

GUIDEBOOK oead

Agency for Education
and Internationalisation

**FOR THE ORGANISATION AND
IMPLEMENTATION OF SCHOOL-BASED AND
DUAL PRACTICAL TRAINING AT COMPANIES**



Ministry of
Education,
Science and
Innovation



Centre for Vocational
Education

GUIDEBOOK



Guidebook for the Organisation and Implementation of School-based and Dual Practical Training at Companies

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FOREWORD

High-quality education that meets the needs of the labour market constitutes a pre-requisite for economic growth and an important instrument for creating opportunities for youth. A crucial success factor is good cooperation between vocational schools and the economy, especially when it comes to organising practical training in an authentic working environment.

Practical training organisers at secondary vocational schools are an important link between companies and schools for the purpose of coordinating the organisation and ensuring teaching in both places of learning.

This Guidebook for the Organisation and Implementation of School-based and Dual Practical Training at Companies provides a description of standardised processes and procedures that aim at high-quality practical training at companies and work of practical training organisers. The Guidebook was drafted by a team of authors from schools and the Centre for Vocational Education in close cooperation with representatives of the Ministry of Education, Science and Innovation.

The Guidebook was drafted in the framework of a regional OeAD project entitled “Vocational Education and Training Quality Improvement by Strengthening the Role of Practical Training Organisers”. The project focuses on further strengthening of cooperation between schools and the economy for the purpose of improvement of vocational education and training quality. The cooperation between Montenegro and Austria in the field of education is supported by OeAD, Austria’s Agency for Education and Internationalisation, under the auspices of the Ministry of Education, Science and Research of the Republic of Austria (www.oead.at/educoop).

I would like to thank the Ministry of Education, Science and Innovation, the Centre for Vocational Education, the Chamber of Economy, all secondary vocational and combined schools in Montenegro and the consultants that participated in information and experience gathering in 2023 and 2024 that were the basis for drafting the Guidebook.

Jakob Calice,
OeAD Managing Director

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1. INTRODUCTION

This Guidebook was drafted in the framework of a regional OeAD project entitled “Vocational Education and Training Quality Improvement by Strengthening the Role of Practical Training Organisers” that is implemented by the Centre for Vocational Education (further in this text the VET Centre) and the Ministry of Education, Science and Innovation with the support of Austria’s Agency for Education and Internationalisation – OeAD, for the purpose of assisting the improvement of practical training and the cooperation between the economy and schools in the field of vocational education and training. The Guidebook was drafted by representatives of the Ministry of Education, Science and Innovation, the VET Centre, secondary vocational and combined schools and social partners. It constitutes an additional contribution to a better cooperation between schools and the economy by organising the work of practical training organisers.

The content of the Guidebook is the result of numerous national and regional workshops and round table discussions that gathered representatives of relevant institutions from Montenegro, Republic of Serbia, Bosnia and Herzegovina and Austria. Practical training organisers, practical subject teachers in charge of technical modules, headmasters of secondary vocational and combined schools in Montenegro and advisors from the VET Centre have in particular contributed to the Guidebook.

The Guidebook includes chapters about the role of practical training organisers, procedures for the organisation and implementation of school-based and dual practical training at companies, procedures for the organisation and implementation of professional internships, quality evaluation and improvement measures and the role of other actors in the organisation and implementation of practical training.

The document was drafted with the intention to provide a compilation of standardised processes and procedures for all secondary vocational and combined schools in Montenegro, and especially regarding planning, organisation, implementation and evaluation of school-based and dual practical training at companies. The Guidebook is primarily intended for practical training organisers, school management staff, practical training teachers in charge of technical modules, employers, practical training mentors, but also other interested parties. It contains information, explanations, recommendations, forms and examples based on regulations governing this area, but also experience and best practice examples shared by the stakeholders in the process of drafting.

We believe that this Guidebook will improve the work of practical training organisers, the cooperation between schools and the economy and the overall quality of education in Montenegro.



2. THE ROLE OF A PRACTICAL TRAINING ORGANISER

The Rulebook on Norms and Standards for the Allocation of Funds from Public Budgets to Institutions Implementing Publicly Valid Education Programmes provides that a school may employ a practical training organiser, if the school has more than 70 students attending practical training or part of their practical training at a company.

A practical training organiser is a school employee. In compliance with the rulebook on the internal job organisation and systematisation of a school, he/she is in charge of coordinating and supervising practical training that takes place at companies, whether in dual education format or not, but also of cooperating with practical training teachers, employers, practical training mentors and other teaching staff. **The key role of a practical training organiser involves all organisational, technical and pedagogical duties that aim to improve the quality of practical training.**

Activities implemented by a practical training organiser can be grouped into analysis, planning and organisation of work, monitoring, record keeping and reporting, cooperation and promotion.

2.1. ANALYSIS, PLANNING AND ORGANISATION OF WORK

When it comes to analysis, planning and organisation of work, a practical training organiser performs the following activities:

Analysis

- analyses school-based and dual practical training at companies in cooperation with a practical training teacher in charge of vocational modules (hereinafter: practical training teacher);
- carries out analyses of the number of students at a school by educational programmes and level of education that need to be assigned to companies for the purpose of school-based and dual practical training at companies in cooperation with a practical training teacher;
- analyses requirements related to space and equipment to be fulfilled by the school and a company in order to offer school-based and dual practical training in compliance with educational programmes in cooperation with a practical training teacher;
- analyses the possibility for involving new companies in the implementation of school-based and dual practical training in cooperation with a practical training teacher.

Planning

- prepares an annual workplan, including also a school-based and dual practical training plan at a company, in cooperation with practical training teachers and teaching staff;
- participates in the drafting of the annual plan and development plan of the school related to school-based and dual practical training at companies;
- participates in defining the enrolment policy of the school based on an analysis of labour market needs and possibilities for cooperation with companies at the local level;
- drafts a check list of requirements related to space and equipment to be fulfilled by the school

and a company in order to offer school-based and dual practical training in compliance with educational programmes in cooperation with a practical training teacher;

- drafts a procurement plan for the necessary materials, equipment and tools for practical training at the school for all educational programmes in cooperation with practical training teachers and the headmaster;
- drafts a practical training plan for achieving learning outcomes in the framework of school-based and dual practical training at companies based on the educational programme in cooperation with a practical training teacher;
- drafts a periodic visit plans for the purpose of visiting students during their school-based and dual practical training at companies in cooperation with a practical training teacher;
- drafts his/her professional development plan.

Organisation of work

- participates in the work of a commission established by the school headmaster tasked with defining the requirements to be fulfilled by companies offering school-based and dual practical training;
- coordinates activities related to drafting and signing of contracts between the school headmaster and companies for the implementation of school-based and dual practical training;
- examines the possibilities for the achievement of learning outcomes defined in the educational programme, depending on the requirements fulfilled by a company, in cooperation with a practical training teacher and practical training mentor;
- defines the number of students that can be placed in a company for the purpose of efficient practical training;
- drafts a timetable for school-based and dual practical training at companies in cooperation with a practical training teacher and practical training mentor;
- organises a sanitary/medical examination for students attending practical training at the school and at a company;
- organises occupational safety training for students attending practical training at a company by a licensed business company;
- organises the participation of students in competitions related to skills, study trips, thematic trade fairs, mobility programmes, company visits, professional events, etc., in cooperation with the school headmaster, teaching and other staff, practical training teachers, classroom teachers and other stakeholders;
- organises professional internships for students that have not attended practical training at a company during a year, in cooperation with the school headmaster and practical training teacher.

2.2. MONITORING

When it comes to monitoring, a practical training organiser performs the following activities:

- monitors the application of student safety and protection measures in the location of practical training implementation;
- visits students attending school-based and dual practical training at companies and keeps records of observations during such visits in cooperation with a practical training teacher;
- monitors students' attendance of school-based and dual practical training at companies based on visits and records kept by practical training mentors;
- monitors the achievement of learning outcomes defined in the educational programme during school-based and dual practical training at companies in cooperation with a practical training teacher and practical training mentor for the purpose of planning the achievement of learning outcomes at other companies or at the school;
- participates in the process of internal evaluation of the quality of implementation of practical training at the school and proposes improvement measures;
- organises the practical part of the technical and final exam based on examination catalogues for technical and final exams defined in the educational programme;
- organises the verification of achievements of students attending dual practical training at companies at the end of the year (organisation of exams at companies).

2.3. RECORD KEEPING AND REPORTING

As regards record keeping and reporting, a practical training organiser performs the following activities:

- keeps the database of contracts entered into with companies for the implementation of school-based and dual practical training at companies;
- regularly enters data about companies, practical training mentors, number of students of different educational programmes and classes assigned to individual companies for practical training in the internal data base and the Montenegrin Education Information System (MEIS);
- compiles periodical reports on the implementation of school-based and dual practical training at companies and submits them to the school headmaster and the VET Centre and the Ministry of Education, Science and Innovation at their request;
- compiles an annual report about their work.

2.4. COOPERATION AND PROMOTION

When it comes to cooperation and promotion, a practical training organiser performs the following activities:

- participates in meetings of teaching staff and staff in charge of module implementation;
- participates in the organisation of round table discussions with employers for the purpose of establishing cooperation (involving employers in the implementation of school-based and dual practical training at companies, acquisition of equipment for science classrooms and school workshops, organisation of competitions, study trips, etc.);

- participates in parent-teacher conferences and provides information to students and parents about opportunities for school-based and dual practical training at companies;
- continuously cooperates with practical training mentors for the purpose of monitoring the implementation of practical training and improvement of its quality;
- cooperates with practical training organisers throughout Montenegro and the region;
- cooperates with the Ministry of Education, Science and Innovation and the Vocational Education and Training Centre, social partners, the local community, NGOs, associations of employers, educational institutions, international organisations and other interested stakeholders;
- cooperates with national, regional and international partners in the planning and implementation of project activities;
- participates in the drafting of presentations, brochures or fliers for all educational programmes offered by the school;
- presents educational programmes to students of final grades of primary schools in the form of presentations, during open door days, visits to schools;
- promotes positive practical training examples.



