
**Official Announcement of the
Baden-Wuerttemberg Cooperative State University
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**Eligibility and Approval Guidelines
for Workplace Training Providers (Co-op Employers) of the
Baden-Wuerttemberg Cooperative State University
(Pertaining to Undergraduate Work Placements)**

September 22, 2011

At its meeting on July 13, 2011 the Senate of the Baden-Wuerttemberg Cooperative State University pursuant to section 65b sub-section 2 sentence 2 of the University Law of the State of Baden-Wuerttemberg (LHG) decided on the following eligibility and approval guidelines for workplace training providers.

The Supervisory Board endorsed the guidelines at its meeting on September 16, 2011.
[...]

§ 1 Workplace Training Providers

(1) Workplace training providers (co-op employers) are enterprises or comparable business institutions, especially those that relate to crafts and liberal professions, as well as social institutions. These can become active members of the university and, if they meet the required criteria of the Baden-Wuerttemberg Cooperative State University, cooperate with the respective DHBW location and provide workplace training in line with the cooperative education concept.

Stated below are the eligibility criteria, which potential corporate partners must comply with, as well as the university's guidelines that regulate the approval process.

(2) The workplace training provider admitted to cooperate with a DHBW location shall be seen as a member of the Baden-Wuerttemberg Cooperative State University.

(3) As a member of the Baden-Wuerttemberg Cooperative State University, the workplace training provider fulfills administrative duties of the university and contributes to internal organization in the bodies, committees and advisory panels of the university. The workplace training provider fulfills the above mentioned duties and runs various departments,

unless compelling reasons otherwise require (pursuant to section 9 sub-section 2 sentence 1 of the LHG).

§ 2 Eligibility of Workplace Training Providers

(1) The company must meet technical and personnel requirements (sufficient staffing capacity and equipment), enabling it to provide the students with work placements in line with the scheduled content of the workplace training.

(2) If the company is unable to provide workplace training to its full extent due to insufficient resources (insufficient staffing or equipment required for training), it shall be considered eligible if the training is carried out by external (partner) companies ('Verbundausbildung' – training in cooperation with other enterprises or institutions). In case the training is carried out by several enterprises or institutions, they must fulfill the required criteria.

(3) The workplace training provider is obliged to provide support and individual supervision to co-op students in compliance with the requirements of the study and examination regulations.

(4) The workplace training provider grants remuneration (traineeship salary) to the students. The amount of remuneration shall match the training profile of the student and cover the student's living expenses (subsistence).

(5) The remuneration of the students of the DHBW School of Engineering and the DHBW Business School shall be considered sufficient if it at least matches the level of remuneration of apprentices in the respective professions; section 17 of the Law for Vocational Training (BBiG) shall apply.

(6) The standard remuneration schemes (in compliance with the current tariff) shall apply to the students of the DHBW School of Social Work. In case there is no standard remuneration scheme, the students shall be paid in compliance with the monthly remuneration rate of the apprentices of the public service (TVAöD). In justified individual cases the traineeship salary shall be equivalent to 70 per cent of the monthly remuneration of apprentices of the public service. The written statement setting out the grounds for a lower traineeship salary shall be submitted to the Head of Department. The student shall gain an insight into the written statement.

§ 3 Training Commitment

(1) Every workplace training provider shall employ a work placement officer – a qualified staff member responsible for the workplace training. The work placement officer must have a degree or a comparable qualification and sufficient professional experience in the field.

(2) The work placement officer is allowed to endow another staff member (workplace trainer, placement coordinator) with his duties – either functionally limited or temporarily. The staff

member endowed with the duties must not necessarily comply with the requirements of the above paragraph.

§ 4 Systematic Planning and Completeness of the Workplace Training

(1) The workplace training provider shall submit an outline of the training. The outline must demonstrate to what extent the training is being carried out in accordance with the schedule, guidelines and applicable regulations. The content of the outline shall be arranged with respect to subject matter and time and contain the following information: main focus, key areas and content of the workplace training, facilities and departments, in which the training takes place, industry-related workshops, and if applicable, cooperation with other workplace training providers.

(2) The workplace training provider grants the students an insight into various areas and/or topics. They are thus enabled to gain all-round industry-related, social and methodological skills in different fields. Hence, the aim is to foster the students' self-reliance, i.e. by enabling them to work on projects, providing them an insight into day-to-day operations and everyday business practice.

