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# **Draft Project plan for the CEN Workshop on "Quality Assurance Guidelines for dual training systems"**

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**Requests to participate in the Workshop  
and/or comments on the project plan are  
to be submitted by  
2022/03/18 to [mario.gallo@uni.com](mailto:mario.gallo@uni.com)<sup>1</sup>**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

**Milano, 2022/02/14 (Version 1.0)**

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<sup>1</sup> Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

# Contents

	Page
<b>Summary .....</b>	<b>4</b>
<b>1 Status of the project plan .....</b>	<b>4</b>
<b>2 Workshop proposer and Workshop participants.....</b>	<b>4</b>
2.1 Workshop proposer .....	4
2.2 Other potential participants.....	5
2.3 Participants at the kick-off meeting.....	5
2.4 Registered Workshop participants.....	5
<b>3 Workshop objectives and scope.....</b>	<b>6</b>
3.1 Background.....	6
3.2 Scope .....	8
3.3 Related activities .....	8
<b>4 Workshop programme .....</b>	<b>8</b>
4.1 General .....	8
4.2 Workshop schedule .....	8
<b>5 Resource planning .....</b>	<b>10</b>
<b>6 Workshop structure and rules of cooperation .....</b>	<b>10</b>
6.1 Participation in the Workshop.....	10
6.2 Workshop responsibilities.....	10
6.3 Decision making process .....	11
<b>7 Dissemination and participation strategy.....</b>	<b>11</b>
<b>8 Contacts .....</b>	<b>12</b>

## Summary

The Workshop is intended to produce a CWA which will define quality criteria and guidelines for effective dual training (dual systems). The document aims at simplifying the dual training process for every kind of structure and it will include examples of best practices related to the different experiences of the CEN/WS participants.

### 1 Status of the project plan

**Draft project plan** for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to **mario.gallo@uni.com**.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop on **2022-03-21**.

### 2 Workshop proposer and Workshop participants

The workshop proposer is: the Autonomous Province of Trento, as leader of EUSALP AG 3.

Moreover, a list of other interested subjects as part of AG3, is listed here below:

- Edmund Mach Foundation (IT)
- La Statale University (IT)
- Autonomous Region of Friuli Venezia Giulia (IT)
- Polo Poschiavo (CH)
- National Institute for Vocational Education and Training (SI)
- La Statale University (IT)
- Salzburg Government (AT)
- Lombardy Region (IT)
- Educ'Alpes (FR)
- Tyrol Government (AT)

UNI will hold the CEN/WS Secretariat.

#### 2.1 Workshop proposer

Person or organisation	Short description and interest in the subject
The Autonomous Province of Trento, as leader of EUSALP AG 3	The Autonomous Province of Trento is an Italian province that benefits from various forms of autonomy, especially from a legislative point of view, because of its particular recent history. Within EUSALP context, AG3 (Action Group 3) belongs to the first thematic policy area - Economic growth and innovation - which is one of the three priorities of EUSALP strategy. Its main goal is to improve the adequacy of labour market, education and training with employment opportunities in strategic sectors in the Region, and to increase the

	employment levels of the Region through joint macro-regional activities.
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## 2.2 Other potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts from the following ISO stakeholder categories would be helpful and is desired:

- category A – consumers;
- category B – government;
- category C – industry;
- category D – labour;
- category E – non-governmental organizations (NGOs);
- category F – services, support, research and others (SSRO).

## 2.3 Participants at the kick-off meeting

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

Person	Organisation
Workshop proposer: Giuliana Cristoforetti	Workshop proposer: The Autonomous Province of Trento
Workshop secretariat: Mario Gallo	Workshop secretariat: UNI, Ente Italiano di Normazione (National Standardisation Body – Italy)

## 2.4 Registered Workshop participants

The following persons or organisations have registered as Workshop participants at the kick-off meeting and will actively participate in the development of the CWA.

