

Rules on accreditation of work placement companies SBB

Adopted by the Executive Board of SBB on 29 June 2018

Article 1. Definitions

In these rules, the following definitions shall apply:

1. SBB: the board of the organisation for cooperation between vocational education and the labour market as intended in article 1.5.1 of the Adult and Vocational Education Act (WEB).
2. Work placement company: the company or organisation authorised to provide a work placement on the basis of these rules
3. Workplace trainer: person responsible for supervising the student within the work placement company.
4. Rules: rules concerning the accreditation of work placement companies drawn up on the basis of article 7.2.10.1 of the Adult and Vocational Education Act (WEB)
5. Student: student of pre-secondary vocational education or secondary vocational education
6. Educational institution: school for pre-secondary vocational education or secondary vocational education

Article 2. Objective

Only companies and organisations in the Netherlands and abroad that satisfy the provisions of these rules and which have been accredited as such by SBB are authorised to act as work placement companies¹.

Article 3. Request for accreditation

1. Taking account of the provisions of these rules, accreditation will be issued at the request of the company or organisation wishing to provide work placements. Teaching institutions, students or other stakeholders may submit a proposal for accreditation subject to the approval of the work placement company.
2. The application must relate to one or more qualifications or part qualifications.
3. An application will be processed if it is a first application or if following an unfavourable assessment of a previous application, new facts or changed circumstances emerge. In the absence of new facts or circumstances, the new application will be rejected, with reference to the previous decision.

Article 4. Assessment of the request

1. SBB will award accreditation if in its judgement the conditions in article 5 are satisfied.
2. Without prejudice to the provisions in paragraph 1, on the basis of urgent grounds, SBB may decide to not grant accreditation.
3. The company or organisation is required to cooperate with the assessment of the application.
4. SBB may leave the assessment of foreign companies for suitability as a work placement company to foreign partner organisations. These partner organisations must operate a good system for the accreditation of work placement companies and SBB must demonstrate that this system covers the statutory accreditation requirements.

Article 5. Conditions for accreditation

The company or organisation is expected:

1. to offer a good work placement and activities within its own labour organisation that relate to the work processes of the profession for which the student is being trained. For each student, a relevant work placement is available in socially safe circumstances¹;

¹ A condition for accreditation is that the work placement demonstrably satisfies the statutory requirements on safety.

2. to offer sufficient and expert supervision directed at the student. The work placement company appoints and facilitates an expert workplace trainer². The profile for the workplace trainer can be used as benchmark (appendix 1);
3. is willing to cooperate with the educational institution and SBB, and to provide all necessary information;
4. to agree with the inclusion of company details in the public register for work placement companies. There is space for a request for exception from inclusion in the public register based on supporting arguments, in the framework of the security of employees of the work placement company and/or the student. Address details will not be listed. Assessment of whether this exception is valid, is the responsibility of SBB.

The requirements that may be imposed on a work placement and supervision may be dependent on special requirements per qualification for which an accreditation is awarded (appendix 2).

Article 5a. Additional conditions on collective work placement companies

1. A collective work placement company is a collaboration in the framework of training individual work placement companies.
2. The collective work placement company provides work placement opportunities at its own location if individual work placement companies offer demonstrated limited access to work placement activities as a result of legislation and regulations or safety requirements and/or if certain variation in activities is insufficient in the actual professional practice of the individual work placement company.
3. A collective work placement company must satisfy the conditions for accreditation as a work placement company as appearing in article 5.1 to 5.4 of the rules on the accreditation of work placement companies.
4. Accreditation of a collective work placement company may not result in unfair competition with regular accredited work placement companies.
5. Work placement companies using a collective work placement company in all cases have the status of accredited work placement company on the basis of the rules on the accreditation of work placement companies.

Article 5b. Additional conditions on learning-working programmes based on the pre work-based pathway for preparatory secondary vocational education and training

1. An accredited work placement company for pre-secondary vocational education must comply with the conditions for accreditation as a work placement company as stated in article 5.1 to 5.4 of the rules for the accreditation of work placement companies.
2. In addition, the conditions in article 10b6 of the Dutch Secondary Education Act also apply for the accredited work placement company, which at least include the following conditions:
 - a. at the work placement, practical assignments specified by an educational institution can be undertaken, whereby each practical assignment can be undertaken as such in a single company or organisation. The company or organisation is willing to allow the student to carry out the required practical assignment, and to discuss and assess the work and the work placement report;
 - b. the production or service process is sufficiently technically and organisationally varied and is able to offer students sufficient practical material and to train them thoroughly; the learning work placement ties in with the day-to-day business operations;
 - c. the company or organisation is suitable for the applicable age group, for example with regard to learning or making mistakes, and the workplace trainer is able to supervise the student both in terms of work content and on pedagogical-didactic issues.

Article 6. Awarding of the accreditation

1. At the latest 10 working days following the date of the application as intended in article 3.1, SBB will decide on the awarding of the accreditation, and will duly notify the company or organisation. The exceeding of this time limit is permitted in exceptional circumstances, and must be explained in the decision.

