



## **Cedefop community of apprenticeship experts: Call for experts in apprenticeships**

Experts in apprenticeships are invited to submit their application, for voluntary cooperation as members of [Cedefop's community of apprenticeship experts](#), in view of strengthening and expanding knowledge on apprenticeships in Europe.

### **1. Objective of the call**

With this call, Cedefop aims to select members for its [Cedefop community of apprenticeship experts](#). Through their voluntary contribution, and in line with the community's objectives (Section 3), selected apprenticeship experts are invited to collaborate to improve the collection of evidence and generate insights into apprenticeship systems, schemes, policies and practices in the countries or regions (see Annex 1) they cover; support comparative analyses, peer learning and informed policy-making; and serve as reference points at EU and international levels on the topic of apprenticeships for the countries or regions for which they apply.

One expert will be selected by Cedefop for each country or region listed in Annex 1, part of the EU, the European Free Trade Association (EFTA), or the United Kingdom (UK). Each expert should be able to cover all apprenticeship schemes <sup>(1)</sup> in the country/region for which they apply.

### **2. Cedefop work on apprenticeships**

Apprenticeships, among other work-based learning methods, are a key component of national education and training systems for the young and, increasingly, adults. They are also integral parts of both EU and national education and training policies. There is broad consensus in Europe that apprenticeships can also be an efficient way of addressing labour market imbalances. Despite this recognition, obstacles to establishing good-quality apprenticeships persist.

Within the EU policy framework, Cedefop carries out activities providing evidence to support policy-making at EU and national levels, and supporting European cooperation on apprenticeships. Cedefop's support to the development of apprenticeships across Europe has been consistent and continuous over the past decade. In the face of the proliferation of apprenticeship schemes and the increasing relevance of work-based learning for the young and adults, it is essential for Cedefop to gather and disseminate accurate national/regional information about apprenticeship schemes and systems, policies and practices. Cedefop's work on apprenticeships includes carrying out research and analyses, creating and maintaining comparative information across Europe, developing analytical tools and supporting policy learning.

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<sup>(1)</sup> The list of schemes covered by the [Cedefop European database on apprenticeships](#) (Annex 2) is indicative of the schemes that candidates are expected to know and have experience on.

In this context, with its community of apprenticeship experts, Cedefop aims to improve and expand current knowledge on apprenticeships in Europe, starting with expanding, updating and refining the information in its [Cedefop European database on apprenticeship schemes](#), which is a central activity of the community.

### 3. Membership benefits and contribution

Membership and participation in the community is **voluntary**. A minimum contribution is expected: one **core activity** per year to achieve the community's general and specific objectives <sup>(2)</sup>, participation in the community's **annual meeting**, and **update** of the corresponding country or region information in [Cedefop's European database on apprenticeship schemes](#), when noteworthy changes occur at apprenticeship system or scheme levels.

If selected as community members, experts are expected to contribute **individually and independently to the community activities** based on their knowledge, expertise and personal opinions. They will not represent any national organisations/institutions. As independent experts, they may collaborate, if needed, with other relevant experts or technical staff from national organisations/institutions in their country or with any other relevant stakeholders. Whenever applicable, such collaborations will be duly acknowledged.

As members of the community, experts **benefit** from opportunities of peer learning and informing policy-making in the area of apprenticeship at EU level. Cedefop gives visibility to the community through its website, social media, related publications and events; it promotes the community members' individual and collective outputs, and duly acknowledges their contributions. Cedefop may recommend community members as discussants, presenters or moderators at Cedefop or external events. Members have priority in participating in relevant Cedefop events (such as Cedefop-OECD symposiums) <sup>(3)</sup>. Membership may provide access to Cedefop research data beyond those available via Cedefop's website.

Community experts should contribute to the **objectives of the community**, which are articulated along the following three areas. For each objective, examples of possible community activities <sup>(4)</sup> in which the experts may be involved are provided.

1. *Consolidating the European knowledge base on apprenticeships and supporting knowledge sharing* about apprenticeship systems and schemes in Europe. This may include, for example:

- updates of the [Cedefop European database on apprenticeship schemes](#);
- insights into specific dimensions of apprenticeship systems or schemes design;
- peer learning activities and exchange of thematic information.

2. *Knowledge generation*: identification of new research themes, thematic focuses, comparative analyses on specific topics. This may include, for example:

- thematic articles or notes (descriptive and/or analytical);
- cross-country/cross-scheme analyses and position papers;
- contribution to Cedefop reflections on apprenticeship (think-tank value) and specific publications.

