


Apprenticeship programmes

Cursos de aprendizagem
 Portugal

1 Target group

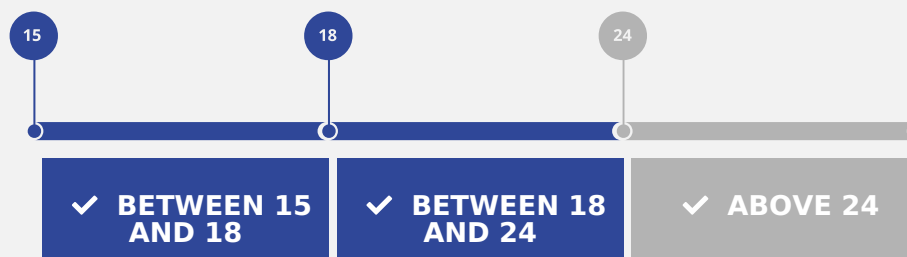
Q6. Does the legal basis define the minimum and maximum age limits for enrolment of the target group of this scheme?



Minimum age is not set but learners are at least 15 years old as they need to have completed lower secondary education (to have successfully completed the lower secondary or equivalent education and to not hold an upper secondary or equivalent education qualification).

They should also be less than 25 years old.

Q7. What is the average age of learners in practice?



The programmes are accessible for all learners up to 25 years old. There is no information available about the average age of learners, but they range between 15 and 24 years old.

2 Overview of the scheme

Q8. Is the scheme included in the ISCED 2011 mapping?

The form for Q8 consists of two columns. The left column features a blue circular icon with 'ISCED' at the top and 'scheme' in the center, positioned above a dark blue button with a white checkmark and the text 'YES'. The right column features a grey circular icon with 'ISCED' at the top and 'scheme' in the center, positioned above a grey button with a white checkmark and the text 'NO'.

According to [Deliberação \(Deliberation\) n.º 343/2017, de 2 de maio - 52.ª Deliberação da Secção Permanente de Coordenação Estatística - Versão Portuguesa e Implementação da Classificação Internacional Tipo de Educação 2011 \(ISCED/CITE 2011\)](#): 'Upper secondary education – apprenticeship programmes ISCED 3 ISCED 354' (Ensino secundário - Cursos de aprendizagem ISCED 3 ISCED 354)

Q9. Is there any organization at the national level with roles in co-ordinating the scheme?

The form for Q9 consists of two columns. The left column features a large blue checkmark icon above a dark blue button with a white checkmark and the text 'YES'. The right column features a large grey 'X' icon above a grey button with a white checkmark and the text 'NO'.

The scheme is coordinated by IEFP (Instituto de Emprego e Formação Profissional), the public employment service. IEFP is traditionally responsible for CVET, apprenticeship programmes and active labour market policies.

Q10. When was the scheme introduced?

The form for Q10 features a horizontal timeline bar with a blue segment on the left and a grey segment on the right. A blue circle with the year '2000' is positioned above the start of the bar, and a grey circle with the year '2012' is positioned above the boundary between the blue and grey segments. Below the bar are three buttons: a dark blue button with a white checkmark and the text 'LONG HISTORY (BEFORE 2000)', a grey button with a white checkmark and the text 'RECENTLY INTRODUCED (BETWEEN 2000-2012)', and a grey button with a white checkmark and the text 'NEW PATHWAY (AFTER 2012)'.

Pilot projects were implemented from 1980 to 1984 and the legal regime was introduced in 1984 by the [Decreto-Lei \(Decree-Law\) n.º 102/84, de 29 de março](#) (see Q4 on the country fiche).

Q11. How did the apprenticeship scheme originate?



✓ TRADITIONAL CRAFTSMANSHIP (MASTER-APPRENTICE RELATION) TO PREPARE APPRENTICES FOR THE OCCUPATION



✓ SCHOOL-BASED VET TRACK BY INCLUDING MORE WORK-BASED LEARNING TO SUPPLY SKILLED WORKFORCE TO MATCH LABOUR MARKET NEEDS



✓ EX-NOVO



✓ OTHER

The scheme was inspired by the German dual system and the involvement of the social partners, some big companies and business associations.

