

METHODOLOGICAL FRAMEWORK FOR THE DUAL TRAINING FOR BOTH DEGREE AND MASTER'S DEGREE OF THE SUPERIOR POLYTECHNIC SCHOOL

Approved by study committee on July 12, 2021

OBJECT

The purpose of this framework is to consider the specific situations in the organization, management, monitoring, evaluation and qualification of Dual Training in the degree, master's and double degrees taught at the EPS, following the approved general guidelines of the Udl's Regulations.

1. DESCRIPTION OF THE DUAL TRAINING OF THE SUPERIOR POLYTECHNIC SCHOOL

The Dual University Training is a training aimed to develop a learning project integrated in the academic and professional environment, with a special co-responsibility between the university, the company or entity and the students in its co-design and co-development . Also, the Dual University Training is aimed towards the appropriate training of the student to ensure his integral university training, as well as his qualified employability and his capacity for entrepreneurship, creativity and innovation. It is not just about working, or doing internships to apply the knowledge acquired, but about developing and completing skills in the workplace from the start of his training. It is about ensuring the integration of the learning carried out at the practice center - work with the theoretical-practical aspects of the subjects taught at the university.

The Dual Training of the Higher Polytechnic School must comply with the following considerations:

1. It includes three main actors: the students, the tutors in the collaborating entities and the teaching staff of the university center.
2. The student alternates his training between university and company/institution at different time intervals, but the possibility of combining the training activity in the university center and in the company/entity must be ensured at any times.
3. Between the student and the company there is a legal bond instrumented with an employment contract that should be specific for the Dual University Training.
4. Whenever possible, full-time contracts are provided, that allows the company to temporarily employ people without experience in the occupation for which they have been trained. However, as long as there is no specific employment contract for Dual University Training, in the event that there are difficulties in hiring dual training students, it is necessary to facilitate this connection through some other legal relationship such as scholarships or cooperation agreements educational (external extracurricular academic practices).
5. The individual training project of each student will be regulated by signing a cooperation agreement between the student, the University and the company/institution.

2. PRINCIPLES AND ELEMENTS OF DUAL TRAINING IN THE SUPERIOR POLYTECHNIC SCHOOL

The role of the company in dual training

The apprentice is an employee of the company with the same rights and duties as someone who holds a job. But, precisely, in relation to the job that he/she holds, he/she is a student, in a situation of acquiring theoretical and practical knowledge.

The company is a trainer: the apprentice acquires from the company the knowledge and skills that contribute to offer him an experience recognized in his training title.

The company must provide for the apprentice learning opportunities that allow the development and acquisition of skills.

Dual Training allows for reciprocal enrichment:

- The apprentice brings to the company a dynamic and a cultural, theoretical and practical background, based on the academic training received at the university.
- The company provides for a learner with the context that allows the operational practical realization of the acquired knowledge, the construction and acquisition of new knowledge and skills.
- The Dual Training is the means of making the company and the university evolve towards a convergence, through a common project.

Companies are involved in the Dual Training of the Superior Polytechnic School in:

- The recruitment of apprentices.
- The periodic evaluation of the learners.
- The work meetings, prospective or evaluation, focused on the progression of the learners.
- Lessons tutored by professionals.
- Pedagogical developments in the contents of the lessons

The double accompaniment

The tutoring of each apprentice (AP) is ensured by the company tutor (TE) – university tutor (TU) tandem. The company tutor accompanies the apprentice in his/her progression in the company in relation to his/her training. Take part in the development of the skills and activities that the apprentice will have to develop in the company. It is informed of the student's academic results.

A dynamic assessment

The assessment is based on skills that the apprentice develops in the company. The company tutor assesses the apprentice together with the university tutor using the Learning Notebook.

The Learning Notebook

Describe in a document the training plan (skills and activities) that the apprentice will have to develop in the company during the training period. This document will be signed by the three actors of the dual training: apprentice, company tutor and university tutor. The university tutor will be responsible for guarding the Learning Notebook throughout the training process.

3. LINKAGE BETWEEN DUAL TRAINING AGENTS

3.1 THE EMPLOYMENT CONTRACT

The fundamental object of the employment contract will be the development of the student's training, having previously defined the basic skills and knowledge that are intended to be achieved, in a coordinated and complementary way with the skills that are worked on during academic time.

Duration

It will have at least same duration to that of the necessary academic credits set in the syllabus. Considering that the new academic year starts in September, it is expected that a student will complete the Dual Training from October of the new academic year until the end of the specific dual program of their degree. This period could vary according to each particular situation.

