

	<b>Student</b>	<b>School</b>	<b>Work placement company</b>	<b>SBB</b>
Preparation and matching	<ul style="list-style-type: none"> <li>▪ Searches for information about the company</li> <li>▪ Familiarizes himself/herself with sectors, occupations, companies and learning opportunities</li> <li>▪ Knows what he/she wants to learn</li> <li>▪ Is motivated</li> <li>▪ Makes a good impression on the company</li> </ul>	<ul style="list-style-type: none"> <li>▪ Prepares the students in practical terms for the work placement</li> <li>▪ Supports the students while they look for a work placement</li> <li>▪ Ensures a good match between the student and the company</li> <li>▪ Provides company orientation, and presentation and job application skills</li> <li>▪ Provides clear information before the start of the work placement period about the responsibilities and obligations of the company and the school</li> <li>▪ Makes specific agreements with the company in the work placement contract about the form and content of the work placement, the method and frequency of support, the personal learning programme and examination methods</li> </ul>	<ul style="list-style-type: none"> <li>▪ Is a by SBB accredited work-placement company</li> <li>▪ Investigates whether the expectations of the student and the company are a good match</li> <li>▪ Makes specific agreements with the school and the student about form, content, support and assessment of the work placement</li> <li>▪ Records these agreements in the work placement contract provided by the school</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensures there are enough accredited work placement companies and recruits new companies as required</li> <li>▪ Provides accreditation within two weeks</li> <li>▪ Publicizes the companies with workplacement opportunities in SBB's public register and on <a href="http://www.stagemarkt.nl">www.stagemarkt.nl</a></li> <li>▪ Supports the company presentation on <a href="http://www.stagemarkt.nl">www.stagemarkt.nl</a></li> <li>▪ Supports the school in using <a href="http://www.stagemarkt.nl">www.stagemarkt.nl</a> and in matching the student with the work placement company</li> </ul>
Work placement period	<ul style="list-style-type: none"> <li>▪ Is well prepared and motivated to start the work placement</li> <li>▪ Keeps to the agreements defined in the work placement contract</li> <li>▪ Follows the instructions of the work placement supervisor</li> <li>▪ Gives feedback to the school work placement supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensures that the student and the work placement supervisor know who the school contact person is, and when he/she is available</li> <li>▪ Provides sufficient support in line with the agreements in the work placement contract</li> <li>▪ Monitors progress and the match between the student's learning objectives and the learning opportunities at the work placement company</li> <li>▪ Provides a competent and dedicated work placement supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides the student with day-to-day supervision and training at the work placement company</li> <li>▪ Provides a qualified, motivated and accessible work placement supervisor</li> <li>▪ Carries out coach interviews and progress meetings with the school supervisor and the student</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trains and coaches the work placement supervisor and provides them with advice and resources so that they can do their job properly</li> <li>▪ Encourages the equal partnership between school and company</li> <li>▪ If necessary, provides replacement workplacement for the student, in consultation with the school</li> </ul>
Assessment	<ul style="list-style-type: none"> <li>▪ Ensures that every component of the work placement programme has been completed and submitted</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensures an objective assessment of the student</li> <li>▪ Has contact with the company about the assessment of the work placement and the evaluation of the work placement period. The school takes the initiative</li> <li>▪ Includes the company's judgement of the student's work placement as part of the assessment</li> <li>▪ Provides the company with feedback about the assessment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assesses the student at the end of the work placement period in line with the agreements in the work placement contract</li> <li>▪ Maintains contact with the school about the student's work placement assessment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Trains and coaches the work placement supervisor in carrying out valid and objective assessment</li> <li>▪ Provides the work placement supervisor and the company with advice and resources so that they can assess well</li> </ul>
Evaluation	<ul style="list-style-type: none"> <li>▪ The school and the company evaluate the work placement with the student</li> <li>▪ The school and the company evaluate their collaboration during the work placement and see where improvements can be made</li> <li>▪ Based on these evaluations, the work placement advisor from SBB determines whether the company, together with this work placement supervisor, can be considered a 'durable' work placement company</li> <li>▪ The work placement advisor from SBB supports the company if they require help in drawing up and implementing a plan for improvement</li> <li>▪ If necessary, the work placement advisor from SBB terminates the work placement company's accreditation</li> </ul>			<p><i>Established by MBO Raad, SBB, MKB-Nederland, VNO-NCW and the Ministry of OCW op June 10, 2009</i></p> <p><i>Updated by the board of SBB on July 3, 2015</i></p>