Q12. What are the sources of financing of the direct costs for the in-company training part of the apprenticeship scheme?



✓ SINGLE EMPLOYERS HOSTING APPRENTICES



✓ SECTORAL FUNDS



✓ STATE



✓ OTHER

Apprenticeship training is covered by the social security budget and ESF support.

Q13. Are there any financial incentives for companies that offer

apprenticeship places?



✓ YES,
SUBSIDIES



✓ YES, TAX
DEDUCTIONS



✓ YES, OTHER
INCENTIVES



✓ NO
FINANCIAL
INCENTIVES

Employers do not contribute to apprentices' remuneration and do not receive incentives to participate in the scheme.

Q14. How many learners are enrolled in this scheme?

In 2017-18, there were 21 869 learners attending apprenticeship programmes.

Source: DGEEC, [Estatísticas da educação 2017/2018](#).

Q15. What is the share of apprentices enrolled in this scheme in relation to all VET students for the corresponding educational level(s) as reported in Q3?



✓ MORE THAN
60% OF VET
LEARNERS



✓ BETWEEN
30%-60% OF VET
LEARNERS



✓ BETWEEN
10% AND 30% OF
VET LEARNERS



✓ LESS THAN
10% OF VET
LEARNERS

In 2017-18, the share of apprentices enrolled in this scheme in relation to all VET programmes was 15.38%.

Number of learners who attended all VET offers at upper secondary education:

- Specialised art programmes – visual and audiovisual arts – 2 433
- Specialised art programmes – dance – 48
- Professional programmes – 116 722
- Vocational programmes – 846
- Education and training programmes for young people – 227
- Apprenticeship programmes – 21 869

Source: DGEEC, [Estatísticas da Educação 2017/2018](#)

Q16. Which is the type of qualification obtained through the apprenticeship scheme?



✓ FORMAL VET
QUALIFICATION
(WHICH DOES
NOT INDICATE
THE PATHWAY)



✓ FORMAL VET
QUALIFICATION
(WHICH
INDICATES THE
PATHWAY)



✓ FORMAL
APPRENTICESHIP
QUALIFICATION
(JOURNEYMAN,
ETC.)



✓ OTHERS

All VET offers comprised in the National Qualification System award a double certification, i.e. an education certificate (upper secondary level/12th year of schooling) and a vocational qualification (level 4 of the QNQ/EQF) upon successful completion.

Q17. Is the qualification included in the National Qualification Framework (NQF)?



✓ YES

✓ NO

✓ THERE IS NO NQF

Level 4 of the QNQ/EQF.

Q18. How does the qualification link to the scheme?



✓ IT IS A SPECIFIC TYPE OF QUALIFICATION WHICH CAN ONLY BE OBTAINED THROUGH THIS APPRENTICESHIP SCHEME

✓ THE SAME QUALIFICATION CAN BE ACHIEVED ALSO THROUGH OTHER SCHEMES (I.E. SCHOOL-BASED VET)

Q19. Does the scheme provide direct access to higher education?



