

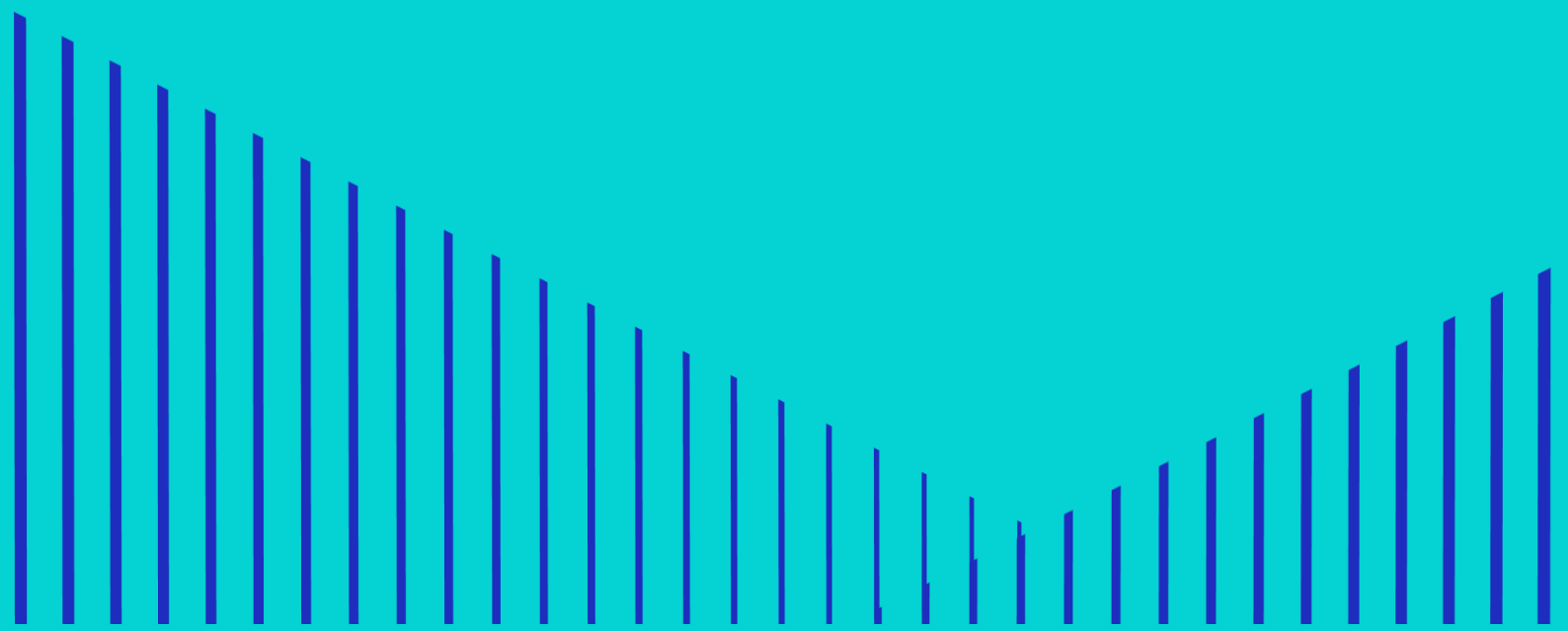


International  
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# ► R208 Checklist

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For the tripartite review of national  
apprenticeships systems and frameworks



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For the tripartite review of national apprenticeships systems and frameworks

SKILLS branch  
Employment Policy, Job Creation and Livelihoods Department

## ► Introduction

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The purpose of this checklist is to support tripartite reviews of national apprenticeship frameworks and systems, based on the elements contained in the Quality Apprenticeships Recommendation, 2023 (No. 208). Based on this assessment, governments (G), workers' (W) and employers' (E) organizations will be able to identify their priorities for change and potential reforms, and to enter into meaningful tripartite discussions.

The proposed checklist provides expanded text on some of the Recommendation's provisions, especially on the application of Fundamental Principles and Rights at Work to apprentices and combines some sections to make the text more user-friendly within the context of a tripartite discussion.

