Becoming a host company simply

✓	9 steps to become a host company	✎	Time frame
☐	**1. Motivation** Clarify within the company whether there is an interest in providing apprenticeships.		
☐	**2. Select suitable vocational education and training** In which profession is training possible? Refer to the individual education ordinances and job descriptions for basic information (see list of links in Appendix «&»).		
☐	**3. Clarify apprenticeship positions** Clarify suitable apprenticeship positions in the company.		
☐	**4. Questions** Clarify any questions that may arise with an expert from the organisation in the applied field, the VET office, or an experienced host company.		
☐	**5. VET accreditation** If the requirements are met, the cantonal VET office will issue VET accreditation on request.		
☐	**6. Look for learners** Create an apprenticeship profile and recruit learners. Searches can be made, for example, via the cantonal list of apprenticeship positions, the internet, ads, or the noticeboard at the company's head office.		
☐	**7. Training for VET professional** The company selects the person responsible for the training and registers them for the relevant course or training as a VET professional.		
☐	**8. Planning in-company training (training plan)** The training plan – part of the VET ordinance of the respective basic vocational education and training – is the most important planning tool for in-company training.		
☐	**9. Conclude apprenticeship contract** The parties to the apprenticeship contract sign it and have it approved by the cantonal VET office.		

© 2024 SDBB, Bern