Person	Organisation
Workshop Chair: Giuliana Cristoforetti	Workshop Chair: The Autonomous Province of Trento
Workshop Vice-Chair and Project Leader: Cristina Frassoni	Workshop Vice-Chair and Project Leader: TSM Trentino School of Management

Workshop secretariat: Mario Gallo	Workshop secretariat: UNI, Ente Italiano di Normazione (National Standardisation Body – Italy)

### 3 Workshop objectives and scope

The Workshop will produce a CWA which will define quality criteria and guidelines for effective dual training (dual systems). The document aims at simplifying the dual training process for every kind of structure and it will include examples of best practices related to the different experiences of the CEN/WS participants. It will also contain an annex addressing the need of code of conducts between host company and trainee and providing for additional examples, thus addressing another relevant aspect, which is the centrality of the person, seen not only as a resource and part of an economic mechanism<sup>2</sup>

#### 3.1 Background

##### The market environment

The Alpine Macroregion, located in the centre of Europe, is among the richest, most dynamic, innovative and competitive areas in many respects.

EUSALP - EU STRATEGY FOR THE ALPINE REGION is a European strategy for the Alpine territory joining human passions, natural resources and economic assets, linking cities, plains, valleys and mountains to find solutions to challenges to be solved together.

There are different Action Groups dealing with specific areas and in particular, the focus of EUSALP Action Group 3 is to improve the adequacy of the labour market and of the education and training systems in order to foster increased employment levels, especially in strategic sectors.

From the reading of the final report drafted by INAPP and published in February 2019 in the framework of the Interreg Alpine Space project "Alp Gov 1", "Dual Systems in the Regions of the Alpine Space" the complexity and heterogeneity of the dual training models present in the 7 countries of the EUSALP area clearly emerges. The profound differences should be brought together so that other possible forms and solutions, equally capable of responding to the needs of workers, students entering the world of work and entrepreneurs, can be identified.

Dual training system is a model of professional training that aims to foster young employability, promoting the match between supply and demand and countering in addition early school leaving. Dual training systems are, in general, characterized by a learning process which develops in a workplace and also in an educational or training institution. At the end of the process the apprentice gains a qualification or a recognized certificate. In general, the dual training system is based on a formal agreement between the enterprise and the apprentice or between the apprentice and the educational institution.

The dual training system, or more correctly dual training systems, fall into the broader category of WBL (work-based learning) and are integrated, with more or less close links, into the education and training systems of the countries of the Alpine Region. The dual system or "apprenticeship" is characterized by the following features:

- it is part of the formal education and training system;
- the learning process alternates between a workplace and an educational or training institution;
- at the end, apprentices acquire a qualification and receive a recognized certificate;
- in general, apprentices are considered as employees and are remunerated for their job;

<sup>2</sup> Very often young interns are still in a phase of defining their own personality. Growing up in a healthy and ethically sound working environment can have positive effects on how the young person relates to others.

— in general, it is based on a formal contract or agreement between the employer and the apprentice, but it may also be based on a contract with the education or training institute.

### **The legal environment (Directives and relevant national legislation)**

Applicable EU Recommendations:

Council Recommendation of 15 March 2018 on a European Framework for Quality and Effective Apprenticeships. Official Journal of the EU, 2018/C 153/01.

Recommendation of the European parliament and of the Council of 18 June 2009 on the establishment of a European Credit System for Vocational Education and Training (ECVET). Official Journal of the EU, 2009/C 155/02.

Council Recommendation of 24 November 2020 on vocational education and training (VET) for sustainable competitiveness, social fairness and resilience. Official Journal of the EU, 2020/C 417/01.

### **Existing activities and documents**

As useful starting documents, the work will be based on the INAPP text on "Dual Systems in the Alpine Space Regions" and "An effective governance of dual systems in the Alpine Region: 10 strategic objectives".

The extensive literature of CEDEFOP, together with the Pact for Skills of the European Commission are central documents in the development of the CWA on the topic of dual training systems.

Find hereby a brief, non-exhaustive list of additional reports/documents applicable:

- Cedefop (2018)- Apprenticeship schemes in European countries. Publications Office, Luxembourg.
- European Commission (2016) - High-performance apprenticeships & work-based learning: 20 guiding principles. Publications Office, Luxembourg.
- European Commission (2017) - Good for Youth Good for Business. Publications Office, Luxembourg.
- ENQA-VET (2009) - Study of quality assurance systems in work-based learning and assessment in European VET. Selected cases on quality assurance in apprenticeship programmes – Final report. FETAC, Dublin.
- EQAVET (2012) - Quality assuring work-based learning. QQI, Dublin.
- ILO (2017) - ILO Toolkit for Quality Apprenticeships Volume I: Guide for Policy Makers. Geneva.
- ILO (2020) - ILO Toolkit for Quality Apprenticeships. Volume 2: Guide for Practitioners. For developing, implementing, monitoring and evaluating apprenticeship programmes. Turin.
- OECD (2018) - Seven Questions about Apprenticeships: Answers from International Experience, OECD Reviews of Vocational Education and Training. OECD Publishing, Paris.
- The CWA 17541:2020 European Criteria for Quality Internships.