² The workplace trainer may also be identified as apprentice master, work supervisor or practical trainer. The workplace trainer may delegate certain tasks in close consultation to a fellow workplace trainer or work supervisor with the correct competences. This is also possible in a cluster of work placement companies or within a joint venture. Final responsibility for supervision and work placement remains with the workplace trainer.

2. Accreditation will be awarded for one or more qualifications or part qualifications.
3. Accreditation will be awarded at location and/or department level.
4. The company or organisation will be informed in writing of the decision as intended in paragraph one, within 20 working days following the date of the application for accreditation. If accreditation is not awarded, the reasons will be stated.
5. Accreditation is valid for a period of 4 years. Accreditation will ipso jure expire if during an uninterrupted period of 4 years, the work placement company has not provided any work placement training.

Article 7. Extending accreditation

1. Accreditation may be extended following reassessment by SBB within the period of 4 years.
2. The work placement company will be informed by SBB of the decision on extension. If extension is refused, the work placement company will be duly informed in writing, specifying reasons.
3. SBB is authorised to extend the accreditation in the interim, before the period as referred to in article 6.5 has expired, by a period of 4 years. The period of extension will start from the date of the decision on extension.

Article 8. Withdrawal of accreditation

1. SBB may decide to withdraw the accreditation, if in its judgement:
 - a. the conditions appearing in articles 3 and 5, on which the decision to award accreditation was based, no longer apply;
 - b. circumstances arise as a result of which the personal interests of a student are harmed, which shall include but not be limited to: circumstances involving (sexual) harassment, discrimination, aggression and/or violence and circumstances whereby occupational, health, environmental and safety risks arise;
 - c. other urgent circumstances occurring, including but not limited to: measures within the work placement company imposed by a supervisory body³, as a result of which accreditation can no longer reasonably be maintained.
2. The work placement company will be informed of the withdrawal of accreditation in writing, by SBB, stating reasons.
3. If SBB intends to take a decision to withdraw the accreditation, in advance of the assessment and the definitive decision on withdrawal of accreditation, SBB is entitled to suspend the accreditation, accompanied by a written decision, stating reasons.

Article 9. Services

The work placement company will receive support from SBB in fulfilling its role as a work placement company. This support is aimed at improving the quality of the learning environment and learning by practice.

Article 10. Appeals

If the accreditation is refused, withdrawn or not extended, the company or organisation can appeal to SBB against the decision as referred to in articles 6.1, 7.2 and 8.1, within 6 weeks following the date of the decision. The Appeals procedure is subject to the Dutch General Administrative Law Act (chapter 6).

Article 11. Unforeseen circumstances

In all cases not covered by these rules, SBB will decide.

Article 12. Enter into effect

1. These rules shall enter into effect on 1 August 2018.
2. With the entering into effect of these rules, the rules on accreditation of work placement companies SBB dated 30 June 2017 shall be withdrawn.
3. These rules may be referred to as 'Rules on accreditation of work placement companies SBB'.

³ Supervisory organisation responsible for the work placement company, such as the health and safety inspectorate or environmental service

Article 13. Changes

Changes to these rules will be adopted by the Executive Board of SBB.

Appendix 1 - Model profile workplace trainer

The workplace trainer works at a (work placement) company accredited by SBB. He offers practical training to the student (intern/trainee). He is the contact person for the intern/trainee, and introduces him to day-to-day practice.

The workplace trainer trains the intern/trainee and organises his learning activities. He provides the best possible learning environment. The intern/trainee will be offered a workplace where as many (day-to-day) practical situations occur as possible which he may also come across in the profession for which he is being trained.

The workplace trainer has a supervisory and training role. He has time/attention for the intern/trainee and offers (additional) guidance where necessary. The workplace trainer passes on professional knowledge and encourages the intern/trainee to take responsibility for his own learning process and his performance as an employee. He encourages the intern/trainee and matches supervision to the needs of the intern/trainee. The workplace trainer also monitors specific progress of the learning process of the intern/trainee.

The workplace trainer ensures a (socially) safe learning environment for the intern/trainee. He ensures that the intern/trainee receives instructions concerning safe working and works safely, as laid down in the statutory requirements and safety-related provisions of the Dutch Health and Safety at Work Act.

A sense of responsibility, organisational talent and a feeling for working with people are essential for a workplace trainer. In addition to contact with the intern/trainee, the workplace trainer maintains contact with the practical supervisor (the supervisor of the intern/trainee from the study course/school) and the work placement advisor of SBB.

The work placement advisor of SBB advises the workplace trainer on his role during the work placement period. The SBB work placement advisor is also a sounding board for the workplace trainer when it comes to fulfilling his role. The SBB work placement advisor also assists the workplace trainer in promoting training in practice and the training/internship policy at his policy.

