

Report on Training on apprenticeship and traineeship schemes development as a part of Youth Guarantee Implementation in Poland

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Introduction

This report summarises the design and outcome of the training requested by the Department of European Social Fund of Ministry of Labour and Social Policy in Poland. As agreed with the Ministry, the training was delivered in Warsaw Łukasz Sienkiewicz (High Level Policy Expert) provided by the Helpdesk service as part of the 'ESF Support to Apprenticeship and Traineeship Schemes' project of the European Commission, financed by the ESF technical assistance. The training was delivered on 4-5th December 2014.

The need for the training delivered stemmed from the context of **2014-2020 European Social Fund Perspective and implementation of Youth Guarantee in Poland**. *The Youth Guarantee Implementation Plan in Poland* was adopted by the Polish Government in April 2014. It is focused on involving a wide range of institutions and other stakeholders to take up measures that tackle youth unemployment and strengthen cooperation on various levels. The main aim of the Youth Guarantee is to provide young people aged 15-24 with an appropriate offer of employment, **apprenticeship, traineeship**, or continued **education**. High quality apprenticeships and traineeships will be an important element of this system, so it is crucial to support the creation of this scheme through targeted training. Ministry of Labour and Social Policy will be responsible for the implementation of Youth Guarantee in Poland, especially through open calls for proposals addressed to various entities operating on central level. These actions will be undertaken in the framework of the Operational Programme *Knowledge Education Development* in Poland.

Participants of the training from the Ministry of Labour and Social Policy attended from Departments that are directly responsible for design and implementation of Youth Guarantee schemes in Poland as well as the European Social Fund Managing Authority, The Ministry of Infrastructure and Development. Participants also included representatives of other institutions that deal with youth – Voluntary Labour Corps as well as representatives of entrepreneurs' association.

Scope and Structure of the Training

In order to provide the Ministry with the knowledge required, the main aims of the training were designed as follows:

- To share new ideas on the basis of good practises from the Member States regarding apprenticeships, traineeships that could be adopted or transferred to Polish Youth Guarantee schemes.
- To identify potential ways of facilitating access and implementation of such schemes, including the role and active involvement of employers, social partners and other relevant stakeholders.
- To identify what actions could be undertaken on national, regional and local level in the framework of Youth Guarantee in Poland.

On the basis of the above aims, the main topics of the training covered the following areas:

1. Overview of apprenticeship and traineeship schemes which have been in operation in each Member State, preferably in the period 2007-2013, with a particular focus on quantitative and qualitative aspects that contribute to their added value for labour market integration and education reintegration. The overview will present and discuss specific examples.
2. Mechanisms to be implemented to ease the planning and running of youth guarantee scheme (success factors), with a focus on the following issues:
 - social partners and employer involvement – analysis of general principles and examples of good practices in Europe in setting up the schemes;
 - role of different stakeholders – analysis of approaches to roles and division of responsibilities in relation to apprenticeship/traineeship schemes and methods of stimulating stakeholders participation;
 - quality assurance – analysis of monitoring and evaluation of good practice and procedures of quality assurance in relation to apprenticeship/traineeship schemes;
 - administrative procedures for setting up apprenticeships – examples of preconditions, regulatory and institutional frameworks, administrative models.
 - division of issues to be implemented on central, regional and local level – analysis of apprenticeship/traineeship schemes in Europe functioning on different administrative levels and corresponding barriers, challenges and opportunities.
 - use of innovative measures to ease the transfer from education to labour market – analysis of good examples and benefits from the implementation of schemes.
3. Analysis and interactive design of actions on national, regional and local level that can be incorporated into the framework of Youth Guarantee in Poland on the basis of comparative examples and country specific context. This analysis will be based on the existing country-specific and comparative evidence. Its aim is to provide the starting

point for the design of apprenticeship/traineeship schemes under YG in Poland to be implemented as part of administrative actions at different levels.

Considering the subject areas, the training was divided into two sessions delivered over two days. Each session was structured as follows:

- Initial presentation, including general principles and examples of good practice.
- Question and answer session/discussion on each subject.
- Identifying lessons learnt; conclusions.

A number of additional materials were used during the training and advisory session, which promoted European Commission analyses, amongst others:

- National database of labour market practices (developed within the framework of Mutual Learning Programme) – the definitions of instruments applied in MC within the framework of school-to-work transition were presented to the participants,
- Studies developed within the framework of PES to PES Dialogue, among others: Weishaupt J.T., *Central Steering and Local Autonomy in Public Employment Services*, PES to PES Dialogue Analytical Paper, The European Commission Mutual Learning Programme for Public Employment Services, October 2014; Sienkiewicz Ł., *Job profiles and training of employment counsellors*, PES to PES Dialogue Analytical Paper, European Commission, DG EMPL, October 2012,
- Studies developed within the framework of European Employment Policy Observatory, among others *EEPO 2014 Small Scale Study on PES Business Models*, European Commission, DG Employment, Social Affairs and Inclusion, June 2014,
- European Network of Public Employment Services "The role of PES within the delivery of the Youth Guarantee" PES network contribution to the high-level youth employment conference in Milano, Italy, on 8 October 2014,
- Country Specific Recommendations 2014 for Poland,
- European Alliance for Apprenticeships – Poland's commitment,
- Cost-benefits analysis – Expert's seminar at CEDEFOP, 24-25 November 2014,
- Council recommendation on a Quality Framework for Traineeships,
- Contributions from the project seminar on the Monitoring and Evaluation of Apprenticeship and Traineeship Schemes.

