APPRENTICE FOLDER DIGITAL

● **WORK PACKAGE**
T2 - Innovation and quality of dual training

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DuALPLus - T 2.4.1 Innovation and quality of dual education and training

CONTENT

1 SUMMARY

INTRODUCTION

The focus of the DuALPlus project is to promote and further improve dual training in the Alpine regions.

First, the project will improve guidance on the right career choice for young people and increase public recognition of dual education as a valuable learning path.

Second, it will promote innovation and quality in dual education.

As a third focus, the results of the project will improve the framework conditions for innovation by raising the horizontal and vertical permeability of the dual education system.

A survey was designed on the topic of "career guidance and recognition". One result of the surveys of young people and trainers at the beginning of the project was that prestige and social recognition for the dual training program are quite low. In addition, young people have increasingly high expectations of their future employers and companies are looking for fitter apprentices. These problems can be counteracted by improving dual training. On the topic of "Innovation and quality in dual training". The project aims to develop a multilingual handbook on innovative methods in dual training and is divided into five intermediate steps. The first step is the establishment of a "community of practice" learning group, followed by qualitative and quantitative surveys on the needs of SMEs to optimize dual training.

Further, suggestions for the training of company tutors will be collected and possibly a training program for trainers in cooperation with SMEs will be introduced.

The final stage is the development of a field report on training of company trainers.

All the knowledge accumulated in the different stages is used in the development of the multilingual manual.

An important goal of this project is the development and improvement of training programs. Here, the project partners are asked to improve their own training programs for trainers and/or introduce new ones. This is done in cooperation with SMEs and trainers.

Lvh has developed the concept "Apprentice folder" and made it now digital.

The "Apprentice folder" is mainly intended to serve as an instrument to train an apprentice in a structured way. Among other things, it contains the training plan and all-important information concerning the work, e.g., hours, work clothes and work behavior for the apprentice as well as for the employer.

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2 INITIAL SITUATION

Companies are increasingly looking for fit apprentices and apprentices are looking for recognized companies in which they can get to know and love their future profession.
But it is not always self-evident that these needs are also satisfied on both sides and that the training is good and sufficient

lvh.apa as a trade association for crafts and service providers represents the interests of this industry and strengthens them. As an interest group, lvh, together with its members, fights at all levels for acceptable framework conditions for the economy. Another important task of the lvh is to inform, advise and support its members on an ongoing basis

lvh was able to develop the great tool "Apprentice folder" and made it digitalized. The toll is a guideline for the trainee and trainer trough the traineeship.

The "apprentice folder" is mainly intended to serve as an instrument to train an apprentice in a structured way. Among other things, it contains the training plan and all-important information concerning the work, e.g. hours, work clothes and work behavior for the apprentice as well as for the employer. In it, the trainees record their learning progress in the company and then discuss it with the instructor and the vocational schoolteachers. This increases the quality of the training as well as its subjective value.

Trainee and instructor are encouraged to use the apprentice folder every day to record their progress. This point has repeatedly led to problems, because it was forgotten, or the folder was not available at the construction site etc. Digitalization has made this easier. Now both parties receive reminders to fill in the folders. Furthermore, a digital folder is much easier to use because the cell phone is always with you and ready at hand. Due to the digitalization the "trainee folder" is more used and therefore can fulfill his goal in improving the quality of the training and give it more structure.

The "trainee folder" could be used in any sector and has therefore a very wide range. Moreover, it is easy to understand and always available on the internet. The "Trainee folder" was developed in 2016 and the profession of carpenters have begun to work with it and started to use it with each new apprentice. Then they expressed their need to have it online.

3 GOALS DIGITAL APPRENTICE FOLDER

Digital Apprentice Folder

- improving the quality of the training
- give the training more structure
- could be used in any sector.
- is easy to understand
- always available on the internet
- bring a positive spirit to the company
- are characterized by an appreciative and apprentice-friendly corporate culture
- build a nourishing network
- Have a clear picture on the topic of onboarding and training plan

4 DESCRIPTION OF THE DEVELOPED PROGRAM

4.1 CONTENT

The "Trainee folder" is mainly intended to serve as an instrument to train an apprentice in a structured way. Among other things, it contains the training plan and all-important information concerning the work, e.g., hours, work clothes and work behavior for the apprentice as well as for the employer. In it, the trainees record their learning progress in the company and then discuss it with the instructor and the vocational schoolteachers. This increases the quality of the training as well as its subjective value

4.2 **METHODS**

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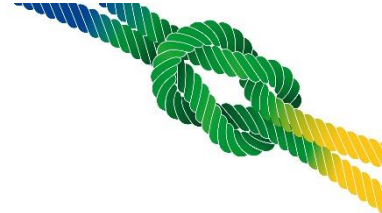
5 **IMPLEMENTATION**

The online tool was developed and constantly improved since 2019. It was implemented and now open to the public since spring 2021. It is still an experiment and will get improved constantly.

6 **EVALUATION**

6.1 **IMPLEMETATION AND DEVELOPMENT**

The program was used from a few companies. So far, many businesses expressed their interest towards the tool and a few businesses could already implement it in their work life. The employers agreed that "Everything is digital these days, therefore, it was time that something more contemporary for the "trainee folder" was developed". Until now the feedback is very positive.

"The tool is very user-friendly, and I understand it quickly" – said one of the trainees. For the next step it is planned to evaluate the first test circle, adjust the tool when needed and then spread it into the different sectors

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