

Planning the basic in-company training

	Obtaining the basics and instruments	
☐	Vocational Education and Training Act (VETA) and Vocational Education and Training Ordinance (VETO)	
☐	VET ordinance of the occupation	
☐	Training plan of the occupation	
☐	Specific documents for planning and implementing in accordance with Appendix 1 (directory of instruments for ensuring and implementing basic vocational education and training to promote quality) and Appendix 2 (accompanying health and safety measures at the workplace) in the training plan	
	Company training plan	
☐	What objectives and requirements of the apprenticeship must have been met by the end of the programme? - How are these objectives and requirements spread over the different years/semesters of the apprenticeship? - Where should there be any overlap with the content of the inter-company courses and the VET school (coordination of learning locations)?	
☐	How do I divide the objectives and requirements between the different stations in the company? - Where in the company can particular tasks and work be carried out? - Which people are involved in the training?	
	Individual training plan	
☐	Capacity planning: - When are classroom instructions at the VET school and when do inter-company courses take place? - How much time does the company actually have available for training?	
☐	When and how is the learner's educational level checked? - Training report - Training logbook - Job-specific instruments	
☐	Schedule individual appointments for the learner: - Trial period - Optional subjects, supplementary courses, language stays - Holidays - Preparation for the qualification procedure - etc.	