



# International Work Placement Portfolio

According to the Dutch Adult and Vocational Education Act, Vocational Education and Training (VET) students may only attend accredited work placement companies. This is a legal requirement.

Please see [www.s-bb.nl/en/companies/accreditation](http://www.s-bb.nl/en/companies/accreditation)

**This form is intended only for foreign companies that have been contacted and verified by a Dutch vocational education and training (VET) college or by the SBB partner (intermediary organisation).**

## 1. Company details

Company name:

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Address:

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Postal Code:

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Town:

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Country:

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Telephone:

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Website:

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Description of the company's context/core business (max. 300 words):



Details of the contact person

(the person who maintains contact with the school/intermediary organisation and SBB):

Saluation:

Mr

Mrs

First initial:

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First name:

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Surname prefix:

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Surname:

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Job title:

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Telephone:

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Mobile phone:

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E-mail:

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## 2. Qualification/work processes

Qualification(s):

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Crebo number(s):

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Which work processes are suitable for the work placement? (see [Certificate Supplements](#)).

Please illustrate this by giving examples of work activities (e.g. responsibilities, target group, workplace, department).





## 4. Coaching

The workplace trainer adapts his or her coaching to the student's ability to perform tasks and to the student's learning style.

Describe the introduction period, which topics are presented?

How is the learning process monitored and assessed?

## 5. Safety

The students are offered a safe workplace that corresponds with their qualification.

Have you verified that the workplace is a

physical safe environment? Please describe:

socially safe environment? Please describe:



## Student details

Name:

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Work placement from:

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 to 

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## Statement

Name of school/intermediary organisation:

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Name of contact person school/intermediary organisation:

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Telephone:

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E-mail:

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I declare that

- I have verified that the students will be coached properly and safely and are able to complete their work placement in accordance with their qualification
- the company has been informed about the role of SBB and the [accreditation conditions](#)
- I have completed the form truthfully

Date:

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Signature:

For more information on signing PDFs, please refer to the instructions on the [Adobe website](#).

Please send your portfolio to [ibpvportfolio@s-bb.nl](mailto:ibpvportfolio@s-bb.nl)