

Criteria for membership in the World Wide Practice Enterprises Network (EUROPEN)

1. Criteria for the didactic concept of the practice enterprise

1.1 The supporting organization develops for each learning place “practice enterprise“ a didactic conception. The conception contains statements about

- the learning aims and objectives of the function departments that are to be reached
- the methods to be applied
- the imparting of extrafunctional qualifications
- the emphasised and addressed target groups in the practice enterprise
- the distribution and integration of theoretical and practical learning contents
- the branch and the co-operation with sponsor companies

1.2 The supporting organization actualises the didactical conceptions, especially concerning the requirements of the labour market and the target groups.

1.3 The supporting organization is a member in the national practice enterprises network and collaborates actively with its practice enterprises on the practice enterprises market.

1.4 The supporting organization carries out learning check-ups, so that the participants are informed about their learning development. At the end of the course a qualified report should be given.

1.5 The supporting organization makes suitable media (literature, scripts etc.) available in a reasonable amount.

1.6 The participants are being advised and looked after by supporting organizations concerning the formation of their individual education paths.

1.7 The supporting organizations makes sure that the participants get an extensive exampreparation (as far as exams are being held).

2. Criteria for the equipment of practice enterprises

2.1 Spatial equipment

The supporting organization provides learning, practice and office facilities, which meet the legal or rather the requirements of the professional trade organization.

Social facilities are included.

The practice enterprise should be easy to be reached by public means of transportation.

2.2 Technical office equipment

Furnishing and the technical office equipment should meet the requirements of ergonomically and modern technical circumstances.

2.3 Equipment concerning electronics and technical data processing

A working place where electronic data processing (equipped with a PC-network, Pc or MDT) is available should be existent for permanent usage for two participants each.

Appropriate software should be available for each department of the practice enterprise.

The software should represent the legal regulations and should be updated regularly.

During the selection process of the software it should be considered, that the following requirements have to be met:

- * The software should be tested in action and should be widely spread on the market
- * Furthermore it should possess a homogeneous user surface and integrated user aids.

2.4 Equipment for the lessons overlapping the different departments

For the tuition overlapping the various functions a room should be put at disposal, in which a video facility and a computer system should be installed for demonstration purposes.

3. Criteria concerning the personnel of a practice enterprise

3.1 The practice enterprises trainers should possess a professional and pedagogical competence for the commercial qualification (training, further education, vocational retraining).

3.2 Moreover they should have relevant practice experience on the specialist level.

3.3 The supporting organization provides a continuous commercial, technological and pedagogical further education for its co-workers.

3.4 The training personnel has to carry out a correct and practice oriented vocational retraining and further education.