Overview of core tasks and work processes

1. Organising the learning process of the participant in practice
 - 1.1 Holds a selection interview with the participant
 - 1.2 Draws up an introduction programme
 - 1.3 Lays down the starting situation and learning needs of the participant
 - 1.4 In consultation with the participant identifies the learning activities
 - 1.5 Draws up a practical learning plan
 - 1.6 Maintains contacts with the practical supervisor and the training advisor

2. Training the participant in practice
 - 2.1 Trains the participant on the shop floor
 - 2.2 Monitors and directs the learning process of the participant
 - 2.3 Holds supervision and progress interviews with the participant
 - 2.4 Assesses the progress of the participant in the learning process
 - 2.5 Evaluates the work placement period

For the workplace trainer, the following competences are essential:

Guidance

- Adapts his training approach to the task maturity and learning style of the participant
- Monitors whether the participant is operating according to the agreements reached, and offers clear instructions if the participant is (at risk of) failing to meet expectations

Supervision

- Encourages and coaches the participant
- Gives the participant clear and constructive feedback
- Encourages the participant by offering more or less social-emotional support

Decision making and initiating activities

- Decides whether the participant is making progress in his learning process
- Decides in which areas the participant requires further development

Following instructions and procedures

- In assessing the progress of the participant, works with assessment instruments and according to the accompanying procedures so that the participant receives a valid and objective assessment.

Learning

- Evaluates the work placement period to identify improvement points and to improve those points

Focusing on the needs and expectations of the 'client'

- Asks the participant what he wants to learn during the work placement and responds accordingly

Planning and organisation

- In an interview, clearly identifies the learning objectives to be achieved
- Plans learning activities for the participant
- Monitors the progress of the learning process
- Decides when to intervene in the learning process

Cooperation and consultation

- Demonstrates an interest in the participant by listening, asking questions and observing the participant
- Following possible consultation with others, discusses his observations with the participant
- Encourages the participant to contribute to the further layout of his learning process
- Listens to advice from the practical supervisor and the SBB work placement advisor, and explains his response to the advice

Employing professional expertise

- Explains how things work, gives demonstrations or allows the participants to think about specialist professional tasks
- Uses his professional knowledge to assess the participant
- Considers information from the teaching institution, the wishes of the participant and the possibilities within the work placement company to decide how the learning objectives should be achieved
- Observes the participant according to the assessment criteria and provides feedback on these observations.

Appendix 2 – Sectoral additions to the rules on the accreditation of work placement companies -

Vocational education and labour market representatives in the boards of centres of expertise laid down sectoral additions for work placement companies, before 1 August 2015. These additional provisions were adopted by the Executive of SBB, in adopting the rules for the accreditation of work placement companies by SBB and updated on 29 June 2018. The following sectoral additions for work placement companies apply:

Sectoral additions for accreditation in respect of sufficient and expert supervision *

(Article 5.2.)

| Sector | Addition |
|---|---|
| Food, Agriculture and Hospitality | The workplace trainer can demonstrate (diploma, certificate or experience) expertise and/or a professional level at least equivalent to the education of the participant. |
| Business services and Security | Workplace trainers must (partly) have acquired their supervision and assessment competences, or must be able to acquire them within the agreed period, by following training developed and provided by the sector. |
| Technology and the built environment | The workplace trainer is prepared for his role as workplace trainer, on the basis of demonstrable skills or training, in the construction and infrastructure sector, whereby explicit attention is paid to supervising and assessing students in changing teams, and changing workplaces, with an emphasis on safety. The workplace trainer maintains his level of expertise as a workplace trainer – aimed at supervision and assessment of students in changing teams and changing workplaces, with an emphasis on safety, by means of in-service training, intervision or otherwise. He/she maintains a relevant training portfolio. |
| Commerce | The workplace trainer can demonstrate (diploma, certificate or experience) the expertise and/or a professional level at least equivalent to the education of the participant. |
| Food, Agriculture and Hospitality | The work placement company employs an apprentice master, mentor, workplace trainer (LMP) who demonstrably has the competences at least equivalent to those for which the student is being trained, and must have at least one year's experience with the content of the qualification for which the participant is being trained. For the sector Catering and Bakery, workplace trainers require at certificate. |
| Food, Agriculture and Hospitality | The workplace trainer must be in possession of an approved certificate or evidence at least equivalent to the level and the content of the attainment targets and/or core tasks (and the accompanying competences) for which training is being provided and must be in possession of an accredited diploma certificate or evidence to demonstrate the relevant teaching skills. |
| Mobility, Transport, Logistics and Maritime | The workplace trainer can demonstrate (diploma, certificate or experience), the expertise and/or a professional level at least equivalent to the education of the participant. |

Table 1. Overview of sectoral additional conditions for sufficient and expert supervision

Sectoral additions in respect of additional (statutory) requirements

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| Business services and security | Workplace trainers must (partly) have acquired their supervision and assessment competences, or must be able to acquire them within the agreed period, by following training developed and provided by the sector. The work placement company is authorised to carry out security and/or investigation work in accordance with the provisions in or accompanied by the Dutch Act on private security organisations and investigation agencies, the regulation of the same name and/or other relevant legislation and regulations. |
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Table 2. Overview of sectoral conditions in respect of additional (statutory) requirements

SBB manages the list of relevant Crebo numbers per sectoral addition