3. PROCEDURES FOR THE ORGANISATION AND IMPLEMENTATION OF SCHOOL-BASED AND DUAL PRACTICAL TRAINING AT COMPANIES

3.1. BACKGROUND INFORMATION AND LEGAL FRAMEWORK

Implementation of practical training for modules in case of four-year educational programmes

- Practical training takes place in the framework of technical modules at schools and companies.

Every module-based educational programme and its curriculum contains the following text:

“The minimum number of practical training classes at a company out of the total number of practical training classes amounts to 36 classes per year during the third and fourth year. In addition to the third and fourth year, a school may organise practical training at companies also for students from lower grades to the extent possible. Depending on the available equipment at the school or a company, practical training may also take place exclusively at a company”.

Implementation of practical training for modules in case of three-year educational programmes

In case of three-year educational programmes, there are modules foreseen to be implemented at companies. Such modules are marked by an asterisk (*) and include the relevant number of classes. In the first year, students spend one day at a company, in the second year, they spend two days at a company, and in the third year, they spend 3 days at a company.

Module-based educational programmes and their curricula contain the following text:

“Modules marked by an asterisk (*) take place at a company. Exceptionally, if a school is unable to ensure the implementation of a module at a company, it may also organise it at the school workshop. The number of module classes marked by an asterisk (*) is different in case of dual education students as compared to students of other programmes, which is defined in the educational programme in compliance with the law. Students that have entered into an individual contract for practical training at a company may attend up to 36 classes per week, and other students up to 32 classes. This means that in case of students that have entered into an individual contract for practical training at a company, the number of classes is increased in compliance with the educational programme”.

Dual education and training – legal framework

- The Law on Vocational Education and Training (“Official Gazette of the Republic of Montenegro”, No. 64/02, 49/07, 45/10, 39/13 and 47/17) provides that vocational education and training may be implemented in the school-based or dual format.
- The scope of practical training is defined by the educational programme.
- In case of three-year educational programmes, the share of practical training as compared to the overall share of classes varies between 45% and 50%.

- When vocational education and training is implemented in the dual format, employers are responsible for the overall organisation and implementation of practical training. In such cases, students, or their parents, and employers enter into individual practical training contracts.
- Individual contracts regulate mutual rights and obligations of students and employers.

School-based practical training

- If practical training is school-based, all practical classes provided for by the educational programme may be implemented at a company or, alternatively, part of the classes may take place at the school, while the remaining classes take place at the company.
- The school and the company enter into a practical training contract that regulates their mutual rights and obligations.
- In case of the school-based format, companies are not involved in exams verifying the achievements of students. This is performed by the school, which also specifies the requirements to be fulfilled by companies in order to be able to offer practical training.

Difference between school-based and dual education

- The basic difference between school-based and dual education lies in the fact that in case of dual education, a company is in charge of providing practical training to a student. The company or a practical training mentor continuously monitors and verifies the progress achieved by the student during a school year. The school is in charge of theory. A verification of a student's achievements for the purpose of his/her advancement to the next grade takes place at the end of the school year. Both the company and the school participate in the exam.
- In case of the school-based format, practical training takes place at the school or a company. However, even in cases when part of practical training takes place at a company, exams are organised by the school and students do not receive any allowances. In case of the school-based format, a company basically puts their premises and equipment at the disposal of the school in compliance with the practical training contract.

Obligations of a company in case of the dual education format

In case of the dual education format, a company:

- organises practical training in such a manner to enable students to acquire knowledge and skills in compliance with the educational programme;
- ensures occupational safety of students and takes care of their health during practical training;
- makes sure that students regularly attend practical training and carry out their work duties;
- ensures the relevant conditions to enable students to acquire new skills and competences in compliance with the programme by regularly attending practical training and taking exams;
- keeps records and documents about the attendance of practical training and achievements of students;

- ensures occupational safety during practical training in compliance with occupational safety regulations and informs students about them;
- takes care of the health of students during practical training;
- provides students with at least five additional working days in addition to the legally defined rest periods during a school year in order to enable them to write their final thesis.

Obligations of a student in case of the dual education format

During practical training at a company, a student:

- regularly attends practical training at the company, fulfils the obligations and attends classes related to other subjects at the school in compliance with the educational programme;
- acts in compliance with instructions of the company or mentor and the school;
- regularly keeps a practical training diary;
- keeps the business secret and treats the assets of the company with due care;
- complies with internal rules of the company;
- complies with occupational safety rules;
- fulfils other obligations specified in the individual practical training contract.

Financial allowances for students in case of the dual education format

- First and second year students receive a monthly allowance during practical training paid from the budget, amounting to at least 10% of the average net salary in Montenegro during the first year and at least 15% of the average net salary in the second year;
- In case of third year students, financial allowances are provided by companies and they amount to at least 20% of the average net salary in Montenegro;
- Students are not entitled to labour relation rights while attending practical training at a company.

Enrolment of students into dual education

- Before the publication of a public call for the enrolment of students in the first year of a secondary school, students receive information about educational programmes that will be implemented in the dual format, schools and municipalities offering such programmes, and companies offering individual practical training contracts to students;
- The number of practical training places depends on the interest of companies and on the number of companies that have met equipment and human resource-related requirements for providing dual practical training to students;
- The school compiles a ranking list of students that applied in compliance with vocational school enrolment criteria defined in the Vocational School Enrolment Rulebook.

Involving companies in dual education

- Companies interested in providing dual practical training may get in touch with a school;
- Companies provide information about the number of practical training places for a certain educa-

tional programme and contact data of the person in charge of cooperating with the school;

- The school forwards the information to the VET Centre that is competent for verifying whether a company meets equipment and human resource-related requirements for providing practical training to students;
- Once a committee of the VET Centre establishes that the requirements have been met, the VET Centre informs the company, school and the Ministry of Education, Science and Innovation;
- A company may also inform the Chamber of Economy of Montenegro and Union of Employers of Montenegro about its willingness to cooperate with a school and provide dual-based practical training to students, which will inform the school and the VET Centre;
- A practical training mentor is a company employee. A mentor must possess the relevant education degree that corresponds to at least the same qualification level that students are educated for and five years of working experience in that profession.

Verification of students' achievements in dual education

- Students' achievements for the purpose of advancing to the next grade and at the end of education are verified in compliance with the Rulebook on Assessment and Verification of Achievements during Practical Training at Companies (,'Official Gazette of Montenegro", No. 43/09).
- The verification of students' achievements during practical training takes place at the school or company. This is agreed upon by the school headmaster and company.
- The examination committee includes the practical training mentor from the company and practical training teacher from the school attended by the student.
- A third member may be the teacher in charge of the relevant theory of the same or similar subject that the exam refers to.

3.2. ANALYSIS, PLANNING AND ORGANISATION OF SCHOOL-BASED AND DUAL PRACTICAL TRAINING AT COMPANIES

3.2.1. Analysis of practical training of educational programmes

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training organiser and practical training teacher analyse practical training implemented at the school and at a company (school-based format) and become acquainted with modules that include practical training, especially those modules marked with an asterisk (*) in case of three-year educational programmes, learning outcomes in technical modules related to practical training, number of practical training classes at the school and at a company, assignment of students from different classes to groups, duration of practical training, professional qualifications acquired in the framework of the educational programme, examination catalogues for the implementation of the practical part of the technical and final exam, etc. - A practical training organiser and practical training teacher define the requirements to be met by the school and company in compliance with educational programmes in order to implement school-based practical training at the school and a company; - The curricula of four-year educational programmes provide that students should spend at least 36 classes at a company during their third and fourth year, however, table 5.2.1 provides more detailed information on the number of classes that students should spend at companies and the exact modules these classes relate to. 	<ul style="list-style-type: none"> - A practical training organiser and a practical training teacher analyse practical training implemented at a company (dual format) and become acquainted with modules that include practical training, especially those modules marked with an asterisk (*) in case of three-year educational programmes, learning outcomes in technical modules related to practical training, number of practical training classes at the school and at a company, assignment of students from different classes to groups, duration of practical training, professional qualifications acquired in the framework of the educational programme, examination catalogues for the implementation of the practical part of the technical and final exam, etc. - A practical training organiser and practical training teacher define the requirements to be met by the school and a company in compliance with educational programmes in order to implement dual practical training at the school and a company; - The curricula of three-year educational programmes provide that students that have entered into an individual contract should attend an increased number of practical training classes in case of modules marked by an asterisk (*), however, table 5.2.1 provides more detailed information on the number of classes that students should spend at companies in case of the dual format and the exact modules these classes relate to. It is important to pay attention to the fact that the overall number of practical training classes that students attend at a company in their third year is obtained by adding up the number of practical training classes pertaining to modules marked by an asterisk (*) and other technical modules of that year.

3.2.2. Identification of companies interested in offering school-based and dual practical training

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training organiser and practical training teacher analyse possibilities for new companies to offer school-based practical training, get in touch with the companies and identify those interested in this opportunity (Form 1 – initial letter for cooperation with the company); - A practical training organiser visits companies and presents educational programmes implemented by the school, explains possibilities for cooperation with the school, acquires information about the business activity of the company and identifies the companies interested in offering school-based practical training; - Based on a proposal of a practical training organiser and practical training teacher, the school headmaster gets in touch with new companies and sends an initial cooperation letter. 	<ul style="list-style-type: none"> - A practical training organiser and practical training teacher analyse possibilities for new companies to offer dual practical training, get in touch with the companies and identify those interested in this opportunity (Form 1 – initial letter for cooperation with the company); - A practical training organiser visits companies and presents educational programmes implemented by the school, explains possibilities for cooperation with the school, acquires information about the business activity of the company and identifies the companies interested in offering dual practical training; - Based on a proposal of a practical training organiser and practical training teacher, the school headmaster gets in touch with new companies and sends an initial cooperation letter.

