



Engaging SMEs for Quality Transnational WBL experiences

[HOME PAGE](#)   [STUDENTS/TRAINEES](#)   [HOSTING ORGANIZATIONS](#)   [INSTITUTIONS](#)   [FAQS](#)   [CONTACT US](#)
[Home page](#)   [Hosting organizations](#)   [BEFORE](#)   [ORGANISING A WORK BASED LEARNING...](#)

## WORK BASED LEARNING EXPERIENCE

### BEFORE

#### ORGANISING A WORK BASED LEARNING EXPERIENCE

#### COMPANY PROFILE QUESTIONNAIRE (PDF)

#### GUIDELINES FOR THE HOSTING SME (PDF)

#### LEARNER'S FOLDER (PDF)

#### BENEFITS OF A SHARED WBL PLAN (PDF)

#### WORK-BASED LEARNING PLAN (PDF)

#### PRELIMINARY CHECKLISTS FOR SMES (PDF)

#### ABOUT THE ROLE OF COMPANY TUTOR

#### CHECKLIST FOR COMPANY TUTORS (PDF)

### DURING

### AFTER

## ORGANISING A WORK BASED LEARNING EXPERIENCE

### Which steps to finalise the hosting of a learner?

Please find below a series of steps or issues to be faced by your company before hosting a learner:

- Know the related regulation
- Choose the training and knowledge fields of the learner
- Establish a relationship and keep in contact with a VET centre
- Prepare your company profile
- Be aware of the company's requirements from the in-company tutor
- Select the in-company tutor
- Find and contribute to matching the right learner
- Formalize contracts and agreements (as appropriate) between your company and the learner and VET centre (if applicable)
- Plan the reception of the learner in the company
- Inform and support the learner about logistics (accessibility to your company by public transports, means of communication (phone, emails, ...), specific protection equipment or safety regulations inside the company, benefits (lunch, insurance, ...)
- Before to start, be aware of the monitoring of the evaluation activity the company must contribute to and then do it in due time
- Be ready to face critical issues and to find solutions during the hospitality, in cooperation with the learner and the VET centre.

© TRAM-WBL Engaging SMEs for Quality Transnational WBL experiences.

Project number: n° 2015-1-IT01-KA202-004735.

ERASMUS+ VET KA2 Cooperation for Innovation and Exchange of Good Practices Strategic Partnerships for vocational education and training - Call: 2015

E-mail: [info@tram-wbl.eu](mailto:info@tram-wbl.eu)



Co-funded by the  
Erasmus+ Programme  
of the European Union

Engineered by Gruppo 4 s.r.l.