In any case, the first Dual Training course the Dual Training contract must be formalized at the latest during the first quarter (from October to December) of the course.

Dedication

Full-time dual training contract are recommended. This contract must provide for part of the day to be spent in the company and another part to be dedicated to the academic training of the degree or master's degree, as established in the training plan defined individually for each student

During the academic periods, the student will combine his training between the development of tasks in the company (8 hours per day) and the monitoring of studies according to the schedule established in the degree. The possibility of combining the training activity in the university center and in the company /entity must be guaranteed and ensured at any time.

Retribution

The student in Dual Training must receive an economic remuneration that will be included in the dual training contract. It is recommended that this remuneration be equal to or higher than the Interprofessional Minimum Wage (IMW) or regulatory agreement of the activity sector in which the dual training takes place.

3.2 DUAL TRAINING EDUCATIONAL COOPERATION AGREEMENT

An agreement will be signed between the parties involved in the dual training in which the training project will be specified, and will indicate:

1. Rights and obligations of the parties who sign it:
 - Guarantee of the compatibility of the academic activity and the company.
 - Confidentiality of information
 - Data Protection
 - Intellectual property of the possible results of the dual training
2. Material resources: infrastructure and facilities suitable for dual training.
3. Tutoring and supervision mechanisms: double tutoring of the student by company and university tutors. The student will have a Tutor appointed by the University and a Tutor appointed by the entity, company, organization, institution or administration, who must jointly supervise the development of the training project, under the leadership university tutor.
4. Evaluation systems: monitoring and evaluation procedure

and the rest of the conditions that are considered necessary for the correct development of the common training project (See Annex).

4. COORDINATION OF DUAL TRAINING

The coordinator of each degree will be in charge of coordinating and monitoring the Dual Training of the degree they coordinate.

Your tasks will be:

1. Organize and manage the recruitment process for Dual Training offers by companies/entities
2. Organize and manage student registrations for the Dual Degree Training process
3. Facilitate contact between students enrolled in the Dual Training process of the EPS and the companies that have submitted offers.
4. Assign advisors to the Dual Training students for their final works
5. Ensure compliance with this methodological framework, interpret it in those aspects that may be ambiguous and propose to the Heads of Studies the necessary modifications to correct them.

5. FOLLOW-UP COMMISSION OF DUAL TRAINING

Dual Training will be monitored by a mixed committee of the center made up of representatives from the university and from the dual training collaborating entities.

The functions of this commission will be:

- Guarantee the coordination and integration of the activities developed in the entity / institution and those taught in the classroom.
- Analyze the incidents detected and propose.
- Monitor the quality of dual education
- Monitor students
- Make an analysis of the achievement of learning outcomes and propose improvements, if necessary .

6. DUAL TRAINING PROCEDURES

The general procedure for Dual Training at the EPS is described in PRC_FLUX_FDUAL_V_05 which is attached in the annex of this Methodological Framework.

In this Dual Training procedure for EPS degree and master's degrees, three different processes should be considered in which different agents are involved:

6.1 START OF DUAL TRAINING

The process to start Dual Training during each academic year will consist of the following procedures:

April-May

Coordination

- Contact the companies to prepare the Dual Training offers for the following year
- Review and validate the offers submitted by the companies
- Publish the offers on the degree website

Companies

Companies send their proposals for training activities:

- The proposal is sent to the degree coordinator
- They modify the offer, if necessary, following the coordination instructions

June

Students

The second half of June begins the registration period for the dual training

Procedure for registration:

- Consult the training activity proposals available on the Web
- Prepare the necessary documentation
- Registration of the proposals in which each student is interested using the Virtual Campus tool

Documentation:

- Registration form
- Curriculum Vitae
- Covering letter
- Academic record

July-August

Students

- Candidate registration deadline: July

Companies

- Companies receive documentation from students interested in their offers
- Candidate students will be contacted
- They will carry out the selection processes
- They will inform the Dual Training coordinator of the candidates selected.

September

Students

- Degree or master's degree enrollment.
- Degree or Master's classes beginning.
- Deadline for contracts agreement (2nd half of September)

Academic Tutor

- Prepare the specific training project for each tutored student that will be reflected in the dual training agreement.

October

Selected students start working on the agreed company to start their Dual Training period

6.2 MONITORING OF DUAL TRAINING

The duration of the Dual Training for the EPS degree or master's degree will be established in the study plan of the degree. In any case, the follow-up of the Dual Training is based on the double tutoring of the company tutor (TE) and the university tutor (TU). The follow-up process is included in the Dual Training Learning Notebook detailing the skills and activities that the student will develop during the dual training. This follow-up document is being completed as the dual training meetings are done or meetings take place. This notebook will also be accompanied by the period reports which will also include all the necessary evidence to justify the student's level progress.