3.2.3. Defining requirements and establishing cooperation with companies for the purpose of implementing school-based and dual practical training

School-based format	Dual format
<ul style="list-style-type: none"> - The school headmaster establishes a committee for the verification whether a company interested in offering school-based practical training meets the requirements. The committee usually includes the headmaster, a practical training organiser and a practical training teacher, depending on the educational programme; - A practical training organiser and practical training teacher prepare a checklist of requirements to be fulfilled by a company offering school-based practical training for every educational programme (requirements related to premises, equipment, human resources, learning outcomes to be achieved within a module at the company, number of practical training places for students, etc.); 	<ul style="list-style-type: none"> - The school headmaster sends a letter to the VET Centre and requests it to verify whether a company interested in offering dual practical training meets the requirements. Such a letter includes information about the educational programme and basic data about the company; - The VET Centre establishes a committee tasked with the verification whether the company meets the requirements; - The VET Centre prepares a checklist of requirements to be fulfilled by the company offering dual practical training for every educational programme (requirements related to premises, equipment, human resources, learning outcomes to be achieved within a module at the company, number of practical training places for students, etc.);

School-based format	Dual format
<ul style="list-style-type: none"> - The committee verifies whether the company interested in offering school-based practical training meets the requirements in the field. For this purpose it uses a checklist and keeps minutes (Form 2 – Verification of necessary requirements (checklist)); - A practical training organiser coordinates the signing of a contract between the school headmaster and the company that meets the requirements for offering school-based practical training and keeps a database of contracts (Form 3.1. – Practical training contract); - A practical training organiser enters data about companies, practical training mentors, number of students per educational programme and grades that attend school-based practical training at some companies in the internal database and the MEIS information system (Form 4 – Data about the company offering practical training) 	<ul style="list-style-type: none"> - The committee verifies whether the company interested in offering dual practical training meets the requirements in the field. For this purpose it uses a checklist and keeps minutes (Form 2 – Verification of necessary requirements (checklist)); - A practical training organiser coordinates the signing of an individual contract between the company, parent/legal guardian/adoptive parent and the school headmaster and keeps a database of contracts (Form 3.2. – Individual contract on practical training at the company); - A practical training organiser enters data about companies, practical training mentors, number of students per educational programme and grades that attend dual practical training at some companies in the internal database and the MEIS information system (Form 4 – Data about the company offering practical training)

3.2.4. Planning and preparing the implementation of school-based and dual practical training at companies

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training teacher plans learning outcomes, number of classes and period of implementation of school-based practical training at a company in compliance with the annual work plan and learning outcome plan defined by the staff in charge of module implementation based on the educational programme; - A practical training organiser and practical training teacher draft a school-based practical training plan to be implemented at a company as part of their annual work plan; 	<ul style="list-style-type: none"> - A practical training teacher plans learning outcomes, number of classes and period of implementation of dual practical training at a company in compliance with the annual work plan and learning outcome plan defined by the staff in charge of module implementation based on the educational programme; - A practical training organiser and practical training teacher draft a dual practical training plan to be implemented at a company as part of their annual work plan;

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training organiser and practical training teacher get in touch with the company and agree on the implementation of activities defined in the school-based practical training plan. They also inform company mentors about the learning outcomes to be achieved, number of students and implementation period; - A practical training organiser, practical training teacher and practical training mentor assign students to the company in compliance with the defined requirements (Form 5 – Annual plan for the achievement of learning outcomes at the company). 	<ul style="list-style-type: none"> - A practical training organiser and practical training teacher get in touch with the company and agree on the implementation of activities defined in the dual practical training plan. They also inform company mentors about the learning outcomes to be achieved, number of students and implementation period; - A practical training organiser, practical training teacher and practical training mentor verify whether all planned learning outcomes can be achieved at the relevant company in compliance with the educational programme and requirements met by the company. In case of learning outcomes that cannot be achieved at a single company, the school provides another company for such learning outcomes or plans their achievement at the school; - A practical training organiser, practical training teacher and practical training mentor prepare a list of students attending practical training at the company in compliance with the relevant requirements; - In case of first year students, at the beginning of a school year, a practical training teacher plans the implementation of a part of practical training at the school in order to prepare the students for practical training at companies in compliance with the relevant module; - When it comes to second and third year students, a practical training teacher plans practical training in such a manner that 10-15% of planned practical training classes take place at the school in compliance with the educational programme; - A practical training teacher informs students about learning outcomes to be achieved during practical training at companies within a certain time period (Form 5 – Annual plan for the achievement of learning outcomes at the company).

3.2.5. Assigning students to companies for the purpose of school-based and dual practical training

School-based format	Dual format
<ul style="list-style-type: none"> - Once students are divided into groups (in compliance with the educational programme and number of students per class), a practical training organiser and practical training teacher prepare lists of students attending school-based practical training at companies by class and educational programme; - If the number of students who applied for the school-based format exceeds the number of available training places at companies, a practical training teacher and organiser assign students in such a manner that every student attends an approximately equal number of classes at the company; - A practical training organiser organises a sanitary/medical exam for students attending practical training at companies; - A practical training organiser organises occupational safety training at companies provided by licenced companies; - A practical training teacher, practical training organiser and classroom teacher inform students and their parents about the company at which they will attend practical training; - A practical training organiser informs companies about students that will attend practical training there; - A practical training organiser and practical training teacher enter the data about school-based practical training at companies in the internal database and MEIS information system. 	<ul style="list-style-type: none"> - The school headmaster sends a letter to inform the Ministry of Education, Science and Innovation about the number of first year students interested in dual education based on information provided during enrolment; - Based on the proposal submitted by the school, the Ministry of Education, Science and Innovation informs the school about the number of available places for dual practical training at companies in compliance with the budget and other criteria; - Once students are divided into groups (in compliance with the educational programme and number of students per class), a practical training organiser and practical training teacher prepare lists of students attending dual practical training at companies by class and educational programme; - At the beginning of the school year, all first year students attend practical training at the school for at least a month in order to become acquainted with obligations, working environment of a company, equipment and devices, occupational safety, etc.). After this period, first year students may be assigned to companies in order to attend dual practical education in compliance with the defined criteria; - A practical training organiser organises a sanitary/medical examination for students attending dual practical education at companies; - A practical training organiser organises occupational safety training at companies provided by licenced companies; - A practical training organiser, practical training teacher and classroom teacher inform students and their parents about the company at which they will attend practical training; - A practical training organiser informs companies about students that will attend practical training there;

School-based format	Dual format
	<ul style="list-style-type: none"> - A practical training organiser enters the data about dual practical training at companies in the internal database and MEIS information system.

When assigning first year students to companies for the purpose of attending school-based and dual practical training, the following priority criteria are taken into account:

School-based format	Dual format
<ul style="list-style-type: none"> - The opinion of a practical training teacher about the interest of a student in attending the preparation for practical training at a company taking place at the school at the beginning of a school year (occupational safety, becoming acquainted with equipment, tools and working environment, etc. in compliance with technical modules defined in the educational programme); - A parent of the student has found a company willing to offer practical training to the student (the parent informs the school about the company willing to provide practical training to the student, and the school verifies whether it meets the requirements, just as in case of other companies); - Grades of the student in the third cycle of primary school; - Conduct of the student in the third cycle of primary school; 	<ul style="list-style-type: none"> - The opinion of a practical training teacher about the interest of a student in attending the preparation for practical training at a company taking place at the school at the beginning of a school year (occupational safety, becoming acquainted with equipment, tools and working environment, etc. in compliance with technical modules defined in the educational programme); - A parent of the student has found a company willing to offer practical training to the student (the parent informs the school about the company willing to provide practical training to the student, and the school verifies whether it meets the requirements, just as in case of other companies); - Grades of the student in the third cycle of primary school; - Conduct of the student in the third cycle of primary school;
<p>Additional criteria for assigning first year students:</p>	<p>Additional criteria for assigning first year students:</p>
<ul style="list-style-type: none"> - Equal representation of male and female students at companies (optional); - Equal representation of students in terms of their grades; - A student has special educational needs or is part of a vulnerable group; - Availability of premises at companies. 	<ul style="list-style-type: none"> - Equal representation of male and female students at companies (optional); - Equal representation of students in terms of their grades; - A student has special educational needs or is part of a vulnerable group; - Availability of premises at companies.

When assigning second, third and fourth year students to companies for the purpose of attending school-based and dual practical training, the following priority criteria are taken into account:

School-based format	Dual format
<ul style="list-style-type: none"> - Interest of a company in a certain student continuing/starting school-based practical training there; - The opinion of a practical training teacher, practical training organiser and classroom teacher about the attitude of a student towards school obligations while attending practical training over the past years; - The opinion of a practical training teacher and practical training organiser about the interest of a student, his/her willingness and wish to participate in practical training at a company; - A parent of the student has found a company willing to offer practical training to the student (the parent informs the school about the company willing to provide practical training to the student, and the school applies the same procedures as in case of the validation of other companies); - Grades of the student during previous years; - Conduct of the student during previous years. 	<ul style="list-style-type: none"> - Interest of a company in a certain student continuing/starting dual practical training there; - The opinion of a practical training teacher, practical training organiser and classroom teacher about the attitude of a student towards school obligations while attending practical training over the past years; - The opinion of a practical training teacher and practical training organiser about the interest of a student, his/her willingness and wish to participate in practical training at a company; - A parent of the student has found a company willing to offer practical training to the student (the parent informs the school about the company willing to provide practical training to the student, and the school applies the same procedures as in case of the validation of other companies); - Grades of the student during previous years; - Conduct of the student during previous years.
<p>Additional criteria for assigning second, third and fourth year students:</p>	<p>Additional criteria for assigning second, third and fourth year students:</p>
<ul style="list-style-type: none"> - Equal representation of male and female students at companies (optional); - Equal representation of students in terms of their grades; - A student has special educational needs or is part of a vulnerable group; - Availability of premises at companies; - Recommendations of a practical training organiser (from the previous year). 	<ul style="list-style-type: none"> - Equal representation of male and female students at companies (optional); - Equal representation of students in terms of their grades; - A student has special educational needs or is part of a vulnerable group; - Availability of premises at companies; - Recommendations of a practical training organiser (from the previous year).

