






Area	Quality attribute	Quality attribute question	Yes	No
Governance 	1. Multi-stakeholder approach	Does your company engage with at least one of the following stakeholders to develop the content/framework of the apprenticeships offered? <ul style="list-style-type: none"> - Educational institution - Training providers - Employment agencies - Employer representatives and trade unions - Trade associations, chambers of commerce - Youth organisations/representatives - Professional bodies - Other companies 	<input type="checkbox"/>	<input type="checkbox"/>
	2. Policy/ guidelines	Does your company have a written policy/set of guidelines to inform internally on the way apprenticeships are organised?	<input type="checkbox"/>	<input type="checkbox"/>
	3. Cooperation with the educational institution	Is your company engaged in continuous cooperation with the educational institution of the apprentice? <ul style="list-style-type: none"> • Educational institution visits company (teachers/students) o Job shadowing, training, introduction to company, introduction to professional profiles • Company trainer visits educational institution o Teacher training, guest lectures/workshop, work placement • Knowledge sharing and dialogue 	<input type="checkbox"/>	<input type="checkbox"/>
Recruitment and job transition 	4. Transparency of information in recruitment	Are all the following elements clearly communicated during the recruitment process? <ul style="list-style-type: none"> • Job description • Length of the apprenticeship • Details about remuneration/reimbursement of costs 	<input type="checkbox"/>	<input type="checkbox"/>
	5. Reasonable quantity of apprentices	Is there a defined limit to the number of apprentices your company employs at the same time?	<input type="checkbox"/>	<input type="checkbox"/>
	6. Enabling a job transition	Does your company provide the apprentice the opportunity to discuss the option of being hired as a permanent employee? In case the apprentice is not hired upon completion of the apprenticeship, does your company support him/her in any way with the transition to finding permanent work?	<input type="checkbox"/>	<input type="checkbox"/>
Quality of training 	7. Company trainer	Is the apprentice provided with a company supervisor(s) during his/her apprenticeship?	<input type="checkbox"/>	<input type="checkbox"/>
	8. Quality of supervision	Does your company prepare the supervisor for his/her role as supervisor (e.g. specific training)?	<input type="checkbox"/>	<input type="checkbox"/>
		Is there a limit to the number of apprentices that can be assigned to one supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
9. Regular interaction with the apprentice	Are there regular meetings between the apprentice and the supervisor(s)? <ul style="list-style-type: none"> • Daily • At least one per week • At least one every two week • At least one every month • None 	<input type="checkbox"/>	<input type="checkbox"/>	

Quality of learning 	10. Acquisition of profession-specific skills	Is the apprentice provided with learning objectives at the beginning of the apprenticeship?	<input type="checkbox"/>	<input type="checkbox"/>
	11. Training on soft skills	Does the company provides specific training on one or more of the following soft skills of the apprentice? Communication & interpersonal skills, teamwork, time management, proactivity, creative thinking, planning, analytical skills, decision making, adaptability.	<input type="checkbox"/>	<input type="checkbox"/>
	12. Additional training opportunities	Does your company provide the apprentice the opportunity to take part in additional training such as internal company training, external courses, certification related courses/training, team building etc.	<input type="checkbox"/>	<input type="checkbox"/>
		Is your company taking part in an apprentice mobility scheme?	<input type="checkbox"/>	<input type="checkbox"/>
	13. Assessment of personal development	At the end of the apprenticeship, does your company offer any performance evaluation for the apprentice, including e.g. strengths and areas for improvement?	<input type="checkbox"/>	<input type="checkbox"/>
	14. Opportunity for Apprentice to develop his /her own project	Does your company provide the apprentice the opportunity to develop his/her own project/work sample to demonstrate the skills and competences acquired during the apprenticeship?	<input type="checkbox"/>	<input type="checkbox"/>
Labour conditions 	15. Written & legal agreement	Does your company offer a written and legally binding contract, stipulating? <ul style="list-style-type: none"> • Length of the apprenticeship • Details about remuneration/compensation • Description of tasks 	<input type="checkbox"/>	<input type="checkbox"/>
	16. Transparent communication regarding relevant rights	Is the apprentice informed at the beginning of the apprenticeship of his/her relevant rights and duties? Including: <ul style="list-style-type: none"> • Health & Safety risks • Social and labour rights • Responsibilities towards the organisation 	<input type="checkbox"/>	<input type="checkbox"/>
	17. Complaints channel	Does the apprentice have access to a complaints channel in case of any issues occurring during the apprenticeship?	<input type="checkbox"/>	<input type="checkbox"/>
	18. Compensation	Are apprentices entitled to remuneration? <ul style="list-style-type: none"> • No income • Basic minimal income as defined by national regulation • National minimum wage • Above minimum 	<input type="checkbox"/>	<input type="checkbox"/>
		19. Additional compensations	Does your company offer additional compensation for work performed outside of standard working hours, e.g. overtime? Are apprentices reimbursed or otherwise compensated by the company for costs incurred during the apprenticeship?	<input type="checkbox"/>
	20. Access to social security systems	Is the apprentice included in the following social security systems? <ul style="list-style-type: none"> • Health security • Unemployment • Pension systems 	<input type="checkbox"/>	<input type="checkbox"/>