The sessions

The first session ***Apprenticeship and traineeship schemes implemented in EU Member States in the period 2007-2013 – an overview*** presented the objectives and contents of the technical assistance project, as well as the main rules of functioning of apprenticeship and traineeships in the EU. Mrs Agata Kałat, Head of Department for Implementation of European Social Fund at the Ministry of Labour and Social Affairs opened the session. The Head welcomed the guests and outlined the context and general aim of the training. After that she asked the participants to introduce themselves. The representatives from the Ministry of Labour and Social Affairs (Department for Implementation of European Social Fund and the

Department of Labour Market), The Ministry of Infrastructure and Development (which is an ESF Managing Authority in Poland), The Ministry of National Education (responsible for the apprenticeship and traineeship system within the framework of VET), and the representatives of social partners – Polish Human Resources Management Association (which has developed and promotes Polish Quality Framework for Apprenticeships and Traineeships) participated in the session.

The context of EU policies was presented, including:

- ✓ Youth unemployment levels & in relation to the apprenticeship systems,
- ✓ Youth Guarantee and the role of apprenticeships and traineeships,
- ✓ European Semester & 2014 CRS (including Poland),
- ✓ Youth Employment Initiative,
- ✓ European Alliance for Apprenticeships,
- ✓ Cohesion Policy 2014-2020 and the role of ESF.

The next part of the session discussed definition of apprenticeships and traineeships in the EU, including key features of apprenticeships, main issues and problems, an overview of apprenticeship programmes in the EU and analysis of various types of traineeships. Following that key success factors of apprenticeships and traineeships were presented.

The following questions were analysed during the discussion:

1. Are apprenticeships and traineeships a significant and sufficiently integrated element of the developed systemic solutions?
2. Which of the key success factors (listed above) pose a greatest challenge for Poland?
3. What actions are to be taken to tackle the problem?
4. What should be the priority?

The second Session (**Role of Partners – Analysis of distribution of tasks in relation to apprenticeships and traineeships, and methods of increasing the participation of different actors**) looked at greater involvement of social partners. The methods for stimulating involvement were presented – especially of employers. All the participants were asked to answer the following questions:

- How to stimulate the participations of employers?
- The role of training institutions in partnerships with employers?
- The role of the state?

Moreover, the concept the CBA of apprenticeships and traineeships, as an element supporting the increasing involvement of employers, was also presented.

The third session (**The Division of Implementation Tasks on Central, Regional and Local Level – Analysis of Solutions in EU On Various Administrative Levels, Including Barriers, Challenges and Possibilities**) analysed in detail examples of institutional solutions within the framework of the implementation of Youth Guarantee in EU MS with particular emphasis on various implementation levels – central, regional, local. The conditions and consequences of various approaches to organisation and roles were analysed – especially in

relation to PES and other tasks within the framework of creating apprenticeship and traineeship systems within YG.

The fourth session (**Administrative Procedures Concerning the Creation of Solutions in the area of Traineeships for Young – Examples of Legal and Institutional Solutions and Management Models**) analysed institutional and legal solutions in relation to apprenticeship and traineeship systems. The focus of discussion was the content of apprenticeship agreement, quality framework for apprenticeships and traineeships, legal regulations (legislation).

The fifth session (**The Application of Innovative Tools for Facilitating School-to-work Transitions – Analysis of Good Practices and Benefits of Such Solutions**) analysed the examples of solutions in EU MS facilitating school-to-work transitions. For that matter a number of sources of the European Commission, which presented good practices in the area of employment, particularly the role of apprenticeships and traineeships.

The sixth session (**Providing Quality – Overview of Good Practices within the framework of Monitoring and Quality Management Procedures Related to Apprenticeships and Traineeships for Youth**) was devoted to widely understood provision of quality assurance as the key efficiency factor of apprenticeship and traineeship systems. Good practices regarding the area were presented, and procedures of providing quality used in various EU MS.

At the end of the second day an interactive workshop to test the discussed issues and identify specific schemes to be implemented in the 2014-2020 programming period have been run. The format of this session comprised of an interactive discussion on how good quality apprenticeship and training could be defined and drafting of recommendations in order to identify potential stakeholders' roles using models from other countries.

