

Quality

Accredited work placement companies work together with SBB to provide the best work-place training for students. This ensures that companies have the professionals they need, now and in the future. Eight focus areas enable the work placement company to become an excellent work placement company.



Activities



Organisation learning process



Professional coaching



Personal coaching



Safety

Quality



Collaboration with SBB



Student evaluation



Collaboration with school

Activities

- Aligning the student's range of tasks with his or her development.
- Offering in-depth and broadening activities.
- Collaborating with other companies in order to offer further development opportunities.

Professional coaching

- Tailoring instructions and coaching to a student's capabilities and development.
- Periodically testing whether the student is developing sufficiently and, if necessary, adjusting the tasks.
- Giving the workplace trainers the opportunity to continue to develop themselves in the field.

Personal coaching

- Conducting structured coaching and progress interviews.
- Coordinating the planning of the activities with the learning objectives.
- Offering sufficient opportunities for the workplace trainer to coach the student.

Safety

- Informing the student about safety in your company.
- Providing sufficient protective equipment and a safe situation.
- Encouraging the student to be alert to safety and actively report possible problems.

Organisation learning process

- Determining what the learning opportunities are within your work placement company and how you will recruit and select the right student on these learning opportunities.

- Make clear agreements at the start about what you expect from the student and what they can expect from the company.
- Regularly planning coaching interviews such as progress and assessment interviews and giving and receiving feedback.

Collaboration with SBB

- You can update your data and work placements via MySBB.
- SBB may ask for your opinion when implementing and developing existing and new services.

Student evaluation

- Evaluating the internship or apprenticeship mid-term and at the end of the period.
- If possible, you can adapt the learning process and tasks.
- You discuss the evaluation together with the school. You can also discuss possible quality improvements with your work placement advisor at SBB.

Collaboration with school

- You can make solid agreements with the school regarding the coaching of students. You can also contact them if you have any questions or problems.
- The school can make good use of your experience during guest lectures, open days, company visits, in advisory committees, etc.
- You can use your knowledge and experience for the content of education and updating the examinations.