### **Motivation for the creation of this Workshop**

The basic objective is for the AG 3 the opportunity to bring the level of discussion and dialogue on dual training to a higher level, where there is room for a constructive and structured debate where all stakeholders have the opportunity to give their contribution in order to develop the competences of all those acting in the dual system, identifying stable bodies for cooperation, promoting the establishment of networks at national and regional level, defining a shared and effective strategy for the development of apprenticeship.

In this sense, the development of a CWA, based on the consensus of the parties, is the most suitable tool to provide policymakers and all interested stakeholders with a guide, a reference document which, although not binding, will act as a catalyst for further documents, proposals and future European projects.

### 3.2 Scope

The planned CEN Workshop Agreement is intended for schools, companies, public sector and other host organizations, individuals interested in or taking part in dual training.

The planned CEN Workshop Agreement provides for recommendations, not requirements, therefore, its character is voluntary. This CWA covers the apprenticeship tracks of IVET (initial vocational education and training) at the EQF level 4.

### 3.3 Related activities

Possible liaison may be created with CEN/TC 353 - Information and Communication Technologies for Learning, Education and Training.

Other technical bodies can be added to the list in case of need.

## 4 Workshop programme

### 4.1 General

Three versions of the CWA will be produced during the CEN Workshop: first draft, one intermediate version, and a final version, according to the following milestones (dates and meeting places are tentative and subjected to confirmation).

The kick-off meeting is planned to take place on 2022/03/21 on Zoom. A draft for public commenting will be published for 30 days.

A total of 3 Workshop meetings (kick-off meeting and Workshop meetings) and web conferences will be held, during which the content of the CWA(s) will be presented, discussed and approved.

The CWA will be drawn up in **English** (language of meetings, minutes, etc.). The CWA will be written in **English**.

### 4.2 Workshop schedule

Table 1: Workshop schedule (preliminary)

CEN/CENELEC Workshop	M01 February	M02 March	M03 April	M04 May	M05 June	M06 July	M07 August	M08	M09	M10	M11	M12	...
<b>Initiation</b>													
1. Proposal form submission and TC response													
2. Project plan development													
3. Open commenting period on draft project plan (mandatory)													
<b>Operation</b>													
4. Kick-off meeting													
5. CWA(s) development													
6. Open commenting period on draft CWA(s) (optional)													
7. CWA(s) finalised and approved by Workshop participants													
<b>Publication</b>													
8. CWA(s) publication													
<b>Dissemination (see 7)</b>													
<b>Milestones</b>	<b>B</b>		<b>K</b>	<b>V</b>		<b>V/A</b>	<b>P</b>	<b>D</b>					

- B** CEN BT meeting deciding on establishment of a CEN Workshop
- K** Kick-off
- M** Workshop meeting
- V** Virtual Workshop meeting
- A** Adoption of CWA
- P** Publication of CWA
- D** Online distribution of CWA



## 5 Resource planning

The registration and participation at this CEN Workshop is free of charge for every member of the Workshop, but each participant will bear his/her own costs for travel and subsistence.

The administrative costs of the Workshop Secretariat and other logistical support will be covered by the Autonomous Province of Trento.

## 6 Workshop structure and rules of cooperation

### 6.1 Participation in the Workshop

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

- a. expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;
- b. the expansion would not result in the Workshop taking longer to complete;
- c. the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- d. the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- e. the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- f. the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

