

***Mentor/ company version***

*Use this checklist for a good organisation of the work placement of your learners.*

**1. Organisation of the work placement of the learner**

- Make sure that there is a mentor available in the period the learner has applied for a work placement;
- Make sure that you know your role as a mentor
- Make an appointment for the learner for a "selection" talk, via telephone;
- Inform other colleagues about the learner;
- Ask the training provider for the work placement/ learning agreement;
- Make an appointment with the coordinator of the training centre and discuss the items on the organisation checklist.
  - Training objectives and learning outcomes;
  - Legal and administrative issues (Insurance, health declaration, work related issues etc.)
  - Accommodation, stay and transport (if relevant);
  - Financial issues;
- Make an introduction scheme for the learner and set up an induction period;
- Do the coaching styles test, in order to tune your coaching style the best to the learning style of the learner;

**2. During the work placement**

- Set up an induction period:
  - Making clear expectations from both sides;
  - Do the learning styles test with the learner
  - Guided tour through the company;
  - Interviews with manager and other colleagues;
  - Working hours, leave, holidays etc.
  - Availability of ICT and other equipment (internet, email);
  - Planning of progress interviews;
  - Planning of training activities and objectives;
  - Way of coaching and supervision;
  - Way of assessments/ evaluation;
- Set up a training programme for the training objectives;
- Plan progress interviews with the learner on fixed dates;
- Coach the learner during the work placement and set up a personal development plan together with the learner;
- Plan the final interview/ evaluation and/ or practical assessment;
- Support the learner with the development of their portfolio;
- Keep contact with the coordinator of the training centre;

**3. At the end of the work placement**

- Prepare the assessment of the learner and use the progress interviews and the personal development plan of the learner as a basis;
- Assess the learner conform the agreed method, process and with the agreed forms of the training centre;
- Fill in the Europass Mobility form for the learner with the learner;
- Communicate with the coordinator about the achieved learning outcomes and the points for improvement;
- Fill in the evaluation form