3.3. ORGANISATION AND MONITORING OF THE IMPLEMENTATION OF SCHOOL-BASED AND DUAL PRACTICAL TRAINING AT COMPANIES

3.3.1. Organisation of school-based and dual practical training at companies

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training teacher may organise school-based practical training at a company in the following manner: <ul style="list-style-type: none"> o He/she can organise a visit to a company for the purpose of observing the process of work for all students at once, with a duration of several classes. The practical training teacher is present during such a visit. o If the whole class/group attends practical training at a company at the same time, he/she is present together with the students at the company in compliance with the defined plan. Since a practical training teacher cannot be at several companies at the same time, the time he/she spends there is in compliance with his/her number of classes foreseen for such a module. In order to monitor and verify students' achievements, a practical training teacher decides when students should be at school, and when they should be at a company; o A certain number of students is assigned to different companies for a number of classes, while the remaining students stay at the school. In such a case, the practical training teacher stays at the school with the students, and the practical training organiser coordinates the permanence of students at companies; - A practical training teacher visits students attending school-based practical training at companies, and especially in those cases when all students are at companies. He/she agrees the visits with a practical training organiser in order to visit as many students as possible. During such visits, the practical training teacher observes students while they are performing their work activities, talks to practical training mentors, talks to students and keeps notes/fills out the relevant form. 	<ul style="list-style-type: none"> - A practical training organiser and a practical training teacher organise dual practical training in such a manner that they assign students interested in this format to companies, where they spend one day in the first year, two days in the second year and three days in the third year, in compliance with their timetables; - A practical training organiser and practical training teacher regularly visit students attending practical training at companies in compliance with their schedules. During such visits, they observe students while they are performing their work activities, talk to practical training mentors, talk to students and keep notes/fill out the relevant form.

3.3.2. Monitoring the attendance of school-based and dual practical training at companies by students

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training teacher, a practical training organiser and a practical training mentor continuously monitor the implementation of school-based practical training at companies and enter the data into their records. Such data include: <ul style="list-style-type: none"> ○ The attendance of practical training at companies by students (Form 6 – Records on student attendance during practical training at the company); ○ Conduct of students during practical training at companies; ○ Progress in terms of skill acquisition through learning with a practical training mentor (Form 7 – EVALUATION FORM – general impression about the attitude of the student towards practical training at the company); ○ Data on achieved learning outcomes at the company; - A practical training mentor informs a practical training teacher or practical training organiser about the absence of a student on the same day it occurs; - A practical training teacher records the absence of a student in the practical training diary. 	<ul style="list-style-type: none"> - A practical training teacher, a practical training organiser and a practical training mentor continuously monitor the implementation of dual practical training at companies and enter the data into their records. Such data include: <ul style="list-style-type: none"> ○ The attendance of practical training at companies by students (Form 6 – Records on student attendance during practical training at the company); ○ Conduct of students during practical training at companies; ○ Progress in terms of skill acquisition through learning with a practical training mentor (Form 7 – EVALUATION FORM – general impression about the attitude of the student towards practical training at the company); ○ Data on achieved learning outcomes at the company; - A practical training mentor informs a practical training teacher or practical training organiser about the absence of a student on the same day it occurs; - A practical training teacher records the absence of a student in the practical training diary.

3.3.3. Monitoring the achievement of learning outcomes of school-based and dual practical training at companies

School-based format	Dual format
<ul style="list-style-type: none"> - The school headmaster appoints a school team in charge of monitoring the quality of practical training implementation; - The monitoring of learning outcomes within a module is implemented in compliance with the monitoring plan that is part of the annual work plan; - A practical training teacher informs a practical training mentor about learning outcomes planned to be achieved during practical training at companies; - A practical training teacher regularly monitors the implementation of practical training at companies and achievement of learning outcomes by students; - At the end of the planned period, a practical training teacher, practical training organiser and practical training mentor assess the success of implementation of the plan. 	<ul style="list-style-type: none"> - A practical training teacher and practical training organiser regularly monitor the implementation of dual practical training and achievement of learning outcomes and keep the relevant records; - A practical training organiser and practical training teacher talk to students about activities they implement as part of their efforts to achieve learning outcomes at companies; - It is recommended that students spend up to two weeks at the school before final exams in order to be able to go over the covered topics and prepare for the exams with the help of a practical training teacher.

3.3.4. Monitoring the achievements of students during school-based and dual practical training at companies

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training teacher plans practical training in such a manner that students spend 10-15% of planned practical training classes at the school in compliance with the educational programme. This enables the teacher to verify to what extent students, who attend most of their practical training at companies, have achieved the relevant learning outcomes from the previous period; - A practical training mentor, who is frequently in touch with students due to his/her role, regularly monitors the achievements of students and provides advice about improvements. 	<ul style="list-style-type: none"> - A practical training mentor and practical training teacher regularly monitor the achievements of students and provide them with feedback and advice about improvements. For this purpose, they may use a table/form describing student achievements related to individual learning outcomes.

3.3.5. Grading of students during school-based and dual practical training at companies

School-based format	Dual format
<ul style="list-style-type: none"> - A practical training teacher grades students at the school during practical training as part of the relevant module, for every learning outcome, following practical training at a company, if such an outcome includes grading of practical training; - A practical training teacher grades students based on learning outcome criteria related to practical training; - Practical tasks are obligatory part of assessment of student achievements in case of all criteria related to practical training; - A practical training teacher regularly grades students for every learning outcome individually, just as in case of any other module, enters the grade in the class register and participates in decision making about the final grade for every learning outcome within a module. 	<ul style="list-style-type: none"> - A practical training organiser participates in the organisation of exams for the purpose of verifying the achievements at the end of a school year in compliance with the relevant Rulebook on Grading and Verification of Achievements during Practical Training at Companies; - Based on a proposal of the school headmaster, a school teachers' council establishes a committee for the verification of student achievements during practical training; - The school headmaster and the company decide whether the verification of student achievements during practical training will take place at the school or the company; - Teaching staff define tasks or topics for the verification of achievements during dual practical training in compliance with the exam catalogue; - The committee for the verification of student achievements during practical training decides about student grades; - A practical training teacher enters the grades in the class register and MEIS information system.



4. PROCEDURES APPLICABLE TO PROFESSIONAL INTERNSHIPS

4.1. BACKGROUND INFORMATION AND LEGAL FRAMEWORK

The Law on Vocational Education and Training provides that, in case of students that attended practical training at a school, professional internships usually take place after the end of a school year, that they may last up to a maximum of 15 working days and that their organisation and duration are determined in compliance with the educational programme.

If practical training throughout a school year could not take place at a company and students attended their whole practical training at a school, the school organises professional internships for the students.

If students of four-year educational programmes attended practical training during some years in such a manner that they were not actively involved in work processes, i.e. if they were at companies only to receive information and observe work processes, professional internships are organised for them. A decision on this is taken by the school.

4.2. ASSIGNING STUDENTS FOR THE PURPOSE OF PROFESSIONAL INTERNSHIPS

Assigning first and second year students attending three-year educational programmes and first, second and third year students attending four-year educational programmes

- A practical training teacher and practical training organiser draft a professional internship programme for a certain educational programme and grade and compile lists of students that will attend professional internships at companies by May 15 of the current year. Dates for professional internships are decided by the school and companies;
- If the number of students wishing to attend professional internships exceeds the places offered by companies, a practical training teacher and practical training organiser assign students, taking into account that every student needs to spend the number of days foreseen in the educational programme at a company, in different time slots, in compliance with the law;
- A practical training teacher, practical training organiser and classroom teacher inform students and parents about the company where students will attend their professional internship and the date;
- A practical training teacher informs students about their obligations, duties and rights during professional internships;
- A practical training teacher informs companies about the student/students that will attend a professional internship there, the foreseen period and sends them a professional internship programme;
- Students attend professional internships in compliance with professional internship programmes and the foreseen time period;
- Students keep professional internship diaries using the prescribed form during their professional internship and submit them when enrolling in the next grade;
- Companies keep records of students' attendance, conduct and achievements during professional internships;
- At the end of professional internships, companies issue a professional internship certificate to students using the prescribed form (**Form 8 – Professional internship contract and Form 8.1 – Certificate of professional internship attendance**).



5. PRACTICAL TRAINING QUALITY EVALUATION AND IMPROVEMENT MEASURES

In order to improve the quality of practical training, it is necessary to continuously monitor and evaluate the overall process.

Secondary vocational and combined schools plan and assess practical training quality in all its formats (school-based practical training, dual practical training, professional internship, etc.) as part of their annual self-evaluation plans. The quality of practical training is assessed every school year.

A school headmaster appoints a school team for practical training quality monitoring. The team includes the headmaster, a practical training organiser and practical training teachers. The school team for practical training quality monitoring is tasked with the compilation of a practical training monitoring and evaluation action plan that is part of the annual work plan of the school.

The VET Centre carries out a thematic external evaluation of practical training at vocational and combined schools by educational programmes. The VET Centre also carries out annual/biannual analyses of practical training quality and provides relevant recommendations for the improvement of practical training quality.

The same quality indicators are used both for the external and internal evaluation. They are part of the relevant methodology for verifying the quality of educational work at educational institutions:

- A.1.1.8. Different activities for practical training quality assurance and monitoring are planned at the school;
- A.1.1.9. Different forms of cooperation with companies are planned at the school;
- A.1.3.8. There is efficient cooperation in the process of student monitoring and grading between the educational institution and the company;
- A.3.3.6. There are partner relations between the educational institution and social partners (companies) in vocational education and training.