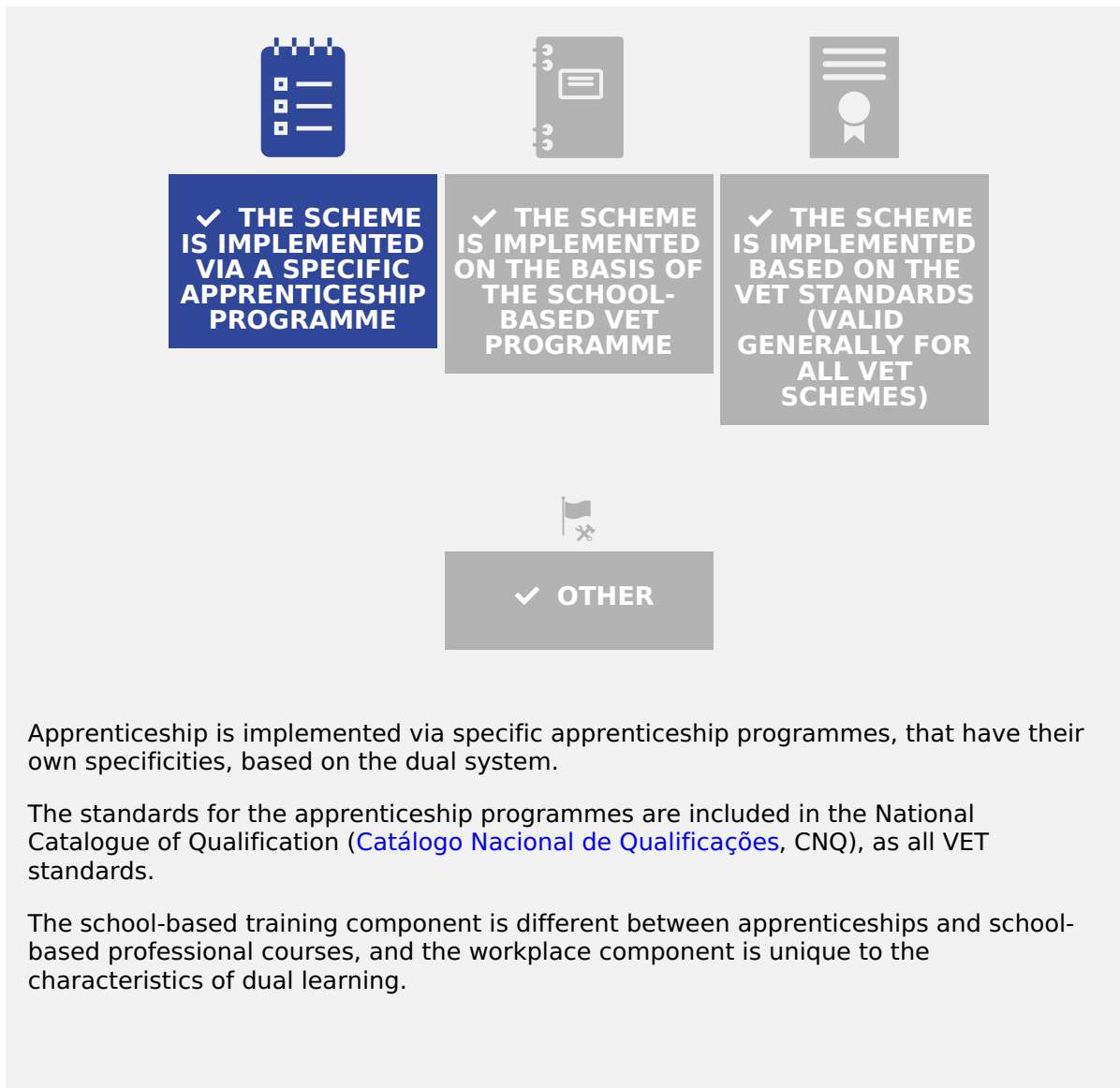
✓ YES

✓ NO

As any other learner, apprenticeship graduates wishing to continue their studies are subject to the regulations and requirements established to access higher education.

3 Programme

Q20. How is the scheme linked to a training programme?