LEARNING NOTEBOOK

The learning notebook is an exchange tool between the three actors of the Dual Training that synthesizes the key points of these meetings. It is a follow-up document that is completed as the meetings or meetings take place. Describe in a document the training plan (skills and activities) that the apprentice will have to develop in the company during the training period. This document will be signed by the three actors of the dual training: apprentice, company tutor and university tutor. The university tutor will be responsible for guarding the Learning Notebook throughout the training process.

The learning notebook formalizes the learning carried out both at the company and at the university and details the role of the different actors involved in the dual training: Apprentice (AP), company tutor (TE) and University Tutor (TU).

MEMORIES OF ACTIVITIES

At the end of each semester of Dual Training, students must fill up the Activity Report in which they will describe the activities developed during the semester, the skills worked on, as well as all the evidence necessary to guarantee the achievement of the pedagogical objectives of the semester. These reports will be presented by the AP at the end of each semester of Dual Training in front of the TE and the TU.

PEDAGOGICAL MEETINGS

During each semester of Dual Training, the AP, the TE and the TU hold two pedagogical meetings. At the beginning of the semester, in the first meeting will be agreed the skills to be worked on and the activities to be developed by the AP during such the semester. The second meeting, is held at the end of the semester and in which the AP will present the report of the period and the TU and TE will make their grades.

The following table presents a summary table of the sequence and purpose of each of the pedagogical meetings of the Dual Training.

Table 1: Pedagogical meetings of dual training.

type	Actor s	purpose	dates
Apprentice training meeting	TU/AP	<ul style="list-style-type: none">• get to know each other• Know the dual training process.• Know the roles of all actors.	2nd half of September
Business training meeting	TU/TE	<ul style="list-style-type: none">• get to know each other• Know the dual training process.• Know the roles of all actors	2nd half of September

Kick-off meeting		TU / TE/ AP	<ul style="list-style-type: none"> • Signature of the dual training agreement • Analyze the AP's integration in the company. • Agree on the skills to work on in the first period and the associated activities to develop that will be included in the notebook. • Questions/ Sharing. 	2nd fortnight of October
2nd Beginning semester meeting		TU / TE / AP	<ul style="list-style-type: none"> • Analyze the know-how achieved. • Submit the Activities Report (MEM1). • Grading the first period. 	2nd half of January
Intermediate semesters Each interim semester will:	1st Meeting	TU / TE / AP	<ul style="list-style-type: none"> • Analyze the know-how achieved. • Agree on the skills to work on in the second period and the associated activities to develop that will be included in the notebook. • Questions/ Sharing 	2nd fortnight first month midterm
	2nd Meeting	TU/TE/AP	<ul style="list-style-type: none"> • Analyze the know-how achieved. • Submit the Activities Report (MEMI). • Grading the second period. 	2nd fortnight last month midterm
Meeting at the beginning of the final semester		TU/Co-tutors TFM/TE/AP	<ul style="list-style-type: none"> • Analyze the know-how achieved. • Agree on the skills to work on in the third period and the associated activities to develop that will be included in the notebook. • Questions/Position in common. 	2nd fortnight of the first month of the final semester
final meeting		YOU/YOU/AP	<ul style="list-style-type: none"> • Analyze the know-how achieved. • Present the Activities Report (MEMF). • Grading the last period. • Global grading of the dual training process. 	2nd fortnight of the last month of the final semester

6.3 QUALIFICATION OF ACADEMIC PROCEEDINGS

At the end of each Dual Training period, the academic tutor will fill out the individual AP Dual Training form with the grades achieved by the student and take it to the center's secretariat for each final grades of the different periods of dual training.

APPENDIX

Included in this annex are the basic documents for coordinating and monitoring the training of the Higher Polytechnic School, which are:

Quality procedure: general procedure of the dual training of the EPS.

1. **Dual training agreement:** A model dual training agreement is attached. This document links to the three parties involved in the Dual Training of the EPS, which are the student, the University and the company, and specifies: the calendar, the tutor's mission and training follow-up, the legal and financial conditions and data confidentiality during the Dual Training process.
2. **Activities notebook:** attached is an example of a activities notebook that is representative of the activities notebooks for the different degrees that are offered in Dual Training at the EPS. Each of these notebooks is particularized according to the qualifications of the degree and the subjects of the study plan that are taken in dual training. The attached notebook corresponds to the master's degree in IT engineering and the *Enterprise Integrated projects specialty*.