The Apprenticeship Procedure of Lecturers and Vocational Education Teachers of Tallinn Health Care College

1. The Apprenticeship Procedure of Lecturers and Vocational Education Teachers (*hereinafter the Procedure)* of Tallinn Health Care College (*hereinafter the College)* governs the apprenticeship of lecturers and vocational education teachers. The apprenticeship of vocational education teacher is pursuant to § 38 section 4 of the Vocational Education Institutions Act and the apprenticeship of lecturers is based on the need to ensure the quality of practical studies.

2. Lecturers for the purposes of the present *Procedure* are lecturers teaching professional higher education curricula with full-time workload (1.0).

3. Vocational Education Teachers for the purposes of the present *Procedure* are teachers working for the vocational education department with full-time workload (1.0).

4. Apprenticeship for the purposes of the present *Procedure* is vocational or field-specific practical activities with a specific purpose in a work environment conducted by a competent supervisor and is directly linked with either the field of research or development work of *the College* or with the subject taught.

5. Each lecturer of practical skills of *the College* has an equal vocational work experience or will do an apprenticeship in a company/institution in the volume of at least 40 hours, once every five years.

6. The vocational education teachers of *the College* are required to do an apprenticeship at a company/institution in the volume of at least 80 hours during three years.

7. Apprenticeships are planned into the timetables and work plans of structural units for each academic year. Apprenticeships are organised with the company/institution by either the lecturer doing the apprenticeship or their immediate superior.

8. Lecturers/vocational education teachers will be remunerated for the apprenticeship and time spent for the apprenticeship will be included in their working time.

9. Apprenticeship costs are planned into the budget of the structural unit.

10. The lecturer/vocational education teacher has to submit an additional training application at the Employee Self Service Portal (*hereinafter* RTIP). For apprenticeships in foreign countries, an international training application must be submitted at least 30 calendar days before the planned apprenticeship.

The secondment type for a training secondment abroad, regardless of its duration, cannot be 'Long-term Secondment Abroad', but has to be 'Secondment Abroad'. Financial measures cannot be added to a long-term secondment.

11. The application must include the following information:
- **11.1** institution/company, where the apprenticeship is conducted;
- **11.2** contact person for the institution/company (position, telephone, e-mail);
- **11.3** duration of apprenticeship, including capacity in hours;
- **11.4** replacement during apprenticeship (if needed);
- **11.5** costs relating to the apprenticeship (accommodation, transportation etc);
- **11.6** the need for the apprenticeship, including activities conducted and their link to the subjects taught.

12. The application is coordinated with the immediate superior, Financial Director and Administrative Manager, Vice Rector of Academic Affairs and the Rector.

13. If needed, *the College* will conclude a tripartite (*the College,* lecturer/vocational education teacher, institution/company) apprenticeship agreement with the institution/company (sample agreement – Annex 1).

14. When the apprenticeship is completed, the lecturer/vocational education teacher will submit a report/portfolio describing the tasks performed and information acquired during the apprenticeship. The immediate superior will evaluate the apprenticeship results and presents these and the report to the Personnel Specialist who is in charge of retention of all data related to apprenticeships.