

Summary of the Tunisia paper

TOOL: 'Work-Study Booklet'

The Menzel Bourguiba Sectoral Training Centre in Tunisia has implemented the *Work-Study Booklet* as a key linking tool for all work-study/apprenticeship training.

The main elements contained in the booklet are:

- tripartite commitment;
- the skills targeted and their evaluation;
- missions in companies;
- my activities at the training centre;
- my business activities;
- periodic business valuation sheet; and
- follow-up of the learner in the company.

The booklet allows all the stakeholders – apprentices, apprenticeship masters, training centres and enterprises – to have, throughout the training:

- introduction of the different actors (apprentice, employer, training, teaching team, etc.) and their contact details;
- all relevant educational/training information, including timetable and course calendar, summary of the educational programme, progress of work at the two training locations – in theory (at the training centre) and in practice (in the company); and
- space dedicated to monitoring the apprentice by means of assessments by the centre tutor, the master of learning, intermediate reports, evaluations, information on the diploma, the exams passed and their results.

The tool can be seen as a permanent source of practical information regarding the rights and duties of the apprentice, the organisation of tuition and on-the-job training and the trainers. It is also a 'dialogue tool' as it makes clear reference to the training contract between the apprentice, the employer/company and the training centre.

The booklet provides 'common ground' for all stakeholders with regard to the training contract and ensures ongoing exchange of information between them. The comprehensive and detailed way in which the tool is organised allows the training to be aligned with the work needs (in the company) as well as the company's responsibility for the intern/apprentice, with the training centre's monitoring. The booklet represents a practical tool to implement the tripartite relationship as it facilitates necessary adjustments to the training at any time.

Each apprentice who receives a copy of the booklet will have the opportunity to:

- get in touch with concepts and techniques related to the particular job;
- apply the skills acquired in the training to concrete actions in the real world of work;
- develop work habits, entrepreneurial spirit and a sense of professional responsibility; and
- acquire knowledge of business organisation, the sector and the labour market.