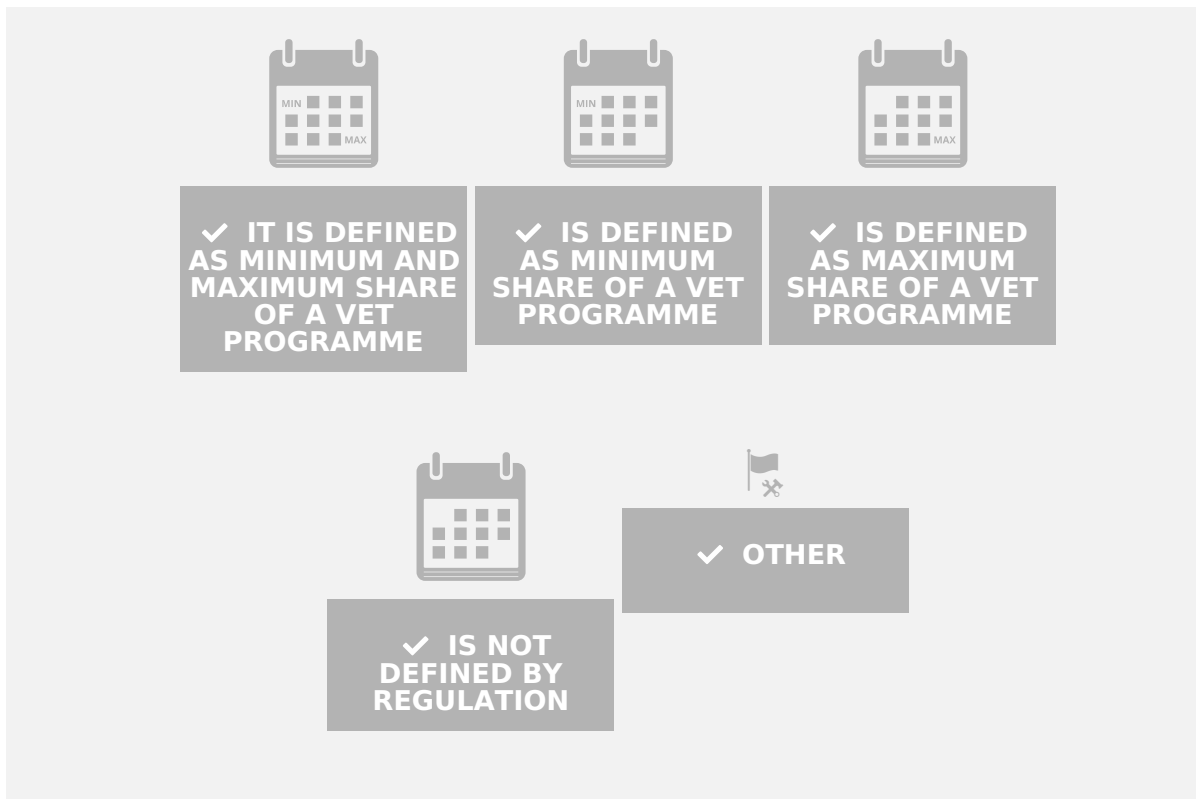
4 Duration

Q21. If the scheme is implemented via specific apprenticeship programme, what is its duration?

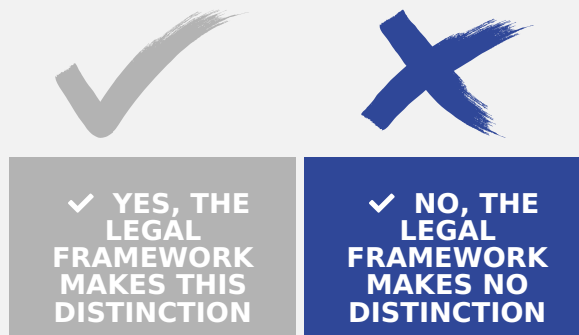
Total duration ranges between 2 800 and 3 700 hours, of which 1 100 to 1 500 hours for in-company practical training, split in three periods of training.[1]

[1] [Portaria \(Ordinance\) n.º 1497/2008, de 19 de dezembro.](#)

Q22. If the scheme is not implemented via specific apprenticeship programme, how is duration of apprenticeships defined in the regulation?



Q23. Is there a distinction between the training time and working time for the period spent at workplace, as per regulation?



There is a distinction of sociocultural, scientific (school-based training) and technological training component provided at the VET centre and the practical training (WBL) at the company.

5 Alternation of work-based (in-company) training and school-based training

Q24. Is it compulsory to alternate training between two learning venues (school and company)?



✓ YES

✓ NO

Maximum duration for each training component:

- Sociocultural - 700 hours
- Scientific - 220 hours
- Technological - 1 000 hours
- workplace learning (WBL) - 1 500 hours

Q25. Is the in-company training defined as minimum share of the apprenticeship scheme duration?



