



Guidelines on traineeships, apprenticeships and placements/internships

1. University of Copenhagen vocational/technical training programmes

The purpose of these guidelines is to emphasise:

- that the University regards it as a duty to society to offer education and training programmes of a high professional standard and recognises its social responsibility in its recruitment of trainees, apprentices and students to placements/interns (hereinafter "trainees"), including mature (age 18+) trainees, who, although more costly in terms of pay, offer the advantage that they possess greater life experience which can be put to use in the traineeship,
- that the University is to be perceived by potential applicants as an attractive and stimulating workplace offering vocational training to a high professional standard,
- that the University recruits trainees with a view to employee succession.

2. Many different traineeships

Staff intending to offer an individual traineeship are recommended to look up the three websites given below to familiarise themselves with the different requirements for the different types of traineeship and planning of the programme (In Danish).

[Elever I staten – et fælles ansvar](#) (website of the Agency for the Modernisation of Public Administration. In Danish).

www.uvm.dk (website of the Danish Ministry of Education; some material in Danish)

www.elevplan.dk (in Danish only)

3. Determine capacity for offering a traineeship

Any unit within the University intending to offer a traineeship must determine whether it will be in a position to assign the necessary staff resources to ensure proper training. The following checklist should be used:

- What will be the learning value of a traineeship in our unit (skills, duties)?
- How do we ensure that the trainee obtains the maximum vocational benefit from ongoing tasks/duties in our unit?
- For each trainee, do we have two staff members qualified to cover the same level of vocational/technical training?

Units intending to offer traineeships should bear in mind that they require accreditation in advance as an educational/training centre (different requirements for different categories of vocational placement).

An education/training programme must be drawn up to describe the traineeship offered for each trainee; the relevant vocational/technical school must approve the plan, which must be

drawn up according to the current rules in force on the provision of traineeships/placements (check under each category for the individual requirements).

If it is found that the educational/training centre is not generally applying the latest methods in that particular field of education/training, Management must ensure that it will be possible for the trainee to receive instruction in application of those methods, e.g. through courses at other training centres (split scheme).

3.1 Unit requirements

What workplace requirements are made from us as a vocational/technical training provider?

- that adherence to the training programme is monitored continually
- that the trainee will not be unsupervised
- that the trainee receives training and instruction in safe performance of the trainee tasks
- that we are able to give the trainee sufficient skills in the trade or profession so that, on completion, he or she will be capable of independently performing the usual tasks within all the main disciplines of the trade or profession.

4. The role of Management

Management is responsible for appointing a training programme supervisor,¹ who will most naturally be from the same employment group as the trainee the unit is proposing to take on. Management is also required to sign a training agreement (in most instances this functions both as the employment contract and enrolment with the relevant vocational/technical school).

Management and the training programme supervisor are then jointly responsible for ensuring:

- effective supervision of the trainee's work
- that the trainee receives training and instruction in safe performance of the work
- that the trainee is not left to work alone, i.e. without supervision from a colleague
- that the trainee is not given overtime work
- that the trainee is familiarised with any health and safety hazards.

5. The role of staff

Staff, including the training programme supervisor, must be consulted in determining whether the unit will be in a position to allocate the necessary staff resources to the traineeship/placement and must be involved throughout the recruitment process by assisting in writing the recruitment notice and serving on a recruitment panel. It is important that any member of staff appointed as examiner of vocational/technical school examinees also undertakes this role as a means of contributing not only to the examination process but the training programme as a whole.

6. The role of the Collaboration Committee

The Central/Local Collaboration Committee may issue supplementary guidelines regarding conditions applicable to trainees, e.g. concerning principles and distribution.

¹ Delegation to the training programme supervisor must be done in writing.

7. The role of the employee representative

The employee representative must be issued with a copy of the education/training programme before the traineeship/placement commences.

8. Validity and termination

These guidelines shall come into effect upon their adoption by the Central Collaboration Committee.

They may be revoked in accordance with the rules set out in the Collaboration Committee Circular, according to which each of the parties has the right to revoke adopted guidelines at three months' notice. Before revocation, the Collaboration Committee must endeavour to amend the existing guidelines in a manner that satisfies the parties represented on the Committee.

Considered and adopted at the Central Collaboration Committee meeting on 1 September 2010 and effective as of this date.

Replacing guideline considered 22 October 2008.



Ralf Hemmingsen
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General Collaboration Committee

and



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