Answers range from 1 to 5, depending on how relevant the statement is to the national context. "1" indicates that the statement is not appropriate. "5" indicates that the statement is completely appropriate. It is also possible to add comments, for instance, and links to supporting evidence.



## ► Checklist

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 1 | 2 | 3 | 4 | 5 | NA/don't know | Evidence/ comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|---|---|---|---------------|--------------------|
| <b>REGULATING APPRENTICESHIPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |   |   |   |               |                    |
| The terms Apprenticeship, Intermediary, Pre-apprenticeship Programme and Recognition of Prior Learning are legally defined.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |   |   |   |   |               |                    |
| Apprenticeship is defined as a form of education and training: <ul style="list-style-type: none"> <li>a. governed by an apprenticeship agreement,</li> <li>b. enabling an apprentice to acquire competencies (i.e. a competency based training)</li> <li>c. required to work in an occupation (i.e. linked to specific occupations)</li> <li>d. carried out through structured training (i.e. with clear learning outcomes and training plans)</li> <li>e. remunerated or otherwise financially compensated (i.e. in-kind compensation are not sufficient)</li> <li>f. consisting of both on-the-job and off-the-job learning (i.e. a dual approach)</li> <li>g. leading to a recognized qualification (recognised by the State and employers)</li> </ul> |   |   |   |   |   |               |                    |
| The existing regulatory framework applies to apprenticeships in all economic sectors and all enterprises, public and private.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |   |   |   |   |               |                    |
| There are provisions on apprenticeships in national development strategies, relevant national education, vocational training, lifelong learning and employment laws and policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |   |   |   |   |   |               |                    |
| There are provisions on apprenticeships in sectoral collective bargaining agreements and company specific ones.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |   |   |   |   |               |                    |
| Social partners are effectively involved in the creation of an enabling environment for apprenticeships and more specifically in the design, implementation, monitoring and evaluation of apprenticeship frameworks, systems, policies and programmes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |   |   |   |               |                    |
| General or occupation-specific standards for apprenticeships are established, in consultation with social partners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |   |   |   |   |               |                    |
| Legal responsibilities of apprentices, employers, educational and training institutions, and intermediaries involved in apprenticeships are specified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |   |   |   |   |               |                    |
| The regulatory framework also prescribes conditions under which: <ul style="list-style-type: none"> <li>a. enterprises may offer apprenticeships,</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |   |   |   |   |   |               |                    |

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| b. educational and training institutions may provide off-the-job training,<br>c. and intermediaries may coordinate, support or assist in the provision of apprenticeships.                                                                                                                                                                                                             |  |  |  |  |  |  |  |
| <b>PROMOTING APPRENTICESHIPS</b>                                                                                                                                                                                                                                                                                                                                                       |  |  |  |  |  |  |  |
| There are public programmes, measures, financial and non-financial incentives as well as support services apprentices can easily access.                                                                                                                                                                                                                                               |  |  |  |  |  |  |  |
| Measures are in place to promote apprenticeships in fields related to the green economy and a just transition                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| The Government, in consultation with representative employers' and workers' organizations, takes measures to facilitate access of micro, small and medium-sized enterprises to business development and financial services, improve their OSH environment, enhance their teaching and training methods, and promote technical and entrepreneurial competencies of in-company trainers. |  |  |  |  |  |  |  |
| The Government, in consultation with representative employers' and workers' organizations, provides opportunities for off-the-job learning to apprentices and can complement their on-the-job learning in other enterprises.                                                                                                                                                           |  |  |  |  |  |  |  |
| The Government, in consultation with representative employers' and workers' organizations, strengthens the capacity of associations of micro, small and medium-sized enterprises to offer quality apprenticeships.                                                                                                                                                                     |  |  |  |  |  |  |  |
| The Government, in consultation with representative employers' and workers' organizations, has adopted a process of recognition of prior Learning and/or encourages provision of bridging courses.                                                                                                                                                                                     |  |  |  |  |  |  |  |
| Intermediaries that coordinate, support or assist in the provision of apprenticeships are available and subsidised, where appropriate.                                                                                                                                                                                                                                                 |  |  |  |  |  |  |  |
| There are one or more competent authorities established or designated for regulating apprenticeships, with clearly defined responsibilities, in which employers' and workers' organizations are represented.                                                                                                                                                                           |  |  |  |  |  |  |  |
| These competent authorities work effectively in coordination with other authorities or institutions that are responsible for regulating or delivering education and training, labour inspection, occupational safety and health, social protection, public and private employment services.                                                                                            |  |  |  |  |  |  |  |
| Effective and sustainable financing models, including adequate government funding is available to support apprenticeships and the functioning of these competent authorities.                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| Robust monitoring mechanisms are in place, including data collection by the competent authority as regards rates of retention, non-completion and success, to assess the effectiveness of investments.                                                                                                                                                                                 |  |  |  |  |  |  |  |
| Public-private partnerships to support quality apprenticeships are in place and effectively regulated.                                                                                                                                                                                                                                                                                 |  |  |  |  |  |  |  |