Schools may independently determine quality indicators depending on their specific circumstances (a small/large number of students attending dual education, a small/large number of students attending practical training at the school workshop, a small number of companies on the territory of their municipality, etc.).

An assessment of the quality of practical training takes into account both quantitative indicators (number of students attending dual education, number of contracts entered into with companies, percentage of students attending part of their practical training at companies, percentage of students that found employment after their graduation, etc.) and qualitative indicators (satisfaction of students with skills and knowledge they acquired at a company, satisfaction of companies with the engagement and contribution of students to the work process, etc.).

5.1. PRACTICAL TRAINING QUALITY DATA GATHERING METHODS AND TECHNIQUES

Practical training quality data are gathered in the following manner:

- Regular visits to students attending practical training at companies;
- Interviews (individual or group interviews) or surveys of students attending practical training at companies;
- Surveys of parents of those students that attend practical training at companies;
- Surveys of companies where students attend practical training;
- Surveys of practical training mentors that train students during practical training at companies;
- Analysis of annual exams at the end of a school year;
- Analysis of final exams.

5.2. SURVEYS OF STUDENTS AND OTHER STAKEHOLDERS IN THE PROCESS

The Law on General Education provides that, 'schools are obliged to carry out anonymous surveys of students of all grades at least once per year as part of their self-evaluation, except in case of first cycle primary school students, about topics such as educational programmes, work of teachers and work conditions. School headmasters are obliged to inform the school teachers' council about survey findings'.

A survey of all stakeholders in the process may considerably improve the quality of practical training, but only in those cases when the training is well-designed, planned and implemented. This also implies that survey results are used to draft improvement plans and measures.

All advantages of e-surveys should be used in order to save valuable time for all respondents, and various apps make it possible to present data in different visual formats (charts, tables, pies, etc.).

E-surveys can be carried out at the beginning and during a process, as well as at the end of certain periods (classification periods throughout a school year or at the end of a school year).

When formulating survey questions/statements, care should be taken to ask unambiguous, non-suggestive and clear questions in order to obtain relevant information. An analysis of questionnaires is based on a triangulation of obtained information by analysing the findings from different angles (student, practical training mentor, company, practical training teacher). In order to obtain evidence from different sources, different methods are applied (interviews, focus groups, surveys, etc.). **(Form 9.1. – Student questionnaire, Form 9.2. Parent/legal guardian/adoptive parent questionnaire, Form 9.3. Company questionnaire, Form 9.4. Practical training evaluation and improvement measures).**

6. ROLES OF OTHER ACTORS IN THE ORGANISATION AND IMPLEMENTATION OF PRACTICAL TRAINING

6.1. SCHOOL HEADMASTER / DEPUTY HEADMASTER

- ensures an efficient implementation of all educational programmes at the school;
- establishes a team in school for monitoring the practical training quality and participates in its work
- analyses periodical reports on the implementation of practical training;
- contributes to compliance with practical training implementation procedures at the school and at companies and their improvement;
- ensures coordination and cooperation between a practical training organiser and practical training teacher;
- supports the professional development of a practical training teacher and practical training organiser;
- selects a practical training organiser as the most important person for the coordination and implementation of practical training;
- analyses the conditions for the implementation of practical training at the school and at companies and suggests improvement measures;
- holds meetings with parents related to practical training;
- prepares a timely proposal for enrolment of students based on previous labour market research and analysis of needs for certain profiles and practical training places at companies;
- participates in meetings and round table discussions with companies, especially regarding the topic of practical training;
- organises study visits for students and teachers (trade fairs, other types of study visits, etc.);
- ensures the necessary equipment for the implementation of practical training at the school;
- enters into practical training contracts with companies.

6.2. PRACTICAL TRAINING TEACHER

- proposes and participates in the selection of companies for the implementation of school-based and dual practical training;
- drafts the annual work plan and learning outcome plans for different modules as part of the group of teachers in charge of module implementation, in cooperation with a practical training organiser;
- plans and organises practical training classes as part of modules at the school and at companies, in cooperation with a practical training organiser;
- informs students about the contents of educational programmes and learning outcomes before they go to companies;
- prepares students for practical training at companies, including occupational safety training for students;

- cooperates with a practical training organiser regarding all segments of practical training organisation and implementation at companies;
- visits students attending school-based and dual practical training at companies in compliance with the relevant timetables, and especially those students attending school-based practical training;
- keeps records about the presence and achievements of students at companies and keeps timely records of students' absence and enters them in the class register;
- continuously verifies whether the planned learning outcomes are achieved at companies in compliance with practical training plans. In case of any deviations, he/she organises practical training at another company or at the school;
- informs the practical training organiser/the school headmaster about the implementation of practical training at companies;
- attends meetings of teaching staff and groups of teachers in charge of module implementation;
- regularly grades students attending school-based practical training at companies and enters the grades in the class register and the MEIS information system on time;
- participates in exams at the end of a school year and final exams of students attending dual practical training at companies;
- prepares tasks for the practical part of the final and technical exam based on the exam catalogue for final and technical thesis and the educational programme;
- keeps records about the number of practical training classes at companies attended by students and compiles a list of students that are obliged to attend professional internships during summer holidays;
- participates in the drafting of professional internship plans for grades he/she is in charge of, in cooperation with the practical training organiser;

6.3. CLASSROOM TEACHER

- makes himself/herself acquainted with the educational programme and organisation of practical training in order to be able to inform parents during parent-teacher conferences and during individual cooperation;
- organises parent-teacher conferences, and especially the first conference during a school year, together with a practical training organiser and practical training teacher in order for them to provide more detailed explanations about practical training procedures;
- enters data about practical training in the class register and MEIS information system.

6.4. COMPANY

- provides school-based and dual practical training to students;
- enters into individual practical training contracts with students/parents/legal guardians/adoptive parents for the purpose of dual practical training implementation;
- enters into practical training contracts with school directors;
- pays the defined allowance to students attending dual practical training;

- - appoints a practical training mentor to work with students;
- - ensures that students are working under conditions provided for by occupational safety regulations;
- - ensures that students are protected from different forms of abuse and harassment;
- - ensures that a certain number of students with special educational needs are working under appropriate conditions in compliance with regulations;
- - cooperates with a practical training teacher, practical training organiser and other stakeholders in the process of practical training organisation;
- - provides support to the school in relation to equipment, study visits, trade fairs, competitions, etc. in accordance with its capacities.

The role and responsibilities of companies are defined in individual practical training contracts.

6.5. PRACTICAL TRAINING MENTOR

- plans, organises and implements high-quality practical training for students at companies;
- regularly cooperates with the practical training organiser and practical training teacher;
- makes himself/herself acquainted with learning outcomes to be achieved by students during practical training at companies, assesses whether learning outcomes can be achieved at a certain company and informs the practical training organiser and practical training teacher about this;
- keeps records about the attendance of practical training by students, and in case of absence informs the practical training organiser or practical training teacher;
- keeps records of learning outcomes achieved by students at companies;
- monitors, assesses and keeps records of progress in terms skill acquisition by students;
- coordinates practical training for students and if needed connects them with other employees of the company and external partners involved in practical training (vocational school, another company, etc.);
- prevents and settles conflicts. If this is not possible, he/she follows the defined conflict resolution procedures;
- dedicates due attention to students with special educational needs and vulnerable groups;
- participates in exams at the end of a school year and final exams of students attending dual practical training at companies;
- ensures occupational safety for students;
- attends trainings for practical training mentors.

6.6. STUDENT

- makes himself/herself acquainted with learning outcomes to be achieved during practical training at a company;
- regularly attends practical training at the school and company in compliance with the timetable;
- is fully engaged and gradually assumes more and more responsibility as his/her education progresses;

- complies with all instructions of the practical training mentor and practical training teacher at the school and company;
- builds a good relationship with the practical training mentor at the company, practical training teachers and practical training organiser;
- fulfils his/her obligations defined in the contract;
- regularly performs tasks and participates in all planned assessments;
- is aware of employment opportunities after graduation.

The role and responsibilities of students are defined in individual practical training contracts. Schools need to invest additional efforts in preparing students to comply with internal rules and work discipline at companies.

6.7. PARENT/LEGAL GUARDIAN

- actively participates in proposing a company offering practical training;
- makes himself/herself acquainted with the concept of practical training attended by their child (dual/school-based format);
- makes himself/herself acquainted with rights and obligations of students related to practical training;
- enters into an individual practical training contract with a company that regulates the mutual rights and obligations of students and companies in cases when practical training fully takes place at a company;
- provides timely reports to the classroom teacher about the need of his/her child to be absent from practical training at the company;
- participates in surveys about the quality of practical training carried out by the school.

6.8. CENTRE FOR VOCATIONAL EDUCATION

- drafts modularised curricula based on occupational standards and qualification standards, while at the same time taking into account that the obligatory number of classes students must attend at a company is realistic and achievable. It makes them flexible, so that those classes that cannot be organised at a company can take place at the school;
- defines the requirements for dual practical training at companies after a preliminary verification and proposal made by the school and carries out a final verification of companies offering school-based practical training;
- organises the professional development of practical training teachers, organisers and mentors;
- organises consultations for school headmasters regarding procedures for the organisation and implementation of school-based and dual practical training at companies;
- organises consultations for school headmasters regarding the implementation of internal evaluations of school-based and dual practical training quality;
- carries out external evaluations of school-based and dual practical training quality;
- carries out thematic research and annual analyses of practical training quality based on external evaluations of schools and surveys of all stakeholders in the process. It compiles reports about the

quality of school-based and dual practical training at companies, publishes them and sends them to all partners in the process;

- regularly communicates with vocational schools, requests and provides information about practical training;
- provides continuous advisory support to practical education organisers regarding their work at schools;
- organises national skills competitions for students of vocational schools and participation of students in international competitions and trade fairs;
- organises student and teacher mobility in the context of practical training at companies;
- provides support to schools regarding the organisation of final exams.

