Questionnaire concerning a framework  
for quality apprenticeships

At its 334th Session (October–November 2018), the ILO Governing Body decided to place on the agenda of the 110th Session of the International Labour Conference (2021) an item related to apprenticeships (standard-setting). [[1]](#footnote-1)

The Governing Body noted a regulatory gap in relation to the topic of apprenticeships as a result of the juridical replacement of a range of ILO instruments, including the Apprenticeship Recommendation, 1939 (No. 60), and the Vocational Training Recommendation, 1962 (No. 117), which has not been addressed in later Recommendations. Furthermore, since the onset of the 2008 global economic and financial crisis, and more recently in public debates on the future of work, apprenticeships have become increasingly important for facilitating school-to-work transitions and improving the quality of training systems and their relevance to labour market needs. A new standard on apprenticeships would provide a comprehensive normative framework with respect to the design and implementation of apprenticeship systems.

The purpose of this questionnaire is to request the views of member States on the scope and content of the possible future instrument or instruments, after consultation with the most representative organizations of employers and workers. Replies received should enable the International Labour Office to prepare a report for the Conference. Replies should reach the Office by 30 April 2020. Respondents are encouraged, where possible, to complete the questionnaire in electronic format and to submit their replies electronically to the following email address: [apprenticeships@ilo.org](mailto:apprenticeships@ilo.org). Respondents may also submit their replies in hard copy to the Skills and Employability Branch, Employment Policy Department, International Labour Office, Route des Morillons 4, 1202 Geneva, Switzerland.

I. Form of the international instrument  
or instruments

*1. Should the International Labour Conference adopt an instrument or instruments concerning a framework for quality apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*2. If so, should the instrument or instruments take the form of:*

*(a) a Convention?*

*(b) a Recommendation?*

*(c) a Convention supplemented by a Recommendation, as two separate instruments, or as a single instrument comprising binding and non-binding provisions?*

*Comments:*

Double-click to type comments

II. Preamble

*3. Should the Preamble of the instrument or instruments note that global youth unemployment rates continue to be high and that rapid transformations in the world of work are resulting in skills mismatches, requiring people of all ages to reskill and upskill continuously to access and remain in employment?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*4. Should the Preamble of the instrument or instruments recognize that apprenticeships vary widely in different contexts and face significant challenges in many countries, perpetuating gender inequality, offering low-quality training and inadequate protection to apprentices, and deterring participation of enterprises, in particular small and medium-sized enterprises?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*5. Should the Preamble of the instrument or instruments acknowledge that quality apprenticeships can constitute effective and efficient responses to current challenges and provide lifelong learning opportunities to enhance productivity, resilience, transitions and employability and meet current and future labour market needs?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*6. Should the Preamble of the instrument or instruments underline that an effective and successful framework for quality apprenticeships requires apprenticeships to be well regulated, sufficiently funded, socially inclusive and free from discrimination, provides adequate remuneration and social protection coverage, recognizes qualifications and enhances employment outcomes?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*7. Should the Preamble of the instrument or instruments recognize the particular relevance of the ILO Declaration on Fundamental Principles and Rights at Work, 1998, and the ILO Centenary Declaration for the Future of Work, 2019, for the promotion of quality apprenticeships and the effective protection of all apprentices and trainees, particularly in the light of the profound transformations in the world of work?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*8. Should the Preamble of the instrument or instruments recall the provisions of other relevant ILO instruments, particularly the Employment Policy Convention (No. 122) and Recommendation (No. 122), 1964, the Human Resources Development Convention, 1975 (No. 142), the Employment Policy (Supplementary Provisions) Recommendation, 1984 (No. 169), and the Human Resources Development Recommendation, 2004 (No. 195)?*

*Yes*  *No*

*Comments:*

Double-click to type comments

III. Definitions and scope

*9. Should the instrument or instruments include a definition of “apprenticeship”?*

*If so, should the term “apprenticeship” be defined as any form of education and training, which is governed by an apprenticeship agreement, and enables a person (the “apprentice”) to acquire the competencies required to work in an occupation through structured training consisting of on-the-job learning and supplemented by off-the-job learning and leading to a recognized qualification?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*10. Should the instrument or instruments include a definition of “enterprise”?*

*If so, should the term “enterprise” be defined as a business, undertaking, economic unit or organization, whether public or private?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*11. Should the instrument or instruments include a definition of “intermediary”?*

*If so, should the term “intermediary” mean an individual or an entity, other than the host enterprise or educational institution, which assists in the provision, coordination or support of an apprenticeship?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*12. Should the instrument or instruments include a definition of “recognition of prior learning”?*

