CHECKLIST OF REQUIREMENTS FOR PROGRAM RECOGNITION

Company Name _____ Contact Person _____
Address _____ Position _____
Phone/Fax No.: _____

      The following is a checklist of requirements and components for approving the Learnership program proposal. Kindly check the appropriate column that corresponds to the availability of documents.

REQUIREMENTS	YES	NO	REMARKS
1. Profile of company with SEC registration			
2. Location sketch			
3. Certification that there is an existing labor union; and that the labor union has approved the proposed implementation of the learnership program			
4. Bio-data of trainer(s)			
5. Member list of Plant Apprenticeship Committee (PAC)			
6. Course Outline			
COMPONENTS OF APPRENTICESHIP PROGRAM PROPOSAL			
1. Statement of Policy			
2. Objectives			
3. Standards			
4. Qualifications			
5. Apprenticeship Committee			
6. Period of Learnership			
7. Probationary Period			
8. Termination of Agreement			
9. Work Process			
10. Learner Allowance			
11. Hours of Training			
12. Overtime Work			
13. Credit for Previous Training or Experience			
14. Supervision of Learnership			
15. Related Theoretical Instructions			
16. Responsibility of the Learner			
17. Authority of Visitation			
18. Modifications of Standards			
19. List of Equipment			