



WP2 - Best practices and Training Needs Assessment

Template for Best Practice Documentation (Case Study): SMEs in Apprenticeships with focus on role of intermediary organisations

Title	Support services for SMEs: flexible modules
Publication date	Not sure about, when this offer has been developed, information from Nov. 2016
Source of Information	Website of BTZ des Handwerks https://www.btz-handwerk.de/ausbildung-umschulung/flexible-ausbildungsbegleitung-in-bausteinen/
Location (Region / Country)	Emsland and Grafschaft Bentheim / Germany
Context (appr. 500 words)	<p>In Germany 20-25% of all apprenticeship contracts are resolved. This causes negative impact on both sides, at the company and the apprentice. The company has lost financial and time resources. That's why, successful and satisfied apprentices are an important contribution for the future success of the company.</p> <p>In SMEs the responsible persons for apprenticeship sometimes do not have enough time to take care of the apprentices, especially, when there are difficulties with the apprentice, which require extra time due to for instance because of learning difficulties, difficult personal situation, etc.. In response to these challenges, the BTZ has developed flexible modules to support SME in managing and monitoring their apprenticeships.</p>
Methodological Approach (appr. 500 words)	<p>There are four flexible modules covering the whole process of apprenticeship:</p> <ol style="list-style-type: none"> 1. Screening test, if potential apprentices are appropriate 2. Starter weeks 3. Coaching during apprenticeship 4. Preparation for the final exam <p>The SME can book all or only selected modules. More details on the modules:</p> <p>1. Screening tests</p> <p>BTZ tests the applicant, if she or he has the preconditions for being a successful apprentice in a particular profession, in order to prevent miscast and drop-out. They test the following:</p> <ul style="list-style-type: none"> - Knowledge about the profession (does she/he know what to expect) - What are the manual/technical skills - Behavior in a work environment (e.g. workshop) - What are the intellectual capacities of the applicant - Which competences has she or he already in the professional field - Will he or she fit into the company's team? What personality is she or he? <p>The company receives a profile of each applicant together with a certification, but results are presented in an individual meeting with the company.</p> <p>2. BTZ beginner weeks</p> <p>The BTZ organizes a pre-apprenticeship training in their premises. The future apprentices learn the following:</p> <ul style="list-style-type: none"> - Occupation-related knowledge: Introduction into basic knowledge about the profession, machinery and tools (according to different

	<p>professions)</p> <ul style="list-style-type: none"> - Non-occupation-related knowledge: <ul style="list-style-type: none"> o OSH o Legal framework conditions o Rights and obligation of apprentice o Behavior at the company, Do's and Donts <p>This module can be adapted according to companies needs. As a result, the apprentice can more quickly integrate into the company, be more effective and efficient. Motivation increases, better prevention of failure behavior and accidents.</p> <p>3. Coaching during apprenticeship</p> <p>BTZ offers extra qualification (basic and advanced courses) according to need and professional field, such as</p> <ul style="list-style-type: none"> - Courses: Welding, hybrid cars, Solar technology, Photo-voltaic, ... - Extra lesson to deepen knowledge from VET school - Coaching for apprentice: support in solving social problems, conflict resolution <p>The apprentice receives tailor-made solutions for successfully managing the apprenticeship.</p> <p>4. Preparation for the final exam</p> <p>BTZ offers support for the apprentice to manage the written and the practical final exam, thus improving the success rate and the future employment prospects of the apprentice. It includes:</p> <ul style="list-style-type: none"> - Repeating content from apprenticeship in company for the practical exam - Repeating content from VET school for written exam <p>As a result, the apprentice will be more successful at the exam with better employment chances.</p>
Impact and key success factors (appr. 500 words)	The offer exists for quite some time in the chamber and it is a to pay for service to companies, so it is well-accepted among SMEs. I think the success is also in the flexibility of the modules. SMEs need tailor made solutions to get the best VET students, especially in sectors in need of skilled work force.
Stakeholders and Partners (appr. 500 words)	The good practice is implemented by a training center in the ownership of the local chamber of Emsland, they have four locations and operate all on local level.
Conditions (appr. 500 words)	This program is not funded with public funds, but is part of the service portfolio of the chambers training center. The services are not included in their general offer, but have to be paid for by the companies. As precondition are to mention that you need quite some HR resources and operational resources (rooms, workshop) to develop such a offer.
Materials / Tools	The training materials are not available online, as it is a payable service.
Replicability and/or up-scaling (appr. 500 words)	I think the best practice can be used in other contexts as well, adapted to economic framework conditions of the support organization.

Conclusion (appr. 500 words)	Dual VET and related service are on quite a high level in Germany. I think these tailor-made services to SMEs are needed, because the companies have a high demand for skilled workforce. In countries with no demand for skilled labour, it might be different.
Other remarks:	