**Minister of Education, Science and Technological Development brings**

**RULE BOOK**

on how to schedule students to learn through work

"Official Gazette of RS", No. 102 of December 21, 2018.

**Subject of the Rules**

**Article 1.**

This rulebook determines the manner of scheduling students for learning through work (hereinafter: scheduling students), in secondary schools where learning through work for a certain educational profile in dual education takes place with several employers.

In secondary schools where, in accordance with the curriculum, different parts of the program are realized with different employers so that all students must do part of the learning through work with each of the employers, the method of student assignment is determined by the dual education agreement between schools and employers.

**Participants in student scheduling**

**Article 2**

Deployment of students is performed by teachers, professional associates and representatives of employers who learn through work who are members of the team for career guidance and counseling educated in accordance with Article 8 of the Law on Dual Education (hereinafter: KViS Team), in cooperation with students and their parents, ie other legal representatives, by harmonizing the expressed wishes of students to do learning through work with a certain employer as well as employers for certain students.

Representatives of the employer with whom learning through work is performed participate in the assignment of students only for the educational profile in the realization of which they participate.

**Informing students about the way of scheduling**

**Article 3**

The KViS team organizes the presentation of all employers to students and their parents, or other legal representatives, and acquaints them with the manner of student distribution and the number of vacancies and conditions and environment for learning through work with each employer, no later than the end of the second week. which, in accordance with the curriculum of teaching and learning, begins the realization of learning through work, or at the end of the school year preceding the realization of learning through work.

The KViS team prepares students for the context in which work-based learning takes place as well as for interviews with employers where work-based learning takes place.

**Interview of employers with students**

**Article 4**

After the activities referred to in Article 3 of this Rulebook, the KViS Team at the school organizes interviews of all students by all employers, with the obligatory participation of the student's parents, or other legal representative.

Exceptionally, in case the parent or other legal representative of the student is not able to attend, the pedagogue or school psychologist attends the interview instead.

**Wish lists of students and employers**

**Article 5**

After the interview of all employers with all students, the KViS team organizes the students' statements, so that students make their own list of employers they would like to learn through work, ranking all employers from the most desirable to the least desirable.

In addition to the student, the wish list of the student referred to in paragraph 1 of this Article shall be signed by the parent or other legal representative.

Exceptionally, if the parent or other legal representative is not able to, the student's wish list is signed by the school's pedagogue or psychologist.

After the interview with all students, each employer compiles its own ranking list of students, and must declare at least as many students as there are vacancies for learning through work.

**Reconciling the wishes of students and employers and the final list of student schedules**

**Article 6**

The KViS team, based on the wish list from Article 5 para. 1 and 4 of this Rulebook, compiles a list of students by employers, matching the wishes of students and employers, from the first to the last wish, to fill all vacancies with employers.

In the event that two or more employers vote for the same student, the student is assigned to the employer he / she has ranked higher in his / her wish list.

Students who are not assigned in accordance with para. 1 and 2 of this Article, the KViS Team shall deploy in accordance with the best interests of students and employers, taking into account:

1. the proximity of the student's residence in relation to the employer's premises where learning through work is realized;
2. equal gender representation of students with all employers;
3. other circumstances that may be important for the student and the employer.

If learning through work is realized from the second grade, when assigning students from paragraph 3 of this article, the following shall be taken into account:

1. even distribution of students with excellent, very good, good and sufficient success with all employers;
2. evaluate / or recommend the work learning coordinator.

After the deployment of all students in accordance with para. 1–4. of this article, the KViS Team compiles the final list of student assignments.

**Record of student deployment**

**Article 7**

Based on the list referred to in Article 6, paragraph 5 of this Rulebook, the KViS team shall compile a record of the assignment of students to employers.

The minutes referred to in paragraph 1 of this Article shall also contain a description of the entire assignment procedure, student wish lists, employers' wish lists and explanations for student assignments in accordance with Article 6 para. 3 and 4 of this Rulebook.

The minutes referred to in paragraph 1 of this Article shall be signed by the members of the KViS Team, the authorized person of the employer with whom learning through work is realized, the school principal and parents, or other legal representatives of students.

Exceptionally, if the parent or other legal representative is not able, the record referred to in paragraph 1 of this Article shall be signed by the school pedagogue or psychologist.

Employers are obliged to realize, and students are obliged to attend classes through work, according to the schedule determined in the minutes from paragraph 1 of this article.

Notwithstanding paragraph 5 of this Article, students may realize learning through work with another employer with the prior consent of the school, employers and parents, or other legal representative.

**The entry into force**

**Article 8**

This Rulebook shall enter into force on the eighth day from the day of its publication in the "Official Gazette of the Republic of Serbia".

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In Belgrade, December 13, 2018

Minister,

Mladen Šarčević, s.r.