*If so, should the term “recognition of prior learning” be defined as a process of identifying, documenting, assessing and certifying a person’s competencies, acquired through formal, non-formal or informal learning, based on established qualification standards?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*13. Should the instrument or instruments include a definition of “traineeship”?*

*If so, should the term “traineeship”, which includes internship, be defined as any form of on-the-job learning, which enables a person (the “trainee”) to acquire work experience with a view to enhancing their employability?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*14. Should any other terms be defined by the instrument or instruments? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*15. Should the instrument or instruments apply to all apprenticeships and traineeships in all enterprises and sectors of economic activity?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*16. Should the instrument, if it takes the form of a Convention, provide that Members could, after consulting with the most representative organizations of employers and workers, limit its scope of application where special problems of a substantial nature arise?*

*Yes*  *No*

*Comments:*

Double-click to type comments

IV. Regulatory framework for quality apprenticeships

*17. Should the instrument or instruments provide that Members should establish regulatory frameworks for quality apprenticeships through social dialogue and that the social partners should be involved in the design, implementation, monitoring and evaluation of quality apprenticeship programmes?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*18. Should the instrument or instruments provide that Members should establish or designate one or more authorities to regulate apprenticeships and that the social partners should be represented in these bodies?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*19. Should the instrument or instruments provide that Members should ensure that the competent regulatory authorities have clearly defined responsibilities and work in close cooperation with other authorities or institutions responsible for regulating or delivering education and training, labour inspection, social protection, occupational safety and health, and public and private employment services?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*20. Should the instrument or instruments provide that Members should adopt a process for recognizing an occupation as being suitable for quality apprenticeships, taking into account:*

*(a) the competencies needed to work in that occupation?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) the appropriateness of an apprenticeship as a means of acquiring such competencies?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) the duration of the apprenticeship required to acquire such competencies?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) the current and future demand for skills and employment potential in that occupation?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) any other factors? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*21. Should the instrument or instruments provide that Members should establish occupation-specific standards for quality apprenticeships, which provide, among others things, for:*

*(a) the minimum age for admission?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) the educational qualifications or prior learning needed for admission?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) the ratio of apprentices to workers in the workplace?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) the minimum and maximum duration of the apprenticeship?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) the extent to which the normal duration of the apprenticeship could be reduced on the basis of any prior learning or progress made during the apprenticeship?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(f) learning outcomes and curricula?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(g) the ratio of off-the-job learning to on-the-job learning?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(h) the conditions under which apprentices should be released from on-the-job learning to undertake off-the-job learning?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(i) vocational guidance and career counselling?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(j) the mentoring and supervision of apprentices?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(k) the procedures for assessing and certifying the competencies acquired?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(l) the qualification(s) acquired on successful completion of the apprenticeship?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(m) any other elements? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*22. Should the instrument or instruments provide that Members may establish standards for quality apprenticeships through national laws and regulations, collective agreements, decisions of competent regulatory bodies or in any other manner consistent with national practice?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*23. Should the instrument or instruments provide that Members should take measures to ensure that there is a fair and transparent process for transferring an apprentice from one enterprise to another when this is considered necessary or desirable for the completion of the apprentice’s training?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*24. Should the instrument or instruments provide that Members should take appropriate measures to ensure that apprentices:*

*(a) are adequately remunerated?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) are not required to work hours that exceed specified limits?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) are entitled to holidays with pay?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) are entitled to paid leave for absence due to illness or accident?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) are afforded the same protection and receive the same training as others in the workplace in respect of discrimination and violence and harassment?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(f) are afforded the same protection and receive the same training as others in the workplace in respect of occupational safety and health?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(g) are entitled to compensation for work-related injuries?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(h) are eligible for any other benefits? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*25. Should the instrument or instruments provide that Members should prescribe conditions under which:*

*(a) enterprises may offer apprenticeships?*

*Yes*  *No*

*(b) educational and training institutions may provide off-the-job training?*

*Yes*  *No*

*(c) intermediaries may assist in the provision, coordination or support of apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*26. Should the instrument or instruments provide that Members should take measures to continuously develop and strengthen the capacity of government agencies and the social partners to respond to challenges affecting quality apprenticeships, such as technological changes and the emergence of new forms of work arrangements?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*27. Should the instrument or instruments provide that Members should take measures to ensure that apprenticeship systems and programmes are regularly monitored and evaluated?*