✓ YES,
EQUIVALENT OR
MORE THAN 50%
OF SCHEME
DURATION



✓ YES,
BETWEEN 20%
AND 50% OF THE
SCHEME
DURATION



✓ YES, LESS
THAN 20% OF
THE SCHEME
DURATION



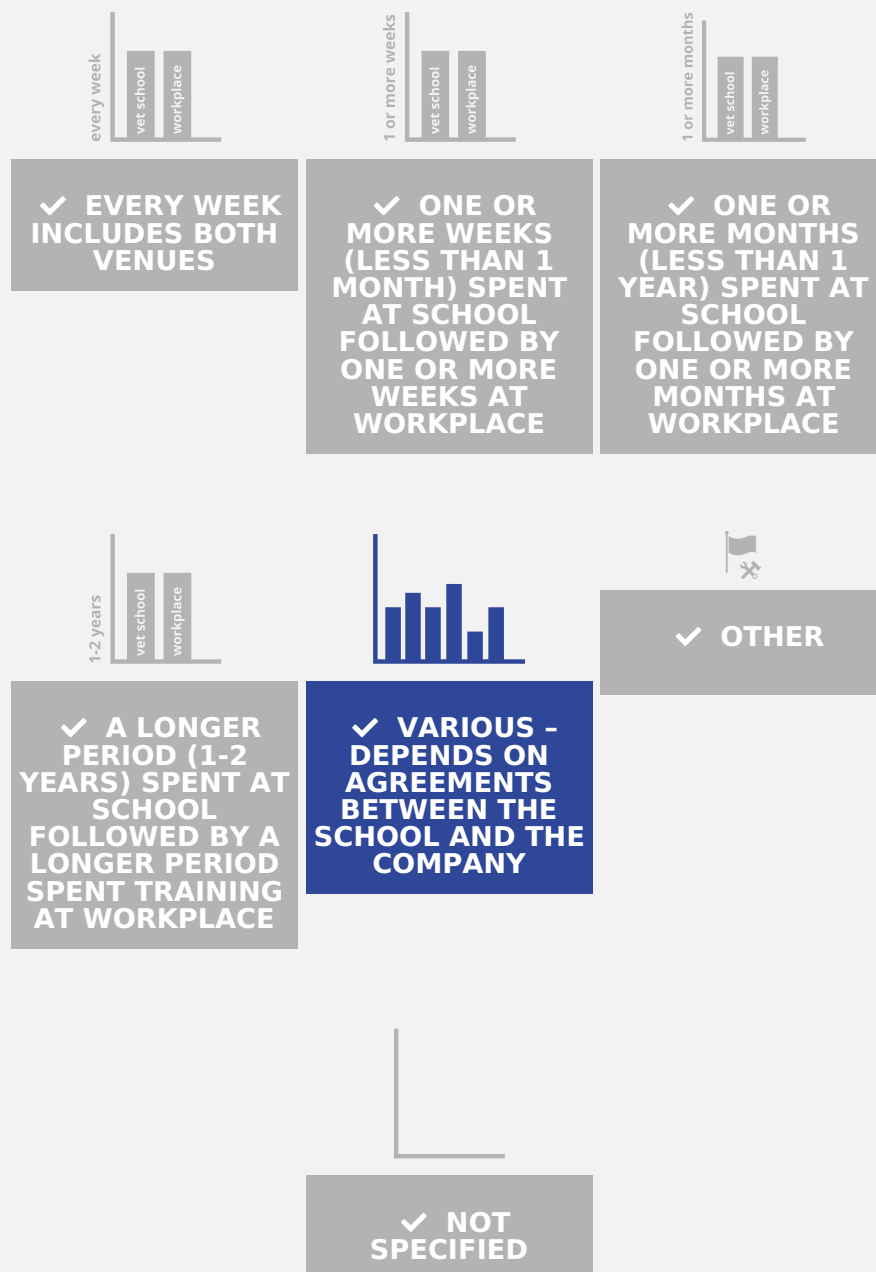
✓ NO, NO
MINIMUM SHARE
IS COMPULSORY

In-company training may vary from 39.28% to 40.54%.

According to the legislation the mandatory in-company training ranges from a minimum 1 100 hours to a maximum of 1 500 hours [1] while the total duration extends from 2 800 to 3700 hours.

[1] [Portaria \(Ordinance\) n.º 1497/2008, de 19 de dezembro.](#)

Q26. What is the form of alternation of training between workplace (company) and school?