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<sup>(2)</sup> Based on past experience, since 2018, the annual core activity may take up approximately four working days (full-time equivalents). As an example, it may include drafting a short paper (around five pages) on an agreed topic.

<sup>(3)</sup> [2019 symposium](#) and [2021 symposium](#).

<sup>(4)</sup> For current and past activities, see <https://www.cedefop.europa.eu/en/content/activities-0>

3. *Networking*: direct access to national contacts for expertise and sources on apprenticeship and peer learning opportunities. This may include, for example:

- participation in events, including the community's annual meeting (mandatory activity);
- virtual communication using a common workspace created by Cedefop;
- one-to-one or one-to-many exchanges of material, articles, etc.

Cedefop proposes an annual work plan and discusses it with the community members before it is adopted. The range of possible activities (mandatory/core activities versus additional ones) depends on the experts' interest and areas of expertise, and is discussed along with Cedefop's priorities and emerging issues in the apprenticeship policy field.

Experts are not remunerated for their contribution to the community activities and the outputs delivered. Depending on its budget and decided annually, Cedefop may reimburse costs for experts' participation in meetings in person in accordance with applicable rules. Experts from countries that do not contribute to Cedefop's budget (Liechtenstein, Switzerland, UK), may be asked to cover their own expenses; their reimbursement may be subject to their role to the event (e.g. presenters, active contributors).

#### 4. Eligibility criteria

Each candidate should apply to become an expert of the community for a country or region listed in Annex 1.

To be eligible, a candidate should:

- be a **citizen of one of the countries/regions** listed in Annex 1;
- have a minimum of **five years of experience** in the field of apprenticeships, in particular in research/analysis, and/or policy design or analysis, and/or system-level management (national/regional administration, sector level) in the country or region for which the candidate applies;
- have a **very good command of spoken and written English** <sup>(5)</sup>, at a level comparable to C1 of the Common European framework of reference for languages <sup>(6)</sup>, which will allow the expert to be able to deliver papers or similar written input in English at this level.

#### 5. Selection criteria

Applications of the eligible candidates will be assessed based on their knowledge and experience with apprenticeship systems and all schemes (indicative list in Annex 2) in the country or region (Annex 1) for which they apply, as demonstrated, for example, through:

- (contribution to) research/analyses/reviews of at least one apprenticeship scheme in the respective country or region (\*);
- contribution to the development of policies/strategies/regulations regarding at least one apprenticeship scheme in the respective country or region (\*);

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<sup>(5)</sup> English is the working language of the project and the language of all documentation and official discussions.

<sup>(6)</sup> [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

- contribution to system-level management (planning, supporting implementation at system level, monitoring, evaluating) of at least one apprenticeship scheme in the respective country or region (\*);
- activity in international or European/EU-level apprenticeship-specific bodies, networks, communities.

(\*) Such contribution at European and/or international level reports, databases, tools, strategies, policies, or plans (in English) are not mandatory but desirable.

## 6. Selection decision

Candidates who meet the eligibility criteria will be assessed by Cedefop staff against the selection criteria (Section 5) on the basis of the required documents provided as listed in Section 7 below.

If more than one suitable candidate per country or region applies, the most suitable candidate will be selected.

In addition, Cedefop will establish a reserve list for the respective country or region. Experts in a specific country or region in the reserve list may serve to replace experts who withdraw from their role or who are otherwise unable to remain active in core tasks and/or activities.

All candidates will be informed **within 30 days** of the deadline for submission of applications about whether they have been selected.

For the countries or regions where no applicant fulfils the eligibility criteria, the call remains open until a suitable expert applies.

Membership should last as long as the community operates, without need for renewal. While accepting the membership, members confirm their long-term engagement, and retain the right to withdraw in case of force majeure. Similarly, Cedefop retains the right to revoke membership if needed, for example in case of continued inactivity of a member, especially in relation to the core activity(ies) (Section 3). Cedefop is entirely responsible for replacing experts who withdrew voluntarily, or whose membership was revoked.

## 7. Application submission

Application forms (Annex 3) and supporting documents should be sent by email to: [apprenticeship-team@cedefop.europa.eu](mailto:apprenticeship-team@cedefop.europa.eu)

**The deadline for applications is 6 December 2021.**

**Required documents**, on which the selection process will be based:

- application form duly filled in with all required information including functioning hyperlinks to work that is relevant to the selection criteria (Annex 3);

**Complementary documents** (optional, only to elaborate, if needed, on the knowledge and experience already included in the application form):

- CV indicating experience in the field (preferably in Europass CV format <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae>);

- list of relevant publications, policy papers, articles or projects;
- any other supporting document detailing the expert's knowledge and experience already included in the application form.

