



Work placement Protocol

	Student	School	Work placement company	SBB
Preparation and matching 	<ul style="list-style-type: none"> • Finds information about the work placement company • Focuses on sectors, professions, work placement companies and learning opportunities • Is motivated • Presents himself well to the work placement company 	<ul style="list-style-type: none"> • Prepares the student for the internship or apprenticeship in a practice-oriented manner • Supports the student in finding an internship or apprenticeship • Ensures a good match between student and work placement company • Provides business orientation and presentation and interview skills • Maintains relationships with work placement companies and organises sufficient contacts between the work placement company and the student • Provides clear information about responsibilities, obligations and rights of the work placement company, school and student before the start of the work placement period • Makes concrete agreements with the work placement company in the work placement contract about the form and content of the work placement, the manner and frequency of supervision, the personal learning programme and the assessment method. 	<ul style="list-style-type: none"> • Is a work placement company accredited by SBB • Checks whether the expectations of the student and the company match • Ensures equal opportunities for all students during the recruitment and selection process • Makes concrete agreements with the school and the student about the form, content, reimbursement of costs incurred, supervision and assessment of the work placement period • Makes agreements about the applicable employment conditions (only with students in the work-based pathway; apprenticeship) • Records the agreements in the contract provided by the school 	<ul style="list-style-type: none"> • Ensures a sufficient number of accredited work placement companies and recruits new work placement companies based on needs • Ensures accreditation within ten working days • Publishes the vacancies for internships and apprenticeships that accredited work placement companies register via SBB's work placement portal at Stagemarkt.nl • Helps the work placement company to present itself via MySBB • Supports the school in the use of Stagemarkt.nl and the matching of the student with the work placement company
Work placement period 	<ul style="list-style-type: none"> • Is well prepared and motivated to start the work placement period • Keeps to the agreements made in the work placement contract • Follows the instructions of the work placement trainer of the work placement company • Provides feedback to the school's work placement supervisor • Report any complaints about the work placement to the school 	<ul style="list-style-type: none"> • Ensures clear information and communication about the contact person and procedure for questions and complaints about the work placement and reports any major one-off incidents and/or work placement-related complaints of a structural nature to SBB • Ensures adequate supervision in accordance with the agreements made in the work placement contract • Monitors the progress and the alignment of the student's learning goals with the learning opportunities in the company • Provides a competent and dedicated practical training supervisor 	<ul style="list-style-type: none"> • Is responsible for the daily supervision and training of the student in the workplace • Provides a qualified, motivated and accessible practical trainer • Offers a physically and socially safe learning environment • Provides the student with the basic equipment required for the work placement • Holds counselling and progress meetings with the student and the school's practical training supervisor 	<ul style="list-style-type: none"> • Provides advice and tools to the workplace trainer and the work placement company on training in practice and offering a physically and socially safe learning environment • Stimulates equal cooperation between schools and companies • Provides an alternative internship or apprenticeship for the student if necessary and in consultation with the schools • Ensures clear information and communication about the point of contact and procedure for questions and complaints about the work placement
Assessment 	<ul style="list-style-type: none"> • Ensures that all components of the work placement programme are completed and handed in 	<ul style="list-style-type: none"> • Ensures an objective assessment of the student • Is in contact with the work placement company about the assessment of the work placement and takes the initiative to evaluate the work placement period • Includes the work placement company's opinion on the student's work placement in the assessment • Provides feedback on the assessment to the work placement company 	<ul style="list-style-type: none"> • Assesses the student at the end of the work placement period on the basis of the agreements made in the work placement contract • Is in contact with the school about the assessment of the student 	<ul style="list-style-type: none"> • Coaches the workplace trainer in making a valid and objective assessment of the work placement • Provides advice and tools to the workplace trainer and the company for a proper assessment
Evaluation 	<ul style="list-style-type: none"> • Evaluates the work placement period with the practical training supervisor and the workplace trainer 	<ul style="list-style-type: none"> • Evaluates the work placement period with the student and the work placement trainer • Evaluates the cooperation with the work placement company to see where improvements can be made 	<ul style="list-style-type: none"> • Evaluates the work placement period with the student and the practical training supervisor • Evaluates the cooperation with the school to see where improvements can be made 	<ul style="list-style-type: none"> • Conducts an evaluation among workplace trainers and students • Regularly assesses whether the work placement company can continue to be a work placement company • May ask the work placement company for a vision on work placement / an improvement plan in case of any complaints and/or signals • Advises the work placement company, if required, on drawing up an improvement plan • Discontinues the accreditation if necessary

Adopted by the Netherlands Association of Senior Secondary Vocational Schools (MBO Raad), the Central Office of the National Apprenticeship Training Bodies (COLO), the Dutch Federation of Small and Medium-Sized Enterprises (MKB-Nederland), the Confederation of Netherlands Industry and Employers (VNO-NCW) and the Ministry of Education, Culture and Science on 10 June 2009. Updated by the SBB's general board on 1 April 2021 This work placement protocol is evaluated once every 5 years (or earlier if there is reason to do so) and revised if necessary in an SBB-context and the Student Consultative Committee within SBB.