*Yes*  *No*

*Comments:*

Double-click to type comments

V. Apprenticeship agreement

*28. Should the instrument or instruments provide that Members should ensure that all apprenticeships are governed by a written agreement which is concluded between an apprentice and an enterprise or an intermediary, and which, if so permitted by national laws and regulations, may also be signed by a third party, such as an educational or training institution?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*29. Should the instrument or instruments provide that Members should ensure that an apprenticeship agreement:*

*(a) clearly identifies the parties’ respective roles, rights and obligations, with reference to the relevant occupation-specific standards?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) contains provisions governing matters such as apprenticeship duration, remuneration, working hours, leave entitlements, occupational safety and health, social security, dispute resolution and the termination of the apprenticeship agreement?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) is registered under conditions established by the competent authority?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) is signed on the apprentice’s behalf by a parent, guardian or legal representative, where the apprentice is a minor, as may be required by national laws and regulations?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) contains any other elements? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*30. Should the instrument or instruments provide that Members should develop a model apprenticeship agreement to facilitate consistency, uniformity and compliance?*

*Yes*  *No*

*Comments:*

Double-click to type comments

VI. Equality and diversity in quality apprenticeships

*31. Should the instrument or instruments provide that Members should take measures to promote gender equality in apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*32. Should the instrument or instruments provide that Members should take measures to promote equality, diversity and social inclusion in apprenticeships, special account being taken of the situation and needs of:*

*(a) persons with disabilities?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) persons in the informal economy?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) older persons?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) long-term unemployed persons?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) persons belonging to disadvantaged minorities?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(f) migrants, refugees, internally and forcibly displaced persons, and other persons in vulnerable situations?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(g) any other persons? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*33. Should the instrument or instruments provide that Members should take measures to promote access to formal education and training, including quality apprenticeships, especially for persons in the informal economy, through recognition of prior learning?*

*Yes*  *No*

*Comments:*

Double-click to type comments

VII. Promotion of quality apprenticeships  
and international cooperation

*34. Should the instrument or instruments provide that Members should take measures to create an enabling environment for promoting quality apprenticeships, including by:*

*(a) developing and implementing strategies, setting national goals and allocating adequate resources for quality apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) mainstreaming quality apprenticeships in national development strategies and in employment, education and lifelong learning policies?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) providing incentives, such as cost-sharing, tax exemptions or subsidies for social security contributions, to enterprises, especially small and medium-sized enterprises?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) encouraging intermediaries, including through financial support, to participate in the provision, coordination and support of apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) undertaking awareness-raising activities and promotional campaigns at regular intervals to improve the image and attractiveness of apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(f) establishing pre-apprenticeship programmes?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(g) facilitating access to further vocational and higher education opportunities for apprentices?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(h) using new technologies and innovative methods to improve effectiveness and efficiency in delivering and managing quality apprenticeships?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(i) adopting any other measures? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

*35. Should the instrument or instruments provide that Members should take measures to enhance international cooperation and exchange of good practices, in all aspects of quality apprenticeships, including through offering expanded learning opportunities to apprentices and recognizing competencies acquired through apprenticeship programmes or prior learning?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*36. Should the instrument or instruments provide that, with a view to promoting quality apprenticeships in the informal economy, Members should:*

*(a) strengthen the capacity of micro and small economic units by facilitating access to business development and financial services, improving occupational safety and health conditions, and enhancing the technical, pedagogical and entrepreneurial competencies of master craftspersons?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) ensure that apprentices have access to off-the-job learning and may complement their on-the-job learning through intermediaries or in other enterprises?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) strengthen the capacity of associations of micro and small economic units, including through financial support, to perform the role of regulators and quality assurance bodies?*

*Yes*  *No*

*Comments:*

Double-click to type comments

VIII. Traineeships

*37. Should the instrument or instruments provide that Members should take measures, in accordance with national laws and regulations, to ensure that trainees:*

*(a) have a written traineeship agreement concluded between themselves and a host enterprise?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(b) are adequately remunerated?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(c) are not required to work hours that exceed specified limits?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(d) are entitled to holidays with pay?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(e) are entitled to paid leave of absence for illness or accident?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(f) are afforded the same protection and receive the same training as others in the workplace in respect of discrimination and violence and harassment?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(g) are afforded the same protection and receive the same training as others in the workplace in respect of occupational safety and health?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(h) are entitled to compensation for work-related injuries?*

*Yes*  *No*

*Comments:*

Double-click to type comments

*(i) are eligible for any other benefits? If so, please specify.*

*Yes*  *No*

*Comments:*

Double-click to type comments

1. [GB.334/PV, para. 42(b)](https://www.ilo.org/gb/GBSessions/GB334/WCMS_677387/lang--en/index.htm). [↑](#footnote-ref-1)