the company and authorized by the ATB based on the criteria given in the guideline.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
7	 <p>Question Who is the responsible to assign a mentor to the trainee?</p> <p>Answer The company shall assign the trainee to a mentor. He/she is responsible for training and supporting the candidates in the company. As a minimum, he/she shall be qualified according to doc. IAB 252 at the level of qualification foreseen for the participant or higher, and properly experienced in welding coordination tasks.</p> <p>Related FAQ</p>






		Published on: Click or tap to enter a date.
8		<p>Question Does the company need to comply with any requirement to access to the training through WBL?</p> <p>Answer The company must have access to welding and associated equipment shall be granted to participants for WBL, certified according to ISO 3834-2 or 3834-3, or by another standard that required complies with the ISO 3834 or be in process of certification.</p> <p>Related FAQ</p> <p>Published on:Click or tap to enter a date.</p>
9		<p>Question: Are they any requirements regarding the company where a WBL program is intended to be developed?</p> <p>Answer: Yes, the company needs to be approved by the ATB for the recognition of work-based learning, based on a written procedure.</p> <p>Published on:Click or tap to enter a date.</p>
10		<p>Question: Can the Company choose the WBL training programme?</p> <p>Answer: No. The company shall agree with the ATB on the training program, in line with its operations and with the learning outcomes.</p> <p>Published on:Click or tap to enter a date.</p>
11		<p>Question: What are the responsibilities of the mentor?</p> <p>Answer: the mentor is a person, assigned by the Company, who provides guidance and support provided in a variety of ways to a young person or novice (i.e. someone joining a new learning community or organization by an experienced person who acts as a role model, guide.</p> <p>Published on:Click or tap to enter a date.</p>







12	 <p>Question: Which are the benefit's to implement dual training in my company?</p> <p>Answer: In dual's training you shall have the opportunity to choose the best trainee or trainees who will be my new possible trusty employee of the company. In addition, you will have better prepared workers, qualified personnel matching your needs, more motivated and innovative workforce and</p> <p>lower costs in recruitment and certification while maintain your company competitiveness in the market.</p> <p>Related FAQ</p> <p>Published on MHE on 19.03.2019.Click or tap to enter a date.</p>
13	 <p>Question: Shall I have any plan to maintain dual training in the future and prepare professionals for my company?</p> <p>Answer: Yes, WBL important part of development for better business activities relating quality and quantitative issues.</p> <p>Related FAQ</p> <p>Published on: MHE on 19.03.2019.Click or tap to enter a date.</p>



FAQ's ATB

1	 <p>Question: What are the responsibilities of the ATB regarding the apprenticeship in welding?</p> <p>Answer: The ATB responsibilities are to provide companies with templates to record training activities; provide companies with appropriate instructions; and provide candidates with all appropriate training materials.</p> <p>Related FAQ</p> <p>Published on:Click or tap to enter a date.</p>
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2	 <p>Question: How long is the training provided in WBL?</p> <p>Answer: Training duration in WBL has to be estimated by the ATB, based on different factors, including the structure of the company, the type of production and/or work performed, and accessibility of equipment, resources and materials.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
3	 <p>Question: What kind of support will be provided to trainees?</p> <p>Answer: A tutor is assigned to each trainee. He/She is responsible to provide support to the trainee and must be fully knowledgeable about the applicable requirements of the guideline and the Welding coordination activities.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
4	 <p>Question: How are the companies selected for the WBL?</p> <p>Answer: The ATB is responsible for approving the companies and the individual training programme against the requirements provided in the guidelines.</p> <p>Related FAQ</p> <p>Published on: Click or tap to enter a date.</p>
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9	 <p>Question: What is an ATB?</p> <p>Answer: An Authorized Training Body/organization that has been assessed and approved by an EWF Authorized Nominated Body (ANB) Operational System to deliver training in accordance with EWF rules for training organizations.</p> <p>Published on: Click or tap to enter a date.</p>
10	 <p>Question: Who is responsible for assigning specific items to be dealt with in WBL?</p> <p>Answer: The ATB is responsible for assigning specific items to be dealt with in WBL, based on applicable subjects.</p> <p>Published on: Click or tap to enter a date.</p>
11	 <p>Question: Who is responsible for assigning specific items to be dealt with in WBL?</p> <p>Answer: The ATB is responsible for assigning specific items to be dealt with in WBL, based on applicable subjects</p> <p>Published on: Click or tap to enter a date.</p>
12	 <p>Question: What are the responsibilities of the tutor?</p>

	<p>Answer: The tutor is a person, assigned by the ATB, responsible for offering a learner guidance, counselling or supervision by an experienced and competent professional. The tutor supports the learner throughout the learning process.</p> <p>Published on: Click or tap to enter a date.</p>
13	 <p>Question: Does my training Center /ATB need to be accredited for WBL according to the national regulations?</p> <p>Answer: Not, but you should shall be recognised and approved by the European Welding Federation.</p> <p>Related FAQ</p> <p>Published on: MHTe on 19.03.2019. Click or tap to enter a date.</p>
14	 <p>Question: Is there readymade documents that could be used to support the cooperation between Companies and ATB in the framework of WBL?</p> <p>Answer: Yes, a kit of documents is available containing standards documents such as: Attendance list, Apprenticeship contract agreement; Apprenticeship training programme. These documents are available in Spanish, Hungarian, Romanian and Italian.</p> <p>Related FAQ</p> <p>Published on: MHTe on 19.03.2019.:Click or tap to enter a date.</p>