



EQVEGAN

European Qualifications & Competences for the Vegan Food Industry

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Deliverable 3.2

The work-based learning database
“How to find an apprenticeship, work placement or internship using the EQVEGAN work-based learning database”

Workpackage 3 Work-based Learning Guidelines and Promotion
Task 3.2 Promoting the work-based learning marketplace
Lead Beneficiary The French network of Food technology institutes (ACTIA)

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Foreword

The work described in this report was developed under the project EQVEGAN: European Qualifications & Competences for the Vegan Food Industry (621581-EPP-1-2020-1-PT-EPPKA2-SS). If you wish any other information related to this report or the EQVEGAN project please visit the project web-site (www.eqvegan.eu) or contact:

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PU	Public	
PP	Restricted to other programme participants (including Commission services and projects reviewers)	
CO	Confidential, only for members of the consortium (including EACEA and Commission services and projects reviewers)	√

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Summary

This document provides information on the **Food Skills Portal of EQVEGAN**, the place where apprentices/interns and work-based learning opportunities meet. The Food Skills Portal offers the opportunity to training organisations and companies to post for free their work-based learning vacancies and see if the applications they received are suitable for the position that they have opened.



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I. Background information :

The document is based on a number of terms which are defined as follows:

Apprentice – student / learner involved in work-based learning in the form of apprenticeship;

Apprenticeship - this is a scheme where students spend alternating learning phases at the training provider and companies, with a total duration, usually of years;

Employer – company / organisation offering the work-based learning opportunity to students / learners;

Intern - student / learner involved in work-based learning in the form of internship;

Internship or work placement – training at a company or training organisation for a period of weeks to months; students may or may not receive remuneration;

Work-based learning scheme – a scheme which offers the opportunity to students / learners to carry out part of their learning at the place of work (work placement, apprenticeship, internship, other);

II. How does it work?

Introduction

The **Food Skills Portal of EQVEGAN** is the place where apprentices/interns and work-based learning opportunities meet. Here students that would like to do an apprenticeship or internship related to the food sector can search for work-based learning opportunities and apply directly with the training organisation or company. On the other hand, training organisations and companies that are offering work-based learning opportunities can post for free their vacancies and see if the applications they received are suitable for the position that they have opened.

For students

Get connected

Stay up to date and consult the EQVEGAN database for apprenticeships and internships:
<https://www.food-skills.eu/learn-at-the-workplace>



Apply

Apply for the vacancy directly to the training organisation or company. Contact information and procedure for applying are available in the work based learning offer. In most cases, you will be asked to send a CV and a motivation letter. You can ask your teacher or your supervisor in your training institution to review your application before submission.

Gain experience

If your application is successful, congratulations! You must then **establish a written agreement** to define the rights and obligations of the apprentice/intern, the employer, and where appropriate the vocational education and training institution, related to learning and working conditions.

For companies and training organisations

Publish apprenticeships, internships and work placement offers

- **Register your company profile** on the Food Skills database for Apprenticeship: <https://www.food-skills.eu/learn-at-the-workplace>. Then you will be able to add specific information related to the apprenticeship/internship position(s) you want to offer.
- On the platform you have a space to post for free your apprenticeships/internship offers.

Students have access to your work-based learning offer

- **Fill in the work-based learning database.** You can advertise a specific apprenticeship/internship offer or indicate that you are open to welcome an apprentice/intern. Indicate a contact person.
- Your apprenticeship/internship is available to all the students visiting the Food Skills Portal.

Check your applications

- See all the applications to your vacancies and decide which apprentice/intern you want to recruit.
- If you have found a profile corresponding to your expectations, you can then draw up a **written agreement** with the student and its training institution to define the rights and obligations of the apprentice/intern, the employer, and where appropriate the vocational education and training institution, related to learning and working conditions.

III. Proposal for entries and targets related to the database for all forms of work-based learning



Database fields for companies/training institutions offering work-based learning opportunities

All fields are mandatory

General information about the organisation	Specified entries related to the offer
*Name of the organisation	*Form of work-based learning (internship, apprenticeship, other)
*Organisation type (Company, university, research centre, etc.)	*Level of the apprentice/intern required
Precise the sector	*Duration (minimum duration)
*Description	Start date (if applicable)
*Location (city + country)	*Area of work
Size of the organisation	*Tasks for the apprentice/intern
*Organisation's website	Working hours
*Contact details	*Procedure to apply (e.g. CV, cover letter, Erasmus application etc.)
	*Contact person's name to apply
	*Language(s) required to the apprentice/intern
	*Remuneration (yes/no)

Targets for this database by the end of the project

- Number of companies included in the database: at least 50
- Number of proposed apprenticeships or internships: at least 50
- Number of consultations of the database: at least 300

In the future, a list of "completed apprenticeships/internships", where students and companies can comment on the experience can be created.

