Questionnaire for learners about QualiCarte

This questionnaire enables learners to assess the quality of the in-company training. Many questions are about the initial time in basic vocational education and training. It is therefore recommended to use the questionnaire in the first two or three semesters. All questions are based on the quality requirements of QualiCarte, which the VET professionals also use to evaluate in-company training. Both instruments enable the host company to compare the evaluations of the VET professionals and the learners.

Further information about QualiCarte: www.berufsbildung.ch/qualicarte

Host company: _____

Learner: _____

Occupation: _____

VET professional: _____

Please answer the following questions. You can provide more information in the «Comments» field.	Tick as appropriate				Quality standard
	yes	**mostly**	**not fully**	**no**	
1. Have you been invited to an interview?	☐	☐	☐	☐	2
2. Were you told that you have been shortlisted?	☐	☐	☐	☐	5
3. Did you get to know your host company before you signed the apprenticeship contract?	☐	☐	☐	☐	3
4. Were you told what was expected of you before you signed the apprenticeship contract?	☐	☐	☐	☐	1
5. Were you told about the working conditions before you signed the apprenticeship contract?	☐	☐	☐	☐	4
6. Did someone explain to you the conditions (working hours, holidays, salary, etc.) as laid out in the apprenticeship contract?	☐	☐	☐	☐	6
7. Do you know who your VET professional is and who you can contact in your department?	☐	☐	☐	☐	7
8. Did the VET professional greet you personally on your first day of work?	☐	☐	☐	☐	8
9. Were you informed about your host company's activities and working environment when you started your basic vocational education and training?	☐	☐	☐	☐	9

Please answer the following questions. You can provide more information in the «Comments» field.	Tick as appropriate				Quality standard
	yes	mostly	not fully	no	
10. Do you know the company's rules and its hygiene and safety regulations?	☐	☐	☐	☐	10
11. Do you have an adequate workspace and the equipment you need?	☐	☐	☐	☐	11
12. Were you informed about the purpose of the training plan (company training plan/model course)?	☐	☐	☐	☐	12
13. Did you receive regular feedback on your performance and behaviour during your trial period?	☐	☐	☐	☐	13
14. Does the VET professional explain regularly what you need to learn and by when?	☐	☐	☐	☐	16
15. Is your work reviewed and discussed with you regularly?	☐	☐	☐	☐	18
16. Are you being integrated into the workflows of the host company continually?	☐	☐	☐	☐	19
17. Verfolgt Ihr/e Berufsbildner/in Ihre Leistungen in der Berufsfachschule und im überbetrieblichen Kurs?	☐	☐	☐	☐	20
18. Is the training report discussed with you every six months by referring to the training plan/programme for the host company (company training plan/model course)??	☐	☐	☐	☐	22
19. Do you have the opportunity to give feedback about your training and does your VET professional respond to it?	☐	☐	☐	☐	23
20. Do you know who you can turn to if you're having difficulties during your vocational education and training?	☐	☐	☐	☐	24

Comments