6.9. EMPLOYER ASSOCIATIONS

Employer associations, whether inter-sectoral or sector-specific organisations, play a leading role in the development and implementation of high-quality practical training. They have the following role and responsibilities:

- participate in the social dialogue and are actively involved in the creation of a practical training quality policy, especially at sector level;
- build trust among participants in the implementation of practical training at companies;
- provide advice to policy creators regarding the enrolment policy and concept of practical training at companies;
- provide information and encourage employers to participate and offer high-quality practical training places to students;
- provide support in defining the concept, implementation, monitoring and evaluation of high-quality practical training;
- participate in the verification of companies offering practical training;
- support the development and improvement of competences of practical training mentors, practical training organisers and practical training teachers;
- support the drafting of occupational standards and educational programmes, especially regarding practical training;
- promote vocational education and training, and in particular school-based and dual practical training at companies and bringing together economy and education sectors.





INITIAL LETTER FOR COOPERATION WITH A COMPANY

Number: [click here to enter text]

Place: [click here to enter text]

Date: [click here to select the date from the drop-down menu]

Name of the company: [click here to enter text]

[click here to enter the title] [click here to enter the name and last name], [click here to enter the function]

Subject: Cooperation initiative

[select form of address from the drop-down menu]

[select the name of the school from the drop-down menu] possesses long-term experience in educating students for professions in the field [click here to enter the field].

At the moment, our school provides education to [click here to enter the number of students] students attending the following educational programmes:

1. [click here to enter text]
2. [click here to enter text]
3. [click here to enter text]
4. [click here to enter text and then press ENTER to continue]

Given the fact that companies play an extremely important role for the quality of educational processes, the law and educational programmes provide that part of practical training must take place at companies.

Having in mind the role and importance of your company in this sector, we kindly ask you to suggest a date for a meeting in accordance with your availability and obligations. We would like to use this opportunity to present our work and possibilities for cooperation that aim to ensure competent and competitive staff for the labour market.

Your support and understanding is greatly appreciated.

Yours sincerely,

Practical training organiser

School headmaster





VERIFICATION OF NECESSARY REQUIREMENTS (CHECK LIST)

Employer:	[click here to enter text]
Educational programme:	[click here to select the educational programme from the drop-down menu]
Modules:	<ol style="list-style-type: none"> 1. [click here to enter text] 2. [click here to enter text] 3. [click here to enter text] 4. [click here to enter text] 5. [click here to enter text] 6. [click here to enter text and then press ENTER to continue]

Requirements	Assessment	Comment
Administrative requirements and socially responsible work		
The company meets legal requirements and other legal provisions for offering practical training (entry into the Central Register of Companies – CRPS, operating licence, findings of inspection authorities, etc.)	<input checked="" type="radio"/> Fully <input type="radio"/> In part <input type="radio"/> No	If the selected answer is "in part", please provide an explanation [click here to enter text]
The company has already cooperated with the school in relation to practical training	<input checked="" type="radio"/> Yes <input type="radio"/> No	
The company engages in corporate socially responsible activities	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Requirements related to premises, technical aspects and equipment		
The company meets the requirements related to premises for offering practical training to a certain number of students	<input type="checkbox"/> Adequate number of workplaces <input type="checkbox"/> Adequate lighting <input type="checkbox"/> Permitted level of noise <input type="checkbox"/> Adequate occupational safety measures on the premises	The selected requirements have been met for [click here to enter the number of students] students





<p>The company possesses adequate technology, equipment and tools for the achievement of learning outcomes for [click here to enter the number of students] students</p>	<p> <input type="radio"/> Fully <input type="radio"/> In part <input checked="" type="radio"/> No </p>	<p>If the selected answer is "in part", please state the outcomes that can be achieved [click here to enter text]</p>
<p>Devices, equipment and tools for the achievement of learning outcomes are based on recent technology</p>	<p> <input checked="" type="radio"/> Fully <input type="radio"/> In part <input type="radio"/> Obsolete technology </p>	<p>If the selected answer is "obsolete technology", please provide an explanation</p>
<p>Material resources for the work of students are provided by the company</p>	<p> <input checked="" type="radio"/> Fully <input type="radio"/> In part <input type="radio"/> No </p>	<p>If the selected answer is "in part", please state the material resources provided by the school or student [click here to enter text]</p>
Occupational safety and health		
<p>The performance of work tasks in compliance with learning outcomes requires the use of personal protective equipment and/or compliance with a dress code</p>	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>	<p>Please list the necessary equipment, work uniform or dress code [click here to enter text]</p>
<p>The company provides the necessary personal protective equipment and work uniform</p>	<p> <input checked="" type="radio"/> Fully <input type="radio"/> In part <input type="radio"/> No </p>	<p>If the selected answer is "in part", please state part of the equipment provided by the school or student [click here to enter text]</p>
<p>The company has emergency measures in place</p>	<p> <input checked="" type="radio"/> Yes <input type="radio"/> In part <input type="radio"/> No </p>	<p>If the selected answer is "in part", please state the measures that were adopted and who is in charge of informing the students about them [click here to enter text]</p>
<p>The company operates in compliance with standards that involve special hygienic, technical and organisational requirements</p>	<p> <input checked="" type="radio"/> Yes <input type="radio"/> No </p>	<p>Please state the standards that are applied and requirements to be met by students [click here to enter text]</p>



Human resources		
The company employs qualified staff that can work with students in compliance with the curriculum and the educational profile and education level of the company mentor	<input checked="" type="radio"/> Yes <input type="radio"/> In part <input type="radio"/> No	If the selected answer is "in part", please provide an explanation [click here to enter text]
The company already has practical training mentors appointed in compliance with the law	<input type="radio"/> Yes <input checked="" type="radio"/> No	Please state in case of which qualifications there are practical training mentors [click here to enter text]
The company is interested in involving its employees in training programmes for practical training mentors in compliance with the law	<input checked="" type="radio"/> Yes <input type="radio"/> No	Please state the qualifications in relation to which the company is interested in appointing practical training mentors [click here to enter text]

Based on the above, the Committee is of the opinion that the company meets the requirements for offering practical training. It therefore suggests the issuance of a licence (certificate) for the school year [\[click here to select the option from the drop-down menu\]](#). The company can provide practical training to a maximum of [\[click here to select the number of\]](#) students at the same time.

Signatures of Committee members:

1. School headmaster, Committee president

2. Practical training organiser

3. Practical training teacher



PRACTICAL TRAINING CONTRACT

Number: [\[click here to enter text\]](#)

Place: [\[click here to enter text\]](#)

Date: [\[click here to select the date from the drop-down menu\]](#)

In compliance with Article 4, Paragraph 3 and 4 of the Law on Vocational Education and Training ("Official Gazette of Montenegro", No. 064/02, 049/07, "Official Gazette of Montenegro", No. 045/10, 039/13, 047/17 and 145/21), a

PRACTICAL TRAINING CONTRACT

is entered into between

I [\[click here to select the name of the school from the drop-down menu\]](#), tax identification number [\[click here to enter the tax identification number\]](#), with seat in [\[click here to enter the address\]](#), represented by the headmaster [\[click here to enter the name and last name\]](#) (hereinafter: "the School")

II Company [\[click here to enter the name of the company\]](#), tax identification number [\[click here to enter the tax identification number\]](#), with seat in [\[click here to enter the address\]](#), represented by [\[click here to enter the name and last name\]](#), [\[click here to enter the function\]](#) (hereinafter: the Company).

Article 1

The Company agrees to accept students from [\[click here to select the name of the school from the drop-down menu\]](#) enrolled into the educational programme(s) for the attendance of practical training at the Company in the school year [\[click here to select the year from the drop-down menu\]](#).

Article 2

Students assume the following obligations:

- to attend all practical classes provided for by the curriculum;
- learning outcomes that are not achieved at a company will be achieved at the school workshop as part of individual and group classes throughout a school year in agreement with a practical training teacher;
- to treat the assets of the company with due care;
- to provide compensation for any damage caused on purpose or in gross negligence;
- to inform the company about their absence from practical training and reasons for this no later than 24 hours;



- to perform tasks they were entrusted with by the person directly in charge of monitoring the implementation of practical training;
- to regularly attend classes and behave appropriately;
- to keep the business secret of the company;
- to comply with occupational safety regulations.

Article 3

The school assumes the following obligations:

- to take measures to ensure that students attend practical training regularly and cooperate with company employees in charge of practical training implementation;
- to make sure that students regularly attend practical training at the company.

Article 4

The company assumes the following obligations:

- to ensure the implementation of practical training for students in its premises and workshops;
- to ensure that its employees transfer practical know-how and experiences to students in order to adequately prepare them for the performance of tasks in compliance with the curriculum;
- to ensure that the company employee in charge of practical training for students possesses adequate knowledge and approach to students (practical training mentor).

Article 5

Practical training teachers assume the following obligations:

- to regularly visit students during practical training;
- to talk to company representatives about the achievements and responsibilities of students;
- to keep records of students' achievements;
- to keep records about the attendance of practical training by students;
- at the request of the company, to resolve issues resulting from non-compliance with contractual obligations by students;
- to send a practical training timetable to the company;
- to achieve the learning outcomes defined in modules related to the practical training at the company.

Obligations from paragraph 1 of the article are implemented in cooperation with the practical training organiser.



Article 6

Students attend practical training throughout the school year [\[click here to select the year from the drop-down menu\]](#) in compliance with their curricula.

Article 7

The contractual parties agree that all potential disputes resulting from this contractual relation shall be resolved amicably. Should this be impossible, they shall be resolved before the competent court in Montenegro.

Except as provided for in the previous paragraph, the Contract may be terminated unilaterally only in case of non-compliance with Article 2, 3 or 4.