(3) Prior to every workplace training phase the workplace training provider and the student agree on the learning objectives. Upon completion of the training phase the students shall receive feedback in an appraisal interview. The feedback shall refer to the students' learning and work behavior and include suggestions for further professional development.

(4) The workplace training provider is obliged to grant students sufficient time in order to allow them to work on their Bachelor Thesis and other examinations scheduled beyond the main theory period. Further details shall be provided by the study and examination regulations of the respective DHBW School.

(5) The company or institution providing workplace training to social work students (students of the DHBW School of Social Work) shall guarantee them a weekly interview with the person responsible for the workplace training, in accordance with the section 3 sub-section 2 of this document.

§ 5 Contribution

(1) The contribution of workplace training providers to the functioning of different bodies and committees of the university, such as the Supervisory Board, Local Advisory Board, Senate, Commissions of Subject Specialists and Quality Assurance Commission of the Baden-Wuerttemberg Cooperative State University is determined by the University Law of the State of Baden-Wuerttemberg (LHG) and the legal regulations derived from this law.

(2) Partner companies and institutions shall actively engage in committee work. This applies in particular to the meeting of work placement officers (and/or meeting of placement

coordinators of the study programs).

(3) The workplace training providers consent to allow their staff to function as lecturers, examiners and supervisors. Examiners and supervisors particularly contribute to the work of the board of examiners, responsible for the assessment of practice-related exams.

§ 6 Participation in the Evaluation Process

The workplace training provider shall engage in the evaluation process of the Baden-Wuerttemberg Cooperative State University in accordance with the evaluation statutes in their current version.

§ 7 Other Eligibility Criteria

The company providing the students with a work placement must not be running insolvency proceedings or face prohibition of further trade activity (also provisionally enforceable).

§ 8 Admission Process and Monitoring of Eligibility

(1) In order to become an officially approved workplace training provider of the Baden-Wuerttemberg Cooperative State University, the company shall file an application to the respective DHBW location. The application must contain the following information:

- a) the title of the study program(s), the workplace training is aimed at;
- b) whether the company is already eligible to provide workplace training for any other study program(s) and the title of these program(s);
- c) whether the workplace training is to be carried out entirely or partially by the company;
- d) the name, contact information, as well as the proof of suitability of the work placement officer;
- e) company data (summary of the company's activity), including the industry/sector, in which the company operates;
- f) the total number of employees, as well as the number of trainees (business, technical and other) in accordance with the Law for Vocational Training;
- g) the amount of remuneration (traineeship salary) as pursuant to the section 2 sub-section 4 to 6;
- h) the application must be accompanied by a sheet setting out the administrative, organizational and other details related to the workplace training ('Ausbildungsübersicht' – training outline) as pursuant to the section 4, sub-section 1. The Head of Department shall assess on-site, whether the company is eligible to become an approved workplace training provider und inform the Local Advisory Board of the respective DHBW location concerning this matter.

- (2) If changes that are relevant to the eligibility/approval process occur, the company must inform the university immediately.
- (3) The Local Advisory Board of the respective DHBW location shall be considered responsible for determining whether the company is eligible to become an approved workplace training provider of the university, as well as for depriving the company of this status.
- (4) The Head of Department consults and provides guidance to workplace training providers. He/she constantly reviews and monitors the eligibility of the company and gives recommendations to the Local Advisory Board of the respective DHBW location. In order to achieve this, he/she assesses the company during regular on-site visits, which he/she undertakes at reasonable time intervals. Hence, of particular importance are the results of the assessment of eligibility as pursuant to the evaluation statutes in their current version.
- (5) If any non-compliances with the eligibility requirements are found, the Local Advisory Board of the respective DHBW location shall demand the company to remedy the deficiency within a reasonable time. For this purpose the Head of Department shall suggest appropriate measures to the Local Advisory Board of the respective DHBW location.
- (6) If the company is unable to remedy the detected non-compliance or to rectify it within the set time frame, the Local Advisory Board of the respective DHBW location shall ensure that the student affected is able to pursue his/her workplace training at another suitable training location, whereas the Local Advisory Board can deprive the company of its status as an eligible workplace training provider of the university and withdraw the eligibility approval and/or undertake other appropriate measures.

§ 9 Commencement

These guidelines will enter into force no earlier than the day after they are announced. Concurrently the eligibility and approval guidelines for workplace training providers (co-op employers) of the Baden-Wuerttemberg Cooperative State University that entered into force on October 5, 2010 will cease to be effective.

September 22, 2011
Stuttgart



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