Outcomes

The envisaged outcomes included enhanced awareness and knowledge that contributed to better design and implement the Youth Guarantee schemes in Poland. The key discussions during the workshop between the trainer and the participants focused around several key issues important from the Polish perspective:

1. Analysis of the potential benefits of apprenticeships and traineeships for different actors in Poland, including employers, apprentices and society (public). Different issues have been raised by the participants, but most problems oscillated around the inadequate involvement of employers in creation of high-quality apprenticeships. On the basis of the discussions some solutions to raise their involvement were proposed, including limitation of the administrative burden for the employers, direct and clear communication through the newly created apprenticeship portal, dissemination of the quality framework assumptions, partnering the employers with third sector organisations focused on helping young persons, etc.
2. Scope and depth of required legislative changes. It was agreed that the regulatory (legislative) framework for apprenticeships and traineeships in Poland is fragmented at the moment and requires a comprehensive review in order to provide a more coherent

legal basis for the establishment of publicly-funded A&Ts. It would also be useful for communication purposes. However, it was noted that it is not an easy task, as the number of Ministries and legislation texts relating to A&Ts is numerous and it will probably take quite some time to review it.

3. The problem of the “demarcation line” between regional and central competitions within the framework of YG Poland was also discussed. The following issues were considered: target groups, accessing groups, especially NEETS, by partnerships between organisations specialising in support for given target youth group and training institutions. For, in the case of YG the practical problem is to differentiate support areas other than the standard addressed to youth within the framework of instruments accessible to PES.
4. Quality Framework and widely understood quality provision system turned out to be a significant problem. The possibility of application of Polish Quality Framework of Apprenticeships and Traineeships in the perspective of planned tasks (within the framework of YG and wider) was discussed and their compliance with the Commission’s Recommendation concerning the quality of traineeships. Issues like: suggested content of apprenticeship agreements within the framework of central competitions organised within YG, possibility to include other elements from Quality Framework, barriers in the implementation of quality framework in Poland were discussed.
5. Longer discussions also concerned the methods of access to potential interested parties, including employers and potential trainees. The content of new apprenticeship portal , information campaign and the availability of information on apprenticeships and traineeships in rural areas and disadvantaged groups were also discussed.

The outcomes of this discussion will be directly used in drafting the assumptions central competitions from EU funds (ESF) relating to projects of apprenticeships & traineeships provision in Poland. It will help to better focus the open competitions and to avoid pitfalls connected to creation of low-quality apprenticeships and traineeships as a consequence of these projects, and as such – to more effective spending of EU funds. In the long run, the training session will contribute to the improvement of the regulatory framework of apprenticeship and traineeship schemes in Poland – especially those financed from public funding (not only EU-funds, but also from budgetary resources).

AGENDA

Training on apprenticeship and traineeship schemes development as a part of Youth Guarantee Implementation in Poland

DATE: 4-5 DECEMBER 2014

VENUE: Voluntary Labour Corps, Tamka 1, Warsaw, conference room

Working language: Polish

DAY 1: THURSDAY DECEMBER 4TH 2014

TIME	TITLE	TRAINER
08:00-08:15	REGISTRATION OF PARTICIPANTS	
08:15-10:00	Apprenticeship and traineeship schemes implemented in EU Member States in the period 2007-2013 – overview <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ
10:00-10:15	COFFEE BREAK	
10:15-12:00	Role of different stakeholders – analysis of approaches to roles and responsibilities division in relation to apprenticeship/traineeship schemes and methods of stimulating stakeholders participation <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ
12:00-12:15	COFFEE BREAK	
12:15-14:00	Division of issues to be implemented on central, regional and local level – analysis of apprenticeship/traineeship schemes in Europe functioning on different administrative levels and corresponding barriers, challenges and opportunities <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ
14:00-14:30	LUNCH BREAK	
14:30-16:15	Administrative procedures for setting up apprenticeships – examples of preconditions, regulatory and institutional frameworks, administrative models <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ

DAY 2: FRIDAY DECEMBER 5TH 2014

TIME	TITLE	TRAINER
08:00-08:15	REGISTRATION OF PARTICIPANTS	
08:15-10:00	Use of innovative measures to ease the transfer from education to labour market – analysis of good examples and benefits from the implementation of schemes <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ
10:00-10:15	COFFEE BREAK	
10:15-12:00	Quality assurance – analysis of monitoring and evaluation good practices and procedures of quality assurance in relation to apprenticeship/traineeship schemes <i>Presentation and discussion</i>	ŁUKASZ SIENKIEWICZ
12:00-12:15	COFFEE BREAK	
12:15-14:00	From theory to practice – how to implement successful schemes to Youth Guarantee in Poland <i>Discussion</i>	ŁUKASZ SIENKIEWICZ
14:00-14:30	LUNCH BREAK	
14:30-16:15	Main conclusions and summary – lessons learned and follow-up steps	ŁUKASZ SIENKIEWICZ