Article 8

The Contract has been made in 4 (four) identical copies. Every contractual party shall keep 2 (two) copies.

[\[click here to enter the name of the company\]](#)

[\[click here to enter the name and last name\]](#), [\[click here to enter the function\]](#)

[\[click here to select the name of the school from the drop-down menu\]](#)

[\[click here to enter the name and last name\]](#), school headmaster



INDIVIDUAL CONTRACT ON PRACTICAL TRAINING AT THE COMPANY

Number:	[click here to enter text]
Place:	[click here to enter text]
Date:	[click here to select the date from the drop-down menu]

In compliance with Article 4, Paragraph 5 of the Law on Vocational Education and Training ("Official Gazette of Montenegro", No. 064/02, 049/07, "Official Gazette of Montenegro", No. 045/10, 039/13, 047/17 and 145/21), an

INDIVIDUAL CONTRACT on Practical Training of Students at the Company

is entered into between

I Company [click here to enter the name of the company], tax identification number [click here to enter the tax identification number], activity [click here to enter the activity of the company], with seat in [click here to enter the address], represented by [click here to enter the name and last name], [click here to enter the function] (hereinafter: "the Company").

II [click here to enter the name and last name of the student], personal identification number: [click here to enter the personal identification number], a student [click here to select the relevant option from the drop-down menu] enrolled into the educational programme [click here to select the name of the educational programme from the drop-down menu] at [click here to select the name of the school from the drop-down menu] (hereinafter: "the Student"), represented by [click here to enter the name and last name of the parent/legal guardian/adoptive parent], resident in [click here to enter the address and place of residence], who accepted the terms and conditions of the Contract.

Article 1

The Company agrees to implement practical training in compliance with the publicly valid educational programme. The Company shall appoint a practical training mentor that will implement practical training in compliance with the law and the publicly valid educational programme. The amount of classes for students to acquire practical skills and knowledge that companies shall ensure by grades is: [click here to enter the text]. Practical training of the Student at the Company shall start and last: [click here to enter the text]. The Company agrees that it will not assign the Student duties that are not related to his/her education.





Article 2

The Company agrees that, should it not be able to fully achieve the prescribed learning outcomes for any reason, it shall enter into a cooperation agreement with another company or ask for assistance of the school in order to find another company for the purpose of achieving such outcomes.

Article 3

The Company and the School agree to organise practical training in such a manner to enable the Student to regularly attend theory classes.

Article 4

The Company agrees that it will enable a practical training organiser or another person authorised by the School to directly access the relevant documents in order to monitor the implementation and the quality of practical training. The Company agrees to enable the Student to attend practical training in compliance with its working hours, but not longer than 36 hours per week.

Article 5

If practical training lasts for more than four (4) hours per day without any interruption, the Student shall have the right to a daily break of at least 30 minutes. The Student shall have at least eight weeks of leave throughout a year, if he/she attends practical training at the Company for more than nine months.

Article 6

During his/her first and second year, the Student shall receive a monthly allowance during practical training, paid from the budget. It shall amount to at least 10% of the average net salary in Montenegro in the first year and at least 15% in the second year. During the third year, the Company agrees to pay a monthly allowance to the Student amounting to at least 20% of the average net salary in Montenegro.

Article 7

The Company shall:

- ensure that the Student attends practical training regularly and meets his/her work obligations;
- ensure that the Student acquires skills and competences in compliance with the curriculum by regularly attending practical training;
- keep records and documents about the attendance of training and achievements of the Student during practical training;
- ensure occupational safety during practical training in compliance with occupational safety regulations and inform the Student about them;



- take care of the health of the Student during work;
- in addition to a leave throughout a school year provided for by this law, grant the Student at least five more working days for work on his/her final thesis.

Article 8

The Company agrees to provide the necessary materials, equipment, devices and tools and to apply the relevant hygiene and technical protection measures during the agreed part of practical training, knowledge and skills exam and other exams, if they take place at its premises. The items created or the value of services provided shall belong to the Company offering practical training or premises for exams referred to in paragraph 1 of the article.

Article 9

The Student shall have the following obligations during practical training at the Company:

- to regularly attend practical training at the Company and meet obligations and to attend school classes related to other subjects in compliance with the curriculum;
- to behave in compliance with instructions of the Company or practical training mentor and school during the training;
- to regularly keep a diary during practical training;
- to keep the business secret and treat assets of the Company with due care;
- to comply with internal rules of the Company;
- to act in compliance with occupational safety rules;
- to also meet other obligations specified in the individual training contract.

Article 10

The results achieved by the Student during practical training at the Company shall be verified by the School and the Company at the end of every school year. The grading and verification methodology for verifying the results achieved during practical training referred to in paragraph 1 of this article is provided for by the relevant rulebook of the Ministry of Education.

Article 11

An individual training contract shall be terminated in the following cases:

- if it was entered into based on false information and documents;
- if the Student is no longer a full-time student in compliance with law;
- if no occupational safety measures are applied;
- if the Student falls ill and, if the opinion of a physician, the illness can endanger the lives and health of employees and other students;
- in other cases when contractual obligations are not fulfilled.



Article 12

If an individual training contract is terminated due to the failure of the Company to meet the obligations, the School shall enter into a new contract with another company. If the School fails to ensure practical training for the Student at another company, the Student shall have the right to continue practical training at the School.

Article 13

If there is a change of the employer or a change of the owner of the company, the rights and obligations from the individual training contract shall be transferred to the new employer if the parent, that is the legal guardian or adoptive parent, agrees with this.

Article 14

The contractual parties agree that all potential disputes arising from this contractual relationship will be resolved amicably. Should this be impossible, they shall resolve them before the competent court in Montenegro.

Article 15

Provisions of the Law on Vocational Education and Training and General Education Law regulating the rights and obligations of students at the School shall also apply to the Student attending practical training at the Company.

Article 16

The competent education inspection authorities shall supervise the execution of provisions of this contract related to practical training of the Student at the Company.

Article 17

This contract shall be applicable from the beginning of the school year [click here to select the date from the drop-down menu] until the end of training, that is until [click here to select the date from the drop-down menu] at the latest.



[click here to enter the Student (parent/legal guardian/adoptive parent)]

[click here to enter the names and last names]

[click here to enter the name of the company]

[click here to enter the names and last names] [click here to enter the function]

Stamp

[click here to select the name of the school from the drop-down menu]

[click here to enter the name and last name], **school headmaster**



DATA ABOUT THE COMPANY OFFERING PRACTICAL TRAINING

Authorised person	[click here to enter text]
Name of the company	[click here to enter text]
Tax identification number	[click here to enter text]
Address	[click here to enter text]
Seat	[click here to enter text]
Municipality	[click here to enter text]
Activity	[click here to enter text]
E-mail	[click here to enter text]
Phone number	[click here to enter text]
Total number of employees	[click here to enter text]

Practical training mentor

Name and last name	[click here to enter text]
Personal identification number	[click here to enter text]
Date of birth	[click here to enter text]
Address	[click here to enter text]
Municipality	[click here to enter text]
E-mail	[click here to enter text]
Phone number	[click here to enter text]
Qualification	[click here to enter text]
Education level	[click here to enter text]
Workplace	[click here to enter text]
Working experience in years	[click here to enter text]

[click here to enter the name of the company]

[click here to enter the name and last name], [click here to enter the function]





ANNUAL PLAN FOR THE ACHIEVEMENT OF LEARNING OUTCOMES AT THE COMPANY

Student	[click here to enter text]
Grade	[click here to select the relevant item from the drop-down menu text]
School year	[click here to select the relevant item from the drop-down menu text]
Educational programme	[click here to select the educational programme from the drop-down menu text]
Module	[click here to enter text]

Learning outcomes:

Once the module is completed, the student will be able to:

1. [click here to enter text]
2. [click here to enter text]
3. [click here to enter text]
4. [click here to enter text]
5. [click here to enter text]
6. [click here to enter text]
7. [click here to enter text]
8. [click here to enter text]
9. [click here to enter text]
10. [click here to enter text]

Plan for the achievement of learning outcomes									
Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]

***Note:** Enter the number of outcomes in the relevant field





RECORDS ON STUDENT ATTENDANCE DURING PRACTICAL TRAINING AT THE COMPANY

(to be filled out by a practical training mentor)



Student	[click here to enter text]
Grade	[click here to select the relevant item from the drop-down menu]
Parallel grade	[click here to enter text]
Educational programme	[click here to select the educational programme from the drop-down menu]
Module	[click here to enter text]
Company	[click here to enter text]

Monthly overview of training attendance										
Day	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
1.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
2.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
3.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
4.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
5.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
6.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
7.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
8.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
9.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
10.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
11.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
12.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
13.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
14.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
15.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
16.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
17.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
18.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
19.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
20.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
21.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
22.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
23.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
24.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
25.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
26.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
27.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
28.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
29.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
30.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
31.	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
Total	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
Unjustified	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]	[click]
Signature										



EVALUATION FORM – GENERAL IMPRESSION ABOUT THE ATTITUDE OF THE STUDENT TOWARDS PRACTICAL TRAINING AT THE COMPANY

(to be filled out by a practical training mentor for every student)

Student	[click here to enter text]	
Grade	[click here to select the relevant item from the drop-down menu]	
Educational programme	[click here to select the educational programme from the drop-down menu]	
School year	[click here to select the relevant item from the drop-down menu]	
Company	[click here to enter text]	
Practical training mentor	[click here to enter text]	
Period of student supervision	[click here to select the date from the drop-down menu] - [click here to select the date from the drop-down menu]	
Compliance with working hours	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Independent planning and performance of tasks	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Speed, dexterity and aptness in work	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Application of occupational safety measures	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Application of environmental protection measures	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]





Interest in work-based learning	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Communication in the work space during the performance of tasks	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Teamwork	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
Attitude towards company assets	<input checked="" type="radio"/> Unsatisfactory <input type="radio"/> Satisfactory <input type="radio"/> Outstanding	Comment: [click here to enter text]
General impression	Comment: [click here to enter text]	

Practical training mentor



PROFESSIONAL INTERNSHIP CONTRACT (BETWEEN THE SCHOOL AND THE COMPANY)

Number:	[click here to enter text]
Place:	[click here to enter text]
Date:	[click here to select the date from the drop-down menu]

PROFESSIONAL INTERNSHIP CONTRACT

is entered into between

I [\[click here to select the name of the school from the drop-down menu\]](#), tax identification number [\[click here to enter the tax identification number\]](#), with seat in [\[click here to enter the address\]](#), represented by the headmaster [\[click here to enter the name and last name\]](#) (hereinafter: "the School").

