



## TOOLKIT Preparation

### Criteria catalogue companies

#### Minimum requirements for companies offering placements for students and apprentices from other EU countries:

##### COMPANY AND WORKPLACE

- |   |                          |
|---|--------------------------|
| Has the company a workplace available?  | <input type="checkbox"/> |
| Is the workplace sufficiently equipped?   | <input type="checkbox"/> |
| Is the company accessible by means of public transport? Or is the company providing other transport alternatives? | <input type="checkbox"/> |
| Is the company regularly available by e-mail and/ or phone?   | <input type="checkbox"/> |

##### COMPANY TUTOR/TRAINER

- |  |                          |
|--|--------------------------|
| Is there a company tutor/trainer available?    | <input type="checkbox"/> |
| Is the company tutor/trainer experienced?      | <input type="checkbox"/> |
| Is the company tutor/trainer motivated?        | <input type="checkbox"/> |
| Has the company tutor foreign language skills? | <input type="checkbox"/> |
| Has the company tutor pedagogical skills?      | <input type="checkbox"/> |

##### HEALTH AND SAFETY

- |   |                          |
|---|--------------------------|
| Is the industry risk category band low?                                     | <input type="checkbox"/> |
| Is the company in compliance with health and safety regulations?            | <input type="checkbox"/> |
| Is the company providing the trainee with protection equipment as required? | <input type="checkbox"/> |