In apprenticeships programmes, in-company training can be organised in one of the following ways:

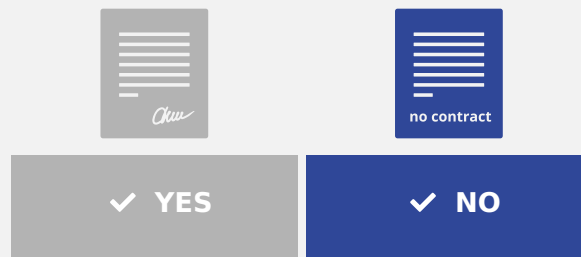
- as a block at the end of each training period (the programmes are organised in three training periods);
- divided into small training blocks spread throughout the training period;
- with a certain weekly or monthly periodicity.

In the particular case of the first training period, it may be more advisable if in-company training takes place in a single block at the end of the period to ensure that in the first contact of the learners with the company they are already carrying a set facilitating skills for learning at the workplace.

Source: IEFPP 'Guide on the practical training in a work context' (2018) ([Guia de Orientações da Formação Prática em Contexto de Trabalho 2018](#))

6 Formal relationship with the employer

Q27. Is any contractual arrangement between the learner and company, required as per regulation?



The legislation of apprenticeship programmes[1] mentions that an apprenticeship contract needs to be signed between the learner (or legal representative for underage learners) and the school.

(https://www.iefp.pt/documents/10181/8441907/RE_APZ_2018_Parte_1_Anexo_1...).

By signing this learning contract, the provider assumes the responsibility to deliver the agreed training and the apprentice commits to attend training and perform all the activities that are part of it. The training contract sets the amounts of social support (allowance) to be awarded to the apprentice, if it is the case. It also sets apprentices rights for personal accident insurance, under the responsibility of the training provider.

The employer responsible for the workplace training does not sign the learning contract.

Although not compulsory, a cooperation agreement may be concluded between the school and the company, to jointly carry out learning courses regarding the practical (work-based) learning, as part of the apprenticeship programme. It refers to commitments by the company side to provide an in-company trainer and to agree with the VET provider on the training to be carried out at the workplace (see Q36).

[1] Portaria (Ordinance) n.º 1497/2008, de 19 de dezembro.

Q28. What is the nature of the contractual arrangement?







The regulation of the apprenticeship programme[1] mentions that the apprenticeship contract does not regulate (nor generate) labour relations and is terminated at the end of the training programme for which it was concluded.

It specifies the maximum number of hours the learner can work at the company and the number of hours of daily rest. In case the learner is minor and working in a night time

regime, the apprenticeship is governed by the rules laid down in labour legislation of minors.





[1] <https://dre.pt/application/file/a/443978>

Q29. Where is the contract or the formal agreement registered?

 ✓ AT THE SCHOOL	 ✓ AT THE MINISTRY OF EMPLOYMENT	 ✓ AT THE CHAMBERS
 ✓ AT THE MINISTRY OF EDUCATION		 ✓ OTHER

Through IEFP, the public employment service of the labour ministry.

Q30. What is the status of the learner?

 ✓ APPRENTICE IS A SPECIFIC STATUS	 ✓ STUDENT	 ✓ EMPLOYEE
 ✓ OTHER		

There is a specific status laid down in the [Decreto-Lei \(Decree-Law\) nº 242/88 de 7 de julho](#).

7 Compensation

Q31. Do apprentices receive a wage or allowance?



✓ YES, ALL APPRENTICES RECEIVE A WAGE (TAXABLE INCOME)



✓ YES, ALL APPRENTICES RECEIVE AN ALLOWANCE (NOT A FORM OF TAXABLE INCOME)



✓ APPRENTICES RECEIVE A REIMBURSEMENT OF EXPENSES



✓ NO FORM OF COMPENSATION IS FORESEEN BY LAW

Apprentices do not receive reimbursement from participating companies.

