



Document No. 4 – Annex No. 1

**SUPPORT FOR TUTORS
IN SMALL AND MEDIUM-SIZED
CONSTRUCTION BUSINESSES IN EUROPE:**

**INSTRUMENTS FOR ALTERNATION
IN THE COUNTRIES OF THE PARTNERSHIP**

**WORK CARRIED OUT IN FRANCE, BELGIUM, GERMANY, SPAIN,
ITALY, SWITZERLAND, POLAND AND SWEDEN**

Organisation responsible for the phase: CCCA-BTP (France)



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Report of phase 4 of Leonardo da Vinci project No. FR/06/B/P/PP-152512

Annex 1

INSTRUMENTS FOR ALTERNATION IN THE COUNTRIES OF THE PARTNERSHIP (can be consulted on the site www.copilote.org)

Description of the tool/procedure/approach	Nature	Partner	Country
Table of distribution of the training period (scheduling of the training course)	Procedure	BZB	DE
1,2,3 ... <i>Azubifit</i> : prospectus for companies and future apprentices seeking apprenticeship places, in order to match the supply and demand for apprenticeships	Tool	BZB	DE
Information brochure on the training courses offered by the BZB (for future apprentices and companies)	Tool	BZB	DE
Visits to companies by supervisory delegates (responsible for the traineeship agreement with the company) - minimum one visit a year.	Approach	IFAPME	BE
Sandwich training record (progress report) - a tool for communication between the apprentice, the training centre and the company	Tool	IFAPME	BE
Practical assessment - the macro skill in 2nd year (practical test at the end of the second year of apprenticeship, over a total of three years) - means of communication between the trainer in the training centre, the company tutor and the supervisory delegate	Approach	IFAPME	BE
Training in tutoring, intended for company tutors (not necessarily the heads of companies, with whom we cannot communicate enough)	Training course	IFAPME	BE
Signing of the contract organised by the supervisory delegate during an interview with the apprentice (in the company)	Procedure	IFAPME	BE
Manual for on-the-job training, presenting all the stages of the training course and reiterating the role of each stakeholder. Target: heads of companies, on-the-job trainers and trainers from training centres (it is important that all the parties involved have a common reference document)	Tool	CFSP - Swiss conference of vocational training agencies	CH
Training report (form used to assess the apprentice's professional skills and his behaviour while on the job)	Tool	Swiss contractors' federation	CH
Basic course for on-the-job trainers (compulsory) - group training (school-type)	Training course	Federal university institute for vocational training	CH
Methodological guide for the training of apprentice masons (checklist of practical work to be carried out within companies)	Tool	Swiss contractors' federation	CH

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INSTRUMENTS FOR ALTERNATION - continued (can be consulted on the site www.copilote.org)

Information (CD-ROM) on jobs in the construction sector and on initial and continuing training for these jobs, as well as the presentation of the BZBs (training centres)	Tool	BZB	DE
Information brochure on the stages of apprenticeship for a successful programme (target: companies that may be interested in the apprenticeship initiative)	Tool	Trade chamber of Rhineland-Westphalia	DE
Checklist for vocational training in the construction sector (information on training) - guide for companies embarking on the apprenticeship initiative	Tool	BZB	DE
Alternance charter - to ensure more involvement by the company, the training centre and the apprentice in the training course (commitments undertaken by each party)	Tool	CCCA-BTP	FR
KIT for tutors (to facilitate the development and delivery of a training system for tutors)	Tool	CCCA-BTP	FR
Apprenticeship record (tool for communication between the training centres and the training companies)	Tool	CCCA-BTP	FR