



Work placement plan

This plan helps the organization record its own ideas about policies regarding the training of students enrolled in vocational education (MBO).

Brief description of the organization

Name: _____

Address: _____

Contact person: _____

Role contact person: _____

E-mailaddress contact person: _____

By whom and when was
was the policy developed: _____

General overview of the organization

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Work placement plan

For which Secondary vocational education programs / fields of study does your organisation offer work placements?

What tasks may the student perform; are the corresponding responsibilities clearly defined?

How many internship positions are available for foreign students? And for Dutch MBO students?

Do you offer a one-time internship or do you intend to offer internships more often to students from the Netherlands?



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The workplace trainer coaches the student on a daily basis. Who is the workplace trainer in your organization?
(mention only job titles, not names)

What are the tasks and responsibilities of the workplace trainer?

Who coordinates the internships? (mention only job titles, not names)
What are their tasks and responsibilities?

How will you monitor the progress of the student's learning objectives?

- ☐ Every day (mainly in the first weeks of the work placement)
- ☐ An appointment is scheduled every two weeks
- ☐ At the beginning and the end of the work placement
- ☐ Through a regular check on the practical school assignments
- ☐ Other...



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What skills (professional, didactic, and assessment-related) does the organization expect from the workplace trainer?

Recruitment and selection

How do you recruit and select students from the Netherlands? Do you collaborate with intermediary organisation(s) to help you with this process?

Assessment

Who is responsible for assessing the student and at what point and in what manner is the assessment conducted?



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Are the student's rights and obligations clearly communicated, and if so, when and how?

How does the organization ensure the safety of students? How are they communicated with the student? Describe this for both physical and social safety. For more information, see our checklists "[Social safety](#)" and "[Health and safety at work](#)."

Who is responsible for communication with the student's school and how is this communication maintained?



Work placement plan

Evaluation

Is the internship evaluated upon completion? If so, in what way?

Possible evaluation topics include preparation, making and keeping agreements, mutual cooperation, cooperation with the educational institution, implementation, results, regulations regarding internships (BPV), etc.

Name:

Date completed:
