



FORM FOR CERTIFICATION OF TRAINEE PROGRAM

TraineeGuiden certifies trainee program since 2006. The certificate is requested and appreciated by the applicant for trainee programs and even more companies apply for certification. The certificate was developed by TraineeGuiden together with Civilekonomerna and Sveriges Ingenjörer.

The purpose of the certificate is to make it easier for applicants for trainee programs through highlighting well-structured quality programs while providing employers guidance on what should be included in a trainee program to achieve the highest quality.

The companies certify their trainee programs by filling out this form where they confirm that the trainee program complies with the demands of this certificate.

- Fill out and send in the form (2 pages) by mail or to diana.von.martens@traineeguiden.se
- After confirmation from us that your program is certified, you have the right to use the logo and certificate when marketing your trainee program.
- If the program no longer fulfills the demands of the certificate, the company undertakes to revoke the certificate in writing.
- Sampling is done, and the companies that are being controlled commit to being helpful and cooperative.
- Logo, terms & conditions is available at <http://www.traineeguiden.se/certifierat-traineeprogram>

Please keep in mind that it is the program, not the company that is certified. The logo and/ or terms can be changed and/ or be withdrawn, for example, without reasoning. For example, if it becomes evident that the trainee program does not meet the conditions of the certificate.

This confirms that the company's trainee program complies with the conditions on this end following page.

Company _____

Name of trainee program _____

Link to the trainee program _____

Contact person, telephone and e-mail _____

City and date _____

Signature and name _____

Do not forget to fill out and sign the following page!

Original to be sent to TraineeGuiden.se, Själagårdsgatan 8 a, 111 31 Stockholm, or take a picture and send to diana.von.martens@traineeguiden.se

1. The trainee appointment shall be the same as a permanent employment

When the trainee signs the employment agreement for the trainee program there shall be no doubt that the employment is a permanent full-time employment. The trainee shall during the program be covered by the same terms and employment benefits in the workplace.

- Complies with requirements
- Does not comply with requirements

2. Program shall be available for the entire trainee program

Before start of employment, a program for the entire period of the trainee program shall be presented to the trainee, where the company presents purpose, contents and objectives. The employer and the trainee will together try to adjust the trainee program according to the skills and competence. A mentor/ supervisor should be named and be present during the duration of the program. This is to ensure the intentions and duration of the program are followed. The program should include both practical and theoretical assignments. The theoretical part should be at least ten percent of the total time. The practical part can be varied but should be qualified to ensure the trainee get relevant knowledge and experience during the time of the trainee program.

- Complies with requirements
- Does not comply with requirements

3. The duration of the program should be between 9 and 36 months

The duration of the trainee program should be at least 9 months and maximum 36 months. The duration of the program should be adjusted according to the content and enough time should be allocated to ensure all parts of the program is included.

- Complies with requirements
- Does not comply with requirements

4. The starting salary of a trainee should marketable

The starting salary of a trainee should be the same as for a person of comparable competency and education in the same type of work. The trainee should be a part of the company's salary policy, as salary- and employee reviews.

- Complies with requirements
- Does not comply with requirements

5. The employer should be able to offer the trainee relevant work after the trainee program

After ended program the trainee should be offered continued employment with relevant work in the company.

- Complies with requirements
- Does not comply with requirements

Signature _____