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| Awareness-raising activities and promotional campaigns are conducted regularly to improve the image and attractiveness of quality apprenticeships, and measures are in place to increase awareness of apprentices' rights, entitlements, and protection.                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |  |  |  |
| New technologies and innovative methods are used to improve the effectiveness of apprenticeships.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |  |  |  |  |  |
| The Government actively promotes a culture of lifelong learning, skilling, reskilling and upskilling, including with respect to core skills.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |  |  |
| <b>SHAPING A FRAMEWORK FOR APPRENTICESHIP PROGRAMMES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |  |  |  |  |  |  |
| There is a process in place for determining whether an occupation is suitable for apprenticeship training, with the participation of social partners, based on the following criteria:<br><br>a. the appropriateness of an apprenticeship as the training approach for the targeted occupation;<br>b. the feasibility of having an apprenticeship of the required length;<br>c. the market demand for this occupation, evolving production processes and services and related emerging competencies;<br>d. the occupational, training and labour market expertise of employers' and workers' organizations. |  |  |  |  |  |  |  |
| Provisions relating to educational qualifications, attainments or prior learning required for admission are specified in general or occupation-specific standards.                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
| The expected minimum and maximum duration of apprenticeships are specified. They may be different for each occupation. There are also provisions for the reduction of this duration based on prior learning or individual learner's progress.                                                                                                                                                                                                                                                                                                                                                               |  |  |  |  |  |  |  |
| Competency based curricula, with clear learning outcomes, is available for apprenticeships, based on market needs and learners' aspirations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |  |  |  |  |
| A National Qualification Framework is available to facilitate the recognition of competencies acquired through apprenticeship training.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |  |  |  |  |  |
| The appropriate share of on-the-job and off-the-job learning is specified in general or in occupation-specific standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |  |  |  |  |  |  |
| The supervision of apprentices by qualified personnel and the nature of such supervision are specified. They may vary according to occupations.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |  |  |  |  |  |

