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## Report about development Apprentice Track Meta Data Standard

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# About the activity

## 1. Apprenticeship Track Meta Data Standard Introduction

Activity O2A2 has a goal to propose an appropriate meta data standard for apprenticeship management, which should make easier the management of apprenticeships.

During the last couple of months, SAT consortium have been working on this meta data standard for recording all the necessary information required to be held about apprenticeship. The consortium used data from OA and O2A1. Below you can find the necessary meta data standard for managing large numbers of placements. The proposal was discussed internally as well as with external experts.

## 2. Apprentice Track Meta Data Standard

This chapter focuses on general description of how the different metadata fields presented in these sections are related and how each of them contributes to the management of apprenticeships.

### 2.1. School Key

The below presented data shows input needed to connect Apprentice Track app to suitable information systems used by School.

ID	Description
Connectivity ID	Identification data (name) of publicly available connectivity key.
Public key	Specific key for connection of Apprentice Track app and information system used in School.

### 2.2. Personal data

The below presented personal data should be part of meta data standard. The data have to be protected according GDPR.

ID	Description
Username	User name created by the administrator to identify the person based on specified standard.
Contact information	Telephone number (if needed).
Address	Street and house number only.
ZIP code	ZIP code
City	Location identification.
Role	Specific role of person within the apprenticeship (Admin, Student, School Admin, School Organizer, Enterprise Admin, Mentor).

Organization or school.	Membership to company/school.
Study program	Identification of suitable study program for specific user.

### 2.3. Enterprise data

Listed Metadata descriptors show data needed for identification of enterprise. Enterprise can be created by authorised users or proposed by unauthorised users.

ID	Description
Name	Name of organization
Address	Address including street.
City	Location identification.
ZIP Code	ZIP Code.
Contact user	Contact person who is responsible for administration of apprenticeships within the organization. Further details can be seen within USER section.
Study programs	List of approved study programs (enterprise is offering suitable apprenticeships for these study programs).

## 2.4. School data

Listed Metadata descriptors show data needed for identification of school.

ID	Description
Name	Name of organization
Address	Address including street.
City	Location identification.
ZIP Code	ZIP Code.
Contact user	Contact person who is responsible for administration of apprenticeships within the organization. Further details can be seen within USER section.
School Key	Selected School Key. For further details please see SCHOOL KEY.
Study programs	List of offered study programs.

## 2.5. Study programme data

The below presented study programme data should be part of meta data standard. If the study programme consists of more modules, these can be added as parts of study programme including how the similar data should be related.

ID	Description
Name	Name of study program or module
Description	Detailed description of offered study programs including detailed requirements for apprenticeships.
Competences	Detailed description of required competences and their improvement. Competences are identified by their name and detailed description.



## 2.6. Apprenticeship Agreement data

The below presented agreement data should be part of meta data standard.

ID	Description
Enterprise	Identification of enterprise offering suitable apprenticeship for students.
Student	Identification of students that is taking part within created apprenticeship.
Begin	Starting date of the apprenticeship.
End	Final date of the apprenticeship.
Study program	Selected study program based on the pre-created study programmes of studied school.
Version Number	Identification of agreement version based on previous corrections.
Competences	List of competences specified in study program or individually based on student or enterprise admin or mentor requirements.
Articles	List of articles (see TEMPLATE ARTICLES) used to create whole agreement.

## 2.7. Template Articles data

Template Articles described parts of Apprenticeship agreement.

ID	Description
Order Number	Order number that shows the order of article within the list. The number shows the priority of the article.
Content	Specific content created by school admin or enterprise admin. These articles are used to create the agreement. Description contains specification of right of individual subject.

## 2.8. Evaluation Templates data

The below presented reports data should be part of meta data standard.

ID	Description
Question	Evaluation criterion.
Question type	Type of evaluation criterion (text, select, checkbox).
Show for role	The role identification which should do the evaluation based on pre-set criteria.
Order	Order identification of the evaluation Question within the evaluation form.

### **3. Conclusion**

Key parts of meta standard in apprenticeships are organization data, study programme data, personal data, internship agreement data and reports data. The presented meta data standard should be part of application for management apprenticeships. The presented meta data standard could be widen in some details, however these data should be necessary part of application for monitoring apprenticeships., because help all three actors (school, mentor and student) with the management of apprenticeships.

### **About the Apprentice Track Project and this publication**

Apprenticeships allow students to build up skills and knowledge, while providing companies with a reliable way to evaluate potential future hires and the benefit from fresh perspectives offered by academia. Despite their advantages, apprenticeships are challenging to manage, as the needs of students and of specific enterprises are difficult to match, particularly when organizations need to deal with massive amounts of students and, consequently, data. Structured communication channels between enterprises and students, robust management systems and clear evaluation protocols are necessary to manage such a complex system, are therefore needed to enable the launch of valuable, steady and sustainable Apprenticeship Programmes.



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