The training contract sets the amounts of social support (allowance) to be awarded to the apprentice, if it is the case. It also sets apprentices rights for personal accident insurance, under the responsibility of the training provider. Social support may include:

- study support/material scholarship (bolsas para material de estudo) at the beginning of each training period, if learners are from disadvantaged families;
- professionalization scholarship (bolsa de profissionalização) payed monthly and equivalent to 10% of IAS (1)
- meals (subsídio de refeição);
- accommodation (alojamento);
- welcome for children if the learners are parents (acolhimento);
- transportation (transporte).

social support is funded by the Operational Programme for Human Capital (POCH, strand 3 – apprenticeship, LLL qualification and strengthening employability).

The value of the social support is based in the IAS index, updated annually (the indexing reference of social support (Indexante dos Apoios Sociais)).

Sources:

- Mapa Apoios Sociais anexo ao contrato de formação at https://www.iefp.pt/documents/10181/8441907/RE_APZ_2018_Parte_1_Anexo_1...;
- Indexante dos apoios sociais (IAS): [Portaria \(Ordinance\) n.º 24/2019, de 17 de janeiro](#).
- [Portaria \(Ordinance\) n.º 19/2018, de 17 de janeiro](#) (the fourth modification to the Portaria n.º 60-A/2015, de 2de março; Apprenticeship programmes. 2018 IEFP regulation).

Q32. How is the apprentice wage (taxable income) set?



Apprentices do not receive a wage.

Q33. Who covers the cost of the wage or allowance of the apprentice?



The [Human Capital Operational Programme](#), approved by the European Commission's decision from 12th December 2014, aims to contribute to an intelligent, sustainable and inclusive growth and to the economic, social and territorial cohesion.

Q34. Does the wage or allowance of the apprentice cover both the time spent at school and in the company?



✓ YES



✓ NO, IT
COVERS ONLY
THE TIME SPENT
IN THE COMPANY

There is no difference between the time spent at school and in the company.

8 Responsibility of employers

Q35. Is the company hosting apprentices required by regulation to follow a training plan at the workplace?



✓ YES, THE
TRAINING PLAN
IS AGREED AT
THE LEVEL OF
SCHOOL AND
COMPANY



✓ YES, THE
TRAINING PLAN
IS BASED ON THE
NATIONAL/SECTOR
REQUIREMENTS
FOR THE IN-
COMPANY
TRAINING



✓ NO, IS NOT
REQUIRED
FORMALLY

Yes, there is an agreement between the training institution and the company. Workplace training is based on an individual activity plan which sets the competencies to be acquired and/or consolidated and the professional activities to be performed.

Q36. What are the requirements on companies to provide placements, as per regulation?



✓ HAVE TO PROVIDE A SUITABLE LEARNING ENVIRONMENT



✓ HAVE TO PROVIDE A MENTOR / TUTOR / TRAINER



✓ OTHER

The company should demonstrate technical and organizational capacity, to have an adequate working environment and occupational hygiene and safety conditions and the necessary technical, human and material resources. All these conditions are verified when the entity applies to be a provider of in-company training in the context of apprenticeships (ASE).

On top of this, an agreement between the training institution and the company may be concluded, which refers to a joint effort to provide work-based learning in the context of the apprenticeship programme. According to the agreement, companies are asked to appoint an in-company trainer and to agree, together with the training provider, on a plan of activities guiding the learning to be carried out or to be consolidated by the trainee during the period in which the practical training takes place.

https://www.iefp.pt/documents/10181/8441907/RE_APZ_2018_Parte_1_Anexo_4...

An activity plan and evaluation plan also exist:

https://www.iefp.pt/documents/10181/8441907/RE_APZ_2018_Parte_1_Anexo_1...

Q37. Are there any sanctions on companies that do not provide training to apprentices at the workplace?



