Planning the pre-vocational traineeship

✓	**Clarify the legal basis**	✎
☐	Is the pre-vocational traineeship limited to a maximum of two weeks?	
☐	Is the daily working time limited to a maximum of eight hours between 6 a.m. and 6 p.m. from Monday to Friday?	
☐	Are the pre-vocational trainees at least 13 years old?	
☐	Has the insurance situation (accident (UVG), liability) been clarified?	

✓	**Create pre-vocational traineeship programme**	✎
☐	Has a detailed pre-vocational traineeship programme been defined? What do the pre-vocational trainees do when and under whose supervision? (You can find a template for this at berufsbildung.ch)	

✓	**Send invitation with key information**	✎
☐	Has a written invitation been sent to the young people (and the parents/legal guardians)?	
☐	Does the invitation inform about when and with whom the young people have to register at the company on their first day?	
☐	Are the working hours and the pre-vocational traineeship programme included in the invitation?	
☐	Does the invitation include a description of how to get to the company?	
☐	Does the invitation mention whether special work clothes should be brought along?	
☐	Does the invitation contain agreements on insurance, contract and compensation?	
☐	Does the invitation mention whether the pre-vocational trainees should bring their own lunch?	
☐	Does the invitation mention whether the pre-vocational trainees should bring their diary with them?	

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✓	**Preparing for the pre-vocational traineeship in the company**	✎
☐	Are company employees informed about the pre-vocational traineeship?	
☐	Do the employees know the names of the young people and from when to when they are doing the pre-vocational traineeship?	
☐	Who welcomes the young people on their first day and introduces them to the company and employees?	
☐	Who looks after the young people during breaks and lunch?	
☐	What tasks do the company's learners take on?	
☐	Is the pre-vocational traineeship defined for each day (supervisor / time allocation / work)?	
☐	Have all supervisors received evaluation sheets and are they aware of their use?	
☐	Who conducts the final discussion with a written overall assessment and determines the next steps?	

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