



Checklist for Cooperation between ATCs and Private Enterprises

1. Establish Efficient Outreach Channels to Enterprises

- 1.1. **Establish liaison office:** for coordination and communication with companies.
- 1.2. **Determine the goals of the ATC in the partnership:** define the skills that trainees should acquire and what is needed from the partnership to fulfil this goal.
- 1.3. **Determine the types of company that can achieve this goal:** i.e. field of activity, size, available resources, etc.
- 1.4. **Reach out to companies:** possibly through umbrella value chain associations or alumni networks.

2. Prepare Legal Documents

- 2.1. **Clarify important terms for the cooperation:** e.g. value chain, Memorandum of Understanding, Internship Contract, internship, trainee supervisor, mentor.
- 2.2. **Design a Memorandum of Understanding (MoU):** examples of standard inputs are an introduction, purpose, scope, definitions, responsibilities, oversight.
- 2.3. **Design an Internship Contract:** as a closer legal commitment between the trainees and their mentor in the company.

3. Initiate Cooperation

- 3.1. **Clarify expectations regarding the internship:** the mutual expectations should be clarified through the:
 - **Contents of curricula:** clarify to the companies the skills and knowledge the trainees already hold.
 - **Existing subsidies and incentives** (if present)
 - **Capacity of the company to host trainees**
- 3.2. **Prepare for the internship**
 - **Define the tasks of the trainees:** mainly provide a professional project regarding the internship.
 - **Define the tasks of the mentor (Company):** design an internship handbook and establish a work schedule.
 - **Define the tasks of the internship supervisor (ATC):** mainly the following-up of the internship.
- 3.3. **Fulfil responsibilities**
 - **The trainee:** respect the rules and work according to the schedule of the mentor.
 - **The mentor (Company):** introduce the company, interact, organise and follow-up the trainee regularly.
 - **The internship supervisor (ATC):** monitor the internship and organise regular field meetings.

4. Evaluate Internship

- 4.1. **The trainee:** write a report on the internship with a focus on the skills acquired.
- 4.2. **The mentor:** evaluate the performance of the trainee based on the content of the internship contract.
- 4.3. **The internship supervisor:** use the feedback from the mentor and the trainee to evaluate the overall internship.

5. Consolidate Cooperation

- 5.1. **Organise annual stakeholder dialogue:** for companies with existing ties to the ATCs as well as potential new partners to interact and evaluate the collaboration.
- 5.2. **Establish a permanent databank:** for companies and ATC graduates who become entrepreneurs.