Cedefop will consider only documents submitted in English.

### **DATA PROTECTION**

Personal data processed through this processing operation are subject to the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.

For information on data the protection and processing of your data, please see the specific privacy statement [here](#).

## Annex 1. List of countries/regions for which experts are sought

Country/region
Austria
Belgium – Flemish Community
Belgium – French-speaking Community
Belgium – German-speaking Community
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark
Estonia
Finland
France
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia
Liechtenstein
Lithuania
Luxembourg
Malta
Netherlands
Norway
Poland
Portugal
Romania
Slovakia
Slovenia
Spain
Sweden
Switzerland
UK-England
UK-Northern Ireland
UK-Scotland
UK-Wales

## Annex 2. Indicative list of apprenticeship schemes usually covered in Cedefop's work on apprenticeship

Cedefop typically works on schemes that are underpinned by a stable legal basis, implemented at mainstream level (pilot schemes are not considered), and lead to a formal VET qualification.

The following list includes the schemes covered by the [Cedefop European database on apprenticeships](#). It is indicative of the schemes that candidates are expected to know and have experience with.

Country/region	Scheme(s) covered on the database
Austria	Dual apprenticeship
Belgium – Flemish Community	Part-time vocational secondary education Apprenticeships for SMEs Dual learning scheme
Belgium – French-speaking Community	Dual training
Belgium – German-speaking Community	Apprenticeship
Bulgaria	Work-based learning
Croatia	Unified model of education
Cyprus	New modern apprenticeship
Denmark	Apprenticeship
Estonia	Workplace-based learning
Finland	Apprenticeship training
France	Apprenticeship contract Professionalisation contract
Germany	Dual VET
Greece	EPAL apprenticeship EPAS apprenticeship
Hungary	Apprenticeship – Dual vocational training based on the apprenticeship training contract
Iceland	Apprenticeship
Ireland	Apprenticeships
Italy	Type 1 apprenticeship Type 3 apprenticeship
Latvia	Work-based learning
Lithuania	VET in a form of apprenticeship
Luxembourg	Apprenticeship contract
Malta	MCAST apprenticeships
Netherlands	Dual pathway
Norway	Upper secondary vocational programmes
Poland	Vocational preparation of juvenile workers
Portugal	Apprenticeship programmes
Romania	Apprenticeship at the workplace VET in dual system
Spain	Apprenticeships in dual VET
Sweden	Apprenticeship in upper secondary school
UK-England	Apprenticeships
UK-Scotland	Modern apprenticeships Foundation apprenticeships Graduate apprenticeship

### Annex 3. Application form

<b>Applicant's first and last name:</b>	
<b>ELIGIBILITY CRITERIA</b>	
I am a citizen of one of the countries/regions listed in Annex 1	<i>Indicate which one</i>
I have a minimum of <u>five years</u> of experience in the field of <u>apprenticeships</u> in the <u>country/region</u> for which I am applying <input type="checkbox"/>	<i>Indicate relevant activities, their duration and your role in them. Experience is demonstrated through research/analyses, and/or policy design or analysis, and/or system level management (national/regional administration, sector level) in apprenticeships in the corresponding country/region.</i>
I have a very good command of spoken and written English, at a level comparable to C1 of the Common European framework of reference for languages <input type="checkbox"/>	<i>Indicate level</i>
<b>SELECTION CRITERIA</b>	
(Contribution to) research/analyses/reviews of at least one apprenticeship scheme in the respective country or region	<i>Indicate relevant outputs or activities, their duration and your role in them*</i>
Contribution to the development of policies/strategies/regulations regarding at least one apprenticeship scheme in the respective country or region	<i>Indicate relevant outputs or activities, their duration and your role in them*</i>
Contribution to system-level management (planning, supporting implementation at system level, monitoring, evaluating) of at least one apprenticeship scheme in the respective country or region	<i>Indicate relevant outputs or activities, their duration and your role in them*</i>
Activity in international or European/EU-level apprenticeship-specific bodies, networks, communities	<i>Indicate relevant activities, their duration and your role in them</i>

(\*) Such contributions to European and/or international reports, databases, tools, strategies, policies, or plans (in English) are not mandatory but desirable.