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| The required qualifications and experience of teachers, instructors, in-house trainers and other experts involved in apprenticeships are included in general or occupation-specific standards.                                     |  |  |  |  |  |  |  |
| The proportion of apprentices to the host enterprise workforce is capped; limits may be different according to occupations and the size of host enterprises.                                                                       |  |  |  |  |  |  |  |
| The number of apprentices per teacher is also limited (limits may vary according to occupations).                                                                                                                                  |  |  |  |  |  |  |  |
| Apprentices have access to vocational guidance, career counselling, and other appropriate services, before, during and after apprenticeships.                                                                                      |  |  |  |  |  |  |  |
| Provisions are specified relating to the assessment and certification of competencies acquired, and their related qualifications.                                                                                                  |  |  |  |  |  |  |  |
| There is a fair and transparent process by which an apprenticeship can be undertaken in more than one enterprise, subject to the apprentice's consent, when this is considered necessary for the completion of the apprenticeship. |  |  |  |  |  |  |  |
| Apprenticeship systems and programmes are regularly monitored and evaluated; the results of monitoring and assessment are used to adapt and improve them.                                                                          |  |  |  |  |  |  |  |
| <b>PROTECTING APPRENTICES</b>                                                                                                                                                                                                      |  |  |  |  |  |  |  |
| The minimum age for admission in apprenticeship is no less than 14 years of age and 18 years of age for occupations that are part of the national list of hazardous work for children.                                             |  |  |  |  |  |  |  |
| Apprentices are legally protected from forced labour including from work being exacted under the threat of a penalty, or as a means of coercion or punishment, or for the purpose of mobilising free labour for public work.       |  |  |  |  |  |  |  |
| Apprentices are protected against any discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin.                                                                         |  |  |  |  |  |  |  |
| Apprentices receive equal remuneration for work of equal value, i.e. remuneration is established without discrimination based on gender                                                                                            |  |  |  |  |  |  |  |
| Apprentices have the right to establish and to join organisations of their own choosing, including trade unions.                                                                                                                   |  |  |  |  |  |  |  |
| Apprentices can participate in and benefit from collective bargaining and they enjoy adequate protection against acts of anti-union discrimination.                                                                                |  |  |  |  |  |  |  |

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| The workplaces, machinery, equipment and processes in used by apprentices are legally required to be safe and without risk to health.                                                                   |  |  |  |  |  |  |  |
| Apprentices are included as a specific audience in promotional campaigns on Occupational Safety and Health (OSH) and in the scope of the labour inspection's work.                                      |  |  |  |  |  |  |  |
| Guidance for employers on OSH for apprentices and adequate penalties for violations of the laws and regulations are in place.                                                                           |  |  |  |  |  |  |  |
| Apprentices are entitled to have access to adequate OSH information, and OSH is mainstreamed in the training, preferably as a first component before the engagement of the apprentice in the workplace. |  |  |  |  |  |  |  |
| Apprentices also benefit from information sessions on discrimination and violence and harassment.                                                                                                       |  |  |  |  |  |  |  |
| Apprentices are entitled to clothing and protective equipment as well as adequate first-aid arrangements.                                                                                               |  |  |  |  |  |  |  |
| Apprentices have the right to remove themselves from a workplace which they reasonably assess as dangerous for their life or health.                                                                    |  |  |  |  |  |  |  |
| Apprenticeships are covered by the national policy on occupational safety, occupational health and the working environment (as per Convention No. 155, 1981)                                            |  |  |  |  |  |  |  |
| Apprentices receive adequate remuneration or other financial compensation that may be increased as the apprenticeship progresses                                                                        |  |  |  |  |  |  |  |
| Apprentices are not required to work hours that exceed limits specified by national legislation and/or collective agreements                                                                            |  |  |  |  |  |  |  |
| Apprentices are entitled to holidays with pay                                                                                                                                                           |  |  |  |  |  |  |  |
| Apprentices are entitled to paid leave when ill or following an accident, and to compensation for illnesses and work-related accidents.                                                                 |  |  |  |  |  |  |  |
| Apprentices have access to paid maternity or paternity leave and parental leave                                                                                                                         |  |  |  |  |  |  |  |
| Apprentices have access to social security and maternity protection                                                                                                                                     |  |  |  |  |  |  |  |
| Apprentices have access to an effective complaints and dispute resolution mechanism                                                                                                                     |  |  |  |  |  |  |  |
| Apprentices are entitled to the protection of personal data                                                                                                                                             |  |  |  |  |  |  |  |

