

## Template for the collection of Best Practices (D.2.2)



Refining HE Apprenticeships  
with Enterprises in Europe

This is the template for collecting existing good practices in “HE apprenticeship programmes” or in other (non-HE apprenticeship) programmes that, somehow, can be directly relevant, easily transferable or useful for HE apprenticeship programmes in the European HEIs. The purpose of this template is to identify successful case stories and to explain how the experience that you present can be adapted or can be transferred to future HE apprenticeship programmes. Please, do not surpass a max of 4 pages in total.

From the point of view of University-Business collaboration, “HE Apprenticeship” is understood as programmes that have all or a minimum of four characteristics out of the six listed below:

1. learning alternates between a workplace and an educational or training institution
2. the programme has a strong tutoring/mentoring aspect both at work and in the HEI, where the employer and higher education institution in collaboration assume responsibility for providing instruction and meaningful learning opportunities at the workplace with a skilled person, in order to offer to the learner the opportunity to acquire the knowledge, skills and competences needed in the profession
3. the programme is part of formal and/or continuing education and training
4. on successful completion of the programme, learners acquire a qualification or a part of a qualification and receive an officially recognised certificate
5. apprenticeships are based on a contract or formal agreement between employer and learner but, sometimes, can be based on a contract or formal agreement with the HEI
6. apprentices are contractually linked to an employee and to a HEI and receive remuneration in the form of wage, allowance or similar for their work

All showcased Best Practices should take into consideration four parameters:

1. **Relevance:** The best practice should present a programme or activity directly connected to a real apprenticeship (or similar) programme.
2. **Transferability:** The best practice case should clearly showcase transferable characteristics of the activity and introduce suggestions and ideas how to improve future HE apprenticeship programmes.
3. **Impact:** The case studies should provide both qualitative and quantitative evidence of their impact in terms of results, changes in processes, impact on the university-business collaboration, impact on the staff, impact on the students, etc
4. **Potential for standardisation:** All best practices should, if possible, showcase potential aspects for the HE apprenticeship programme standardization/ programme model.



**A. Author's details** (especially important if is not a partner who fills it in)

<b>Name</b>	
<b>Surname</b>	
<b>Institution</b>	
<b>Country</b>	
<b>Email</b>	
<b>Telephone</b>	

**B. Which of the key characteristics fulfil your case**  
(please answer all the items)

	YES	NO
• Combines workplace with education or training	<input type="checkbox"/>	<input type="checkbox"/>
• Includes mentoring	<input type="checkbox"/>	<input type="checkbox"/>
• Offers a remuneration to the student	<input type="checkbox"/>	<input type="checkbox"/>
• Forms part of a formal or/and continuing education programme	<input type="checkbox"/>	<input type="checkbox"/>
• Provides a certification	<input type="checkbox"/>	<input type="checkbox"/>
• Gives a contract or formal agreement to the student	<input type="checkbox"/>	<input type="checkbox"/>

**C. When considering the four parameters listed below, how well are these showcased in this good practice? Tick one box for each parameter**  
Scale: 1 = not at all; 2 = very little; 3 = somewhat; 4 = well; 5 = very well

	1	2	3	4	5
<b>a. Relevance</b>	<input type="checkbox"/>				
<b>b. Transferability of the case</b>	<input type="checkbox"/>				
<b>c. Impact</b>	<input type="checkbox"/>				
<b>d. Potential for standardisation</b>	<input type="checkbox"/>				

**D. Title of your Case Study**

**E. Describe your case (max 4 pages)**

1. How is the apprenticeship system in your country/institution (max one page):
- a) Briefly describe the main characteristics of the system. how does it work?
  - b) In your opinion, what are the strengths and the areas for improvement of this system?

2. Description of the Best Practice case (max half a page)
- a) Describe the practice/programme: objectives, teaching/learning methods, supervision/guidance and mentoring, selection criteria, target groups, level, type of enterprise cooperation etc
  - b) In your opinion what are the challenges, strengths and weaknesses of this practice/programme?

3. Describe the feedback and student experiences of the programme/practice (max half a page)

4. Evaluate how the programme/practice reaches the following goals (tick one box for each goal). Scale: 1 = not at all; 2 = very little; 3 = somewhat; 4 = well; 5 = very well

	1	2	3	4	5
i. Enhances relevant working life skills and qualifications	<input type="checkbox"/>				
ii. Promotes professional growth	<input type="checkbox"/>				
iii. Develops learning environment practices as a whole	<input type="checkbox"/>				
iv. Develops work-based learning practices and materials	<input type="checkbox"/>				
v. Improves work performance	<input type="checkbox"/>				
vi. Improves tutoring and mentoring practices	<input type="checkbox"/>				
vii. Enhances Univeristy-Business collaboration	<input type="checkbox"/>				
viii. Showcases potential aspects for programme standardisation	<input type="checkbox"/>				

5. Relevance and Transferability: if your case study is not directly linked to a HE apprenticeship programme, please show how this case (or some aspects) could be transferred to HE apprenticeship programmes and why it would be useful for HE apprenticeships (max one page)

6. Comments, clarifications, ideas and relevant links:

Please return the filled in forms to:

[apprent@eucen.eu](mailto:apprent@eucen.eu) and [sari.stenvall@utu.fi](mailto:sari.stenvall@utu.fi)

Deadline for submission of your case studies: **31 March 2018**

Thank you!