II Company [\[click here to enter the name of the company\]](#), tax identification number [\[click here to enter the tax identification number\]](#), with seat in [\[click here to enter the address\]](#), represented by [\[click here to enter the name and last name\]](#), [\[click here to enter the function\]](#) (hereinafter: "the Company").

Article 1

The Contract regulates mutual rights and obligations of contractual parties regarding professional internships for students.

Article 2

The School agrees to fulfil the following obligations:

- to send [\[click here to enter the number of students\]](#) students enrolled in the educational programme [\[click here to select the educational programme from the drop-down menu\]](#) to attend professional internships during [\[click here to enter the number of days\]](#) working days;
- to appoint a practical training teacher for the monitoring of the professional internship;
- to be responsible for the work and discipline of its students and supervise their work;
- to control whether the students possess a work uniform and health and hygiene certificates.

Article 3

The Company agrees to fulfil the following obligations:

- to appoint a practical training mentor in compliance with law;





- to provide practical internships to students in compliance with the programme and under the supervision of a practical training mentor;
- to provide personal protective equipment;
- to take care of the student's health during his/her work;
- to keep records of student's attendance and inform the practical training teacher;
- to cover transport costs for the student from [\[click here to select the name of the school from the drop-down menu\]](#) to [\[click here to enter the name of the location of professional internship\]](#) and back in compliance with the applicable public transport costs.

Article 4

Every contractual party may request the contract to be terminated:

- if was entered into based on false data and documents;
- in other cases of non-compliance with contractual obligations.

Article 5

The contractual parties agree that all potential disputes arising from this contractual relation will be resolved amicably. Should this be impossible, they shall be resolved before the competent court in Montenegro.

Article 6

The Contract shall enter into force on the day of its signature by the contractual parties.

Article 7

Any amendments to the Contract shall be made in mutual agreement and in writing.

Article 8

The Contract has been made in 4 (four) identical copies. Every contractual party shall keep 2 (two) copies.

[\[click here to enter the name of the company\]](#)

[\[click here to enter the name and last name\]](#), [\[click here to enter the function\]](#)

[\[click here to select the name of the school from the drop-down menu\]](#)

[\[click here to enter the name and last name\]](#), school headmaster

stamp

stamp



CERTIFICATE OF PROFESSIONAL INTERNSHIP ATTENDANCE

Number:	[click here to enter text]
Place:	[click here to enter text]
Date:	[click here to select the date from the drop-down menu]

This is to certify that the student [\[click here to enter the name and last name\]](#), enrolled in the [\[click here to enter the grade\]](#) grade, [\[click here to select the name of the school from the drop-down menu\]](#), attending the educational programme [\[click here to select the name of the educational programme from the drop-down menu\]](#), completed a professional internship at [\[click here to enter the name of the company and location\]](#) in the period from [\[click here to select the date from the drop-down menu\]](#) to [\[click here to select the date from the drop-down menu\]](#), with a maximum duration of [\[click here to enter the number of days\]](#) working days, or [\[click here to enter the number of hours\]](#) working hours.

During the professional internship, the student performed the following duties:

Note:

Stamp

Company





STUDENT QUESTIONNAIRE

1. Do you participate in the selection of the company where you attend practical training/professional internship?
 - No
 - Rarely
 - Mostly
 - Always

2. Do you believe that the school selects good companies for the implementation of practical training?
 - No
 - I don't know
 - Mostly
 - Always

3. Do you know which requirements you have to fulfil in order to attend practical training at higher category facilities or facilities outside your place of residence?
 - No
 - Mostly
 - Always

4. Do you know what are your rights and obligations during practical training/professional internship?
 - No
 - Mostly
 - Always

5. Do you believe that practical training at a company is important for your professional development?
 - No
 - I don't know
 - Yes

6. Are you satisfied with the attitude of company employees towards you?
 - No
 - Mostly
 - Always





7. Does the company (person responsible at the company) help you during practical training/professional internship?

- No
- Rarely
- Mostly
- Always

8. Would you attend practical training/professional internship at a company if it were not obligatory?

- No
- I don't know
- Yes

9. What would be your proposals for improving practical training?

Thank you for your cooperation.



PARENT/LEGAL GUARDIAN/ADOPTIVE PARENT QUESTIONNAIRE

1. Do you have the possibility to suggest a company offering practical training/professional internship?
 - No
 - Rarely
 - Mostly
 - Always

2. Do you believe that the school selects good companies for practical training?
 - No
 - I don't know
 - Mostly
 - Always

3. Do you have the possibility to participate in the drafting of a practical training plan?
 - No
 - Mostly
 - Always

4. Are you informed about the activities that your child will perform during practical training at a company?
 - No
 - Mostly
 - Always

5. Are you informed about your and your child's rights and obligations during practical training/professional internship?
 - No
 - Mostly
 - Always





6. Do you receive information about the achievements of your child during practical training at the company?

- No
- Rarely
- Mostly
- Always

7. Do you believe that practical training at a company is important for the professional development of a child?

- No
- I don't know
- Yes

8. Please suggest activities that would improve practical training at companies:

Thank you for your cooperation.



COMPANY QUESTIONNAIRE

1. Have you initiated the cooperation with the school?
 - No
 - Yes

2. Have you appointed a practical training mentor who is in charge of working with students?
 - No
 - Yes

3. Do you have a good information exchange with the school regarding the implementation of practical training for students?
 - No
 - Yes

4. Do you participate in the drafting of the practical training plan for students?
 - No
 - Yes

5. How frequently does a practical training teacher visit a student during practical training?
 - Never
 - Occasionally (several times per month)
 - Regularly (in compliance with the practical training timetable)

6. Do you communicate with parents/legal guardians/adoptive parents of students attending practical training at the company?
 - No
 - Rarely
 - Mostly
 - Always

7. Does the school take into account your proposals for improving practical training and cooperation?
 - No
 - Rarely
 - Mostly
 - Always





8. Do students comply with the code of conduct and practical training plan?

- No
- Rarely
- Mostly
- Always

9. Are you satisfied with the engagement and work of students during practical training?

- No
- Rarely
- Mostly
- Always

10. Do students treat your assets and equipment with due care?

- No
- Rarely
- Mostly
- Always

If the questionnaire does not contain all information you consider important, please use the space below to add it:

Thank you for your cooperation.



PRACTICAL TRAINING EVALUATION AND IMPROVEMENT MEASURES

Based on an analysis of reports, surveys and results achieved, priorities are defined in order to improve practical training. The evaluation and measures are applicable to all practical training formats. For the purpose of an unbiased analysis of practical training quality, we focused on the following documents:

List documents used for defining priorities:

Priority objectives that were identified:

1. [click here to enter the text]
2. [click here to enter the text]
3. [click here to enter the text]





Activity that impacts the achievement of the priority objective 1	Results indicator	Responsible person/body	Start date	Planned end date	Funds for the implementation of the activity	Financing sources
<p>Activity 1 [click here to enter the activity]</p>	<p>[click here to the text] *It must be measurable. Do not use general norms for defining it.</p>	<p>[click here to enter text] *State the person/body responsible for implementing the activity in compliance with their competences. It is also possible to list partner institutions that can contribute to the activity.</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the funds]</p>	<p>[click here to enter the text] *Define the manner in which funds will be raised (budget, donation, membership fee, project activities...)</p>
<p>Activity 2 [click here to enter the activity]</p>	<p>[click here to enter text]</p>	<p>[click here to enter text]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the funds]</p>	<p>[click here to enter text]</p>



Activity that impacts the achievement of the priority objective 1	Results indicator	Responsible person/body	Start date	Planned end date	Funds for the implementation of the activity	Financing sources
<p>Activity 1 [click here to enter the activity]</p>	<p>[click here to the text] *It must be measurable. Do not use general norms for defining it.</p>	<p>[click here to enter text] *State the person/body responsible for implementing the activity in compliance with their competences. It is also possible to list partner institutions that can contribute to the activity.</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the funds]</p>	<p>[click here to enter the text] *Define the manner in which funds will be raised (budget, donation, membership fee, project activities...)</p>
<p>Activity 2 [click here to enter the activity]</p>	<p>[click here to enter text]</p>	<p>[click here to enter text]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the date]</p>	<p>[click here to enter the funds]</p>	<p>[click here to enter text]</p>



Activity that impacts the achievement of the priority objective 1	Results indicator	Responsible person/body	Start date	Planned end date	Funds for the implementation of the activity	Financing sources
Activity 1 [click here to enter the activity]	[click here to the text] *It must be measurable. Do not use general norms for defining it.	[click here to enter text] *State the person/body responsible for implementing the activity in compliance with their competences. It is also possible to list partner institutions that can contribute to the activity.	[click here to enter the date]	[click here to enter the date]	[click here to enter the funds]	[click here to enter the text] *Define the manner in which funds will be raised (budget, donation, membership fee, project activities...)
Activity 2 [click here to enter the activity]	[click here to enter text]	[click here to enter text]	[click here to enter the date]	[click here to enter the date]	[click here to enter the funds]	[click here to enter text]

The above elements should be defined for every priority objective and their implementation should be monitored.

Working group:

1. School headmaster, _____
2. Practical training organiser, _____
3. Practical training teachers, _____