| INSTITUTIONALISING AN APPRENTICESHIP AGREEMENT                                                                                                                                                                                                                                          |  |  |  |  |  |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|
| Apprenticeships are governed by a written agreement concluded between an apprentice and a host enterprise or public institution and, if permitted by national laws and regulations, signed by a third party such as an educational or training institution or an intermediary.          |  |  |  |  |  |  |  |
| a. It clearly defines the parties' respective roles, rights and obligations;                                                                                                                                                                                                            |  |  |  |  |  |  |  |
| b. It specifies where the apprenticeship takes place;                                                                                                                                                                                                                                   |  |  |  |  |  |  |  |
| c. It does not contain any provision that restricts the apprentice's capacity to move to another employer after the apprenticeship;                                                                                                                                                     |  |  |  |  |  |  |  |
| d. It contains provisions relating to the apprenticeship duration, payment and its frequency, hours of work, rest time, breaks, holidays and leave, occupational safety and health, social security, dispute resolution mechanisms and the termination of the apprenticeship agreement; |  |  |  |  |  |  |  |
| e. It identifies the competencies, certification or qualifications to be attained and other additional education support required ;                                                                                                                                                     |  |  |  |  |  |  |  |
| f. It is registered under conditions established by the competent authority;                                                                                                                                                                                                            |  |  |  |  |  |  |  |
| g. The apprenticeship agreement is signed at the beginning of the apprenticeship;                                                                                                                                                                                                       |  |  |  |  |  |  |  |
| h. Where the apprentice is a minor, the apprenticeship agreement is to be signed on the apprentice's behalf by a parent, guardian or legal representative, or by the apprentice when the written consent of a parent, a guardian or a legal representative has been duly secured.       |  |  |  |  |  |  |  |
| A national model apprenticeship agreement developed in consultation with representative employers' and workers' organizations is available.                                                                                                                                             |  |  |  |  |  |  |  |
| ENSURING EQUALITY AND DIVERSITY IN APPRENTICESHIPS                                                                                                                                                                                                                                      |  |  |  |  |  |  |  |
| Measures are in place to promote equality, diversity and social inclusion in apprenticeships.                                                                                                                                                                                           |  |  |  |  |  |  |  |
| The needs of persons belonging to one or more groups in situations of vulnerability are addressed to allow them to access apprenticeship programmes and benefit from them in an equitable manner.                                                                                       |  |  |  |  |  |  |  |
| Appropriate measures are in place for women and men to access and benefit equitably from apprenticeships.                                                                                                                                                                               |  |  |  |  |  |  |  |
| Measures are in place to prevent and eliminate any discrimination, violence and harassment and exploitation as regards apprentices.                                                                                                                                                     |  |  |  |  |  |  |  |
| Access to appropriate and effective remedies is provided in case of discrimination, violence and harassment.                                                                                                                                                                            |  |  |  |  |  |  |  |
| Needs-based pre-apprenticeship programmes are in place, with a focus on increasing rates of participation, retention, and success in apprenticeships.                                                                                                                                   |  |  |  |  |  |  |  |

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| Measures are in place to facilitate access to mentorship, career guidance, flexible learning pathways, further vocational training and other education opportunities for apprentices.                                                                     |  |  |  |  |  |  |  |
| Apprenticeships for adults and experienced individuals seeking to change industry or occupation, upgrade their skills or enhance their employability are actively promoted.                                                                               |  |  |  |  |  |  |  |
| Measures are in place to promote access to quality apprenticeships to facilitate the successful transition from the informal to the formal economy and from insecure to secure work.                                                                      |  |  |  |  |  |  |  |
| <b>COLLABORATING FOR APPRENTICESHIPS</b>                                                                                                                                                                                                                  |  |  |  |  |  |  |  |
| Government takes measures to cooperate to offer expanded learning opportunities to apprentices and to recognize competencies acquired through apprenticeship programmes or prior learning                                                                 |  |  |  |  |  |  |  |
| Government takes measures to promote the recognition of apprenticeship qualifications nationally, regionally and internationally.                                                                                                                         |  |  |  |  |  |  |  |
| Government takes measures to build effective partnerships to promote quality apprenticeship programmes, including through tripartite national, sectoral or occupational skills bodies, and also global and regional alliances and apprenticeship networks |  |  |  |  |  |  |  |
| Government takes measures to promotes international, regional and national cooperation and exchange of information in all aspects of quality apprenticeships                                                                                              |  |  |  |  |  |  |  |



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