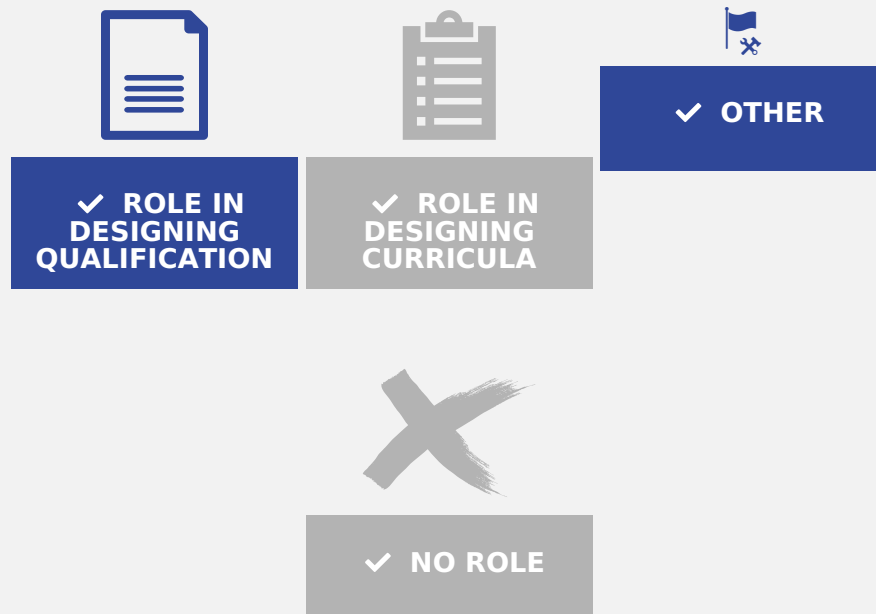
✓ YES



✓ NO

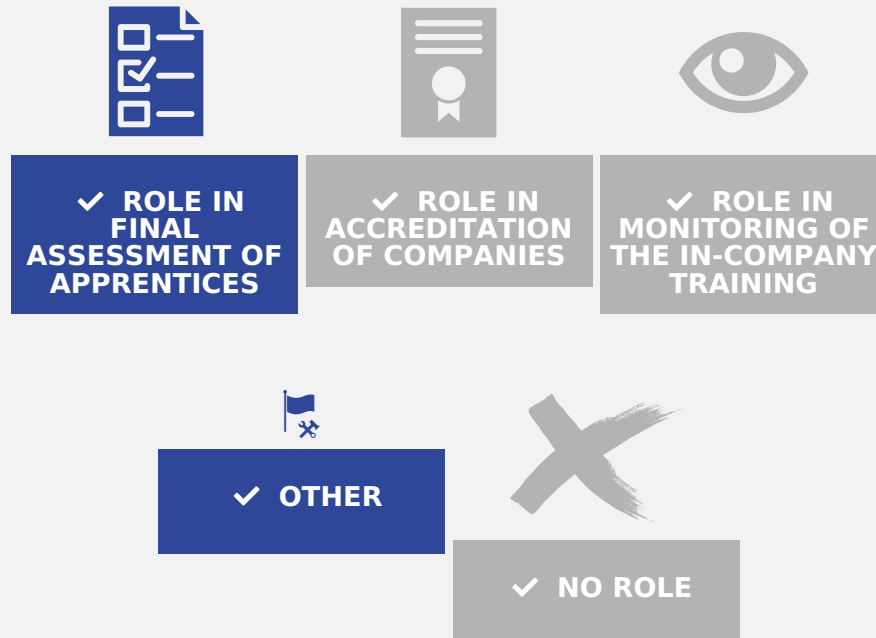
Termination of the agreement with the company is foreseen, and eventually the companies are removed from the list of institutions that may provide in-company training for the apprenticeship scheme.

Q38. What is the role of chambers, employers' and employees' representatives, sectoral councils (if existent), in shaping apprenticeship content, as per regulation?



The qualifications references/standards (structured in short duration training units), that are part of the curricula, are validated by all representatives that are part of the sectoral councils for qualifications.

Q39. What is the role of chambers, employers' and employees' representatives in implementing the apprenticeship scheme, as per regulation?



Social partner representatives participate in the panel (jury) for the final assessment of the programme (prova de avaliação final - PAF).

The composition of the jury is:

- The pedagogical responsible of the programme

- trainers of the sociocultural scientific and technological training components
- in-company trainer, and
- In cases where a tripartite jury is foreseen (i.e. in regulated professions), representatives of the national competent authority.

Moreover, employers' associations, companies, or trade unions can set up apprenticeship training centers jointly with IEFP, which they manage with a great autonomy, under protocol with IEFP (protocol centres).