### 6.2 Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

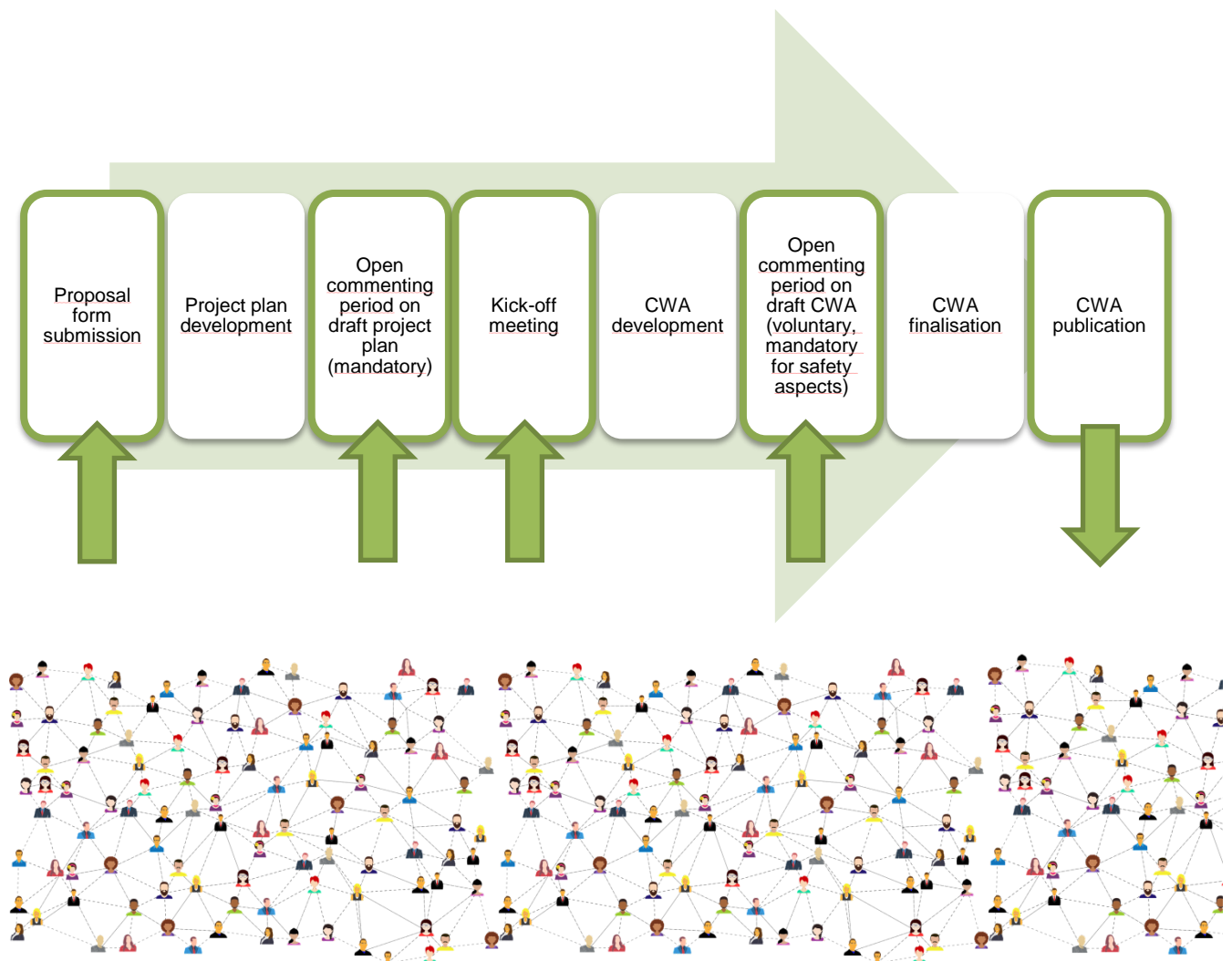
- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29
- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

### 6.3 Decision making process

Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

## 7 Dissemination and participation strategy



### Proposal form submission

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- standards committee, working group etc.
- publisher of technical rules
- EUSALP Network
- others

### Open commenting period on draft project plan

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- EUSALP Network
- others

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on UNI official website to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

### Open commenting period on draft CWA

The draft CWA will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- EUSALP Network
- others

In addition to the CCMC website, the draft CWA will be advertised on UNI official website to raise awareness. Interested parties are requested to contribute through commenting of the draft CWA (short term).

### CWA publication

The final CWA will be disseminated to the following relevant stakeholders and bodies:

- standards committee, working group etc.
- publisher of technical rules
- EUSALP Network
- others

In addition to the CCMC website, the final CWA will be advertised on:

- sector specific newsletter
- social media, such as
  - LinkedIn
  - Twitter
- consumers' network
- educational organizations associations
- others

## 8 Contacts

- Workshop Chair:

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– Workshop proposer

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