

## **Charter on Vocational Education and Training within the Volkswagen Group**

The Volkswagen Group Board of Management, the Volkswagen European Group Works Council and the Volkswagen Group Global Works Council agree on the principles of this Charter on Vocational Education and Training for the Volkswagen Group.

### **Preamble**

The objective of this charter is to secure adequate conditions for apprentices in the sense of the Social Charter and the Charter on Labour Relations.

#### **1. Principles**

The employees and company sides agree upon the following:

Derived from the personnel management strategy of the Volkswagen Group it is a stated ambition as a top employer to create an attractive vocational education and training.

Vocational education and training is one access path into the Volkswagen Group and an important component in order to qualify future professionals and thereby carry out a sustainable and long-term personnel planning. Moreover the Volkswagen Group with vocational education and training of young people is realizing its social responsibility.

The Volkswagen Group pursues in its vocational education and training high standards in all areas. The creation of these standards secures the quality and transports a consistent perception of vocational education and training. Moreover, a sense of identification with the Volkswagen Group should be created.

The objective of vocational education and training at Volkswagen Group is to qualify young people for an occupation and to prepare them for the professional life. This means to develop the competencies required for the start within their future Berufsfamilien.

In the course of implementation of this charter the diversity of the plants regarding local framework, legislation and social, economic and cultural aspects is to be respected.

The Charter on Vocational Education and Training serves as an attachment of the Charter on Labour Relations. Signatory of this charter are the sites of the Volkswagen Group which are represented in the Volkswagen European Group Works Council or Group Global Works Council respectively.

The definition and design of the participation rights of this charter are regulated by the Charter on Labour Relations. The level of involvement of the employee representation in the creation, implementation and responsibility for the vocational education and training must be defined in the context of the negotiation of the Charter on Labour Relations, encouraging and supporting local negotiations between workers and company representatives.

Existing better conditions prevail to the establishment of the present charter.

## **2. Area of application**

By the term vocational education and training in the sense of this charter all those employer-employee relationships are being considered that follow the target of a first professional qualification to develop future employees. Apprentices are young people who complete part of their vocational education and training in a school institution as well as in a company, belonging to the Volkswagen Group. The term "apprentices" also includes apprentices in the context of dual studies.

For persons who do not dispose of a direct apprenticeship contract with a company of the Volkswagen Group, however through a third party are in a relationship that is similar to an apprenticeship with the Volkswagen Group (e. g. via an educational third party institution), the Volkswagen Group strives to reach equivalent conditions as described in this charter.

### **Vocational education and training at Volkswagen Group**

#### **a) Selection**

The selection process serves to choose the most adequate applicants.

For the selection within one country and one brand a consistent process and within one country across the brands a comparable process has to be described.

In accordance with the Group model of vocational education and training the selection process of apprentices is carried out based on a qualifying exam with a personal interview and a medical aptitude examination.

The qualifying examination and the personal interview must be identical within one brand in one country and comparable within one country across the brands.

The selection is based on transparent and performance-related criteria. The apprentices are being selected according to criteria based on a high technical ability, depending on the occupational profile either a high technological or commercial affinity and a mature personality. Besides school grades, an understanding of technical and mechanical topics, interest in the automotive industry, the willingness to work hard and the ability to work in a team as well as integrity are important criteria.

For a successful development of the vocational education and training, it is important that the local bargaining partners establish the involvement of the employee representation according to the Charter on Labour Relations in the selection process development, selection process implementation as well as the selection phase.

In order to guarantee equal opportunities during the selection process, programs with the objective to address applicants from diverse target groups (e. g. women, disabled persons and persons with performance constraints) can be defined and agreed upon. The local bargaining partners are aiming for joint targets during the selection process, according to the level of involvement in the sense of the Charter on Labour Relations.

## **b) Duration of vocational education and training**

The duration of a "Dual vocational education and training" in school institution and company is orientated on the local legal framework. In order to guarantee group-wide a comparable competence level of a skilled worker the duration must cope with the high quality aspirations and the competence demands within the Berufsfamilien.

The aim is to ensure that the apprentices in an appropriate duration period are being imparted all training contents relevant to successfully complete the apprenticeship. This means also to integrate the apprentices in an adequate timely manner into the operational processes of the Berufsfamilien using operationally applied technology.

## **c) Quality in vocational education and training**

For the Volkswagen Group vocational education and training plays a key role as it provides the school graduates with the necessary knowledge and skills needed for their future occupation at the Volkswagen Group.

In order to assure a high quality standard of the vocational education and training, the Volkswagen Group strives to establish a vocational education and training according to the dual principle. For a purposeful transfer of general knowledge and the specific skills needed in the Berufsfamilien, school and company are seen as equal training places. The Volkswagen Group shall ensure that the training contents are imparted comprehensibly and goal oriented for the final exams.

In order to guarantee an apprenticeship of high quality, the apprentices are to be accompanied and trained in the training centers and departments by qualified operational instructors during the whole apprenticeship.

## **d) Material / facilities**

The apprentices should have access to technically suitable infrastructure in the training center and the department. The equipment of the vocational education and training places and the provided materials need to be aligned with the learning content.

Furthermore, appropriate work equipment and for the assignment time at plant in training centers and production area tools and working clothes should be provided free of charge.

Apprentices have access to all social facilities, such as canteens, break rooms and changing rooms.

## **e) Monetary / non-monetary support**

The composition of monetary and non-monetary apprenticeship support to be provided by the company must assure conditions for the apprentices during the whole apprenticeship to perform adequately and maintain a good health status.

The concrete design of the composition of the monetary and non-monetary apprenticeship support must consider the local framework conditions and must be defined by the local bargaining partners according to the level of involvement as defined by the

Charter on Labour Relations.

#### **f) Operating time / break times**

The operating time of an apprentice corresponds at least to the respective national legal requirements or to the minimum standards of the respective economic sectors. The operating time includes the apprentice period in the company, in the school institution as well as the transition time from company to school institution and vice versa. The defined weekly operating time of an apprentice must not exceed the regular weekly working time of an employee and basically takes place from Monday to Friday. Basically the vocational education and training takes place in normal shift.

Differing regulations are negotiable between the local bargaining partners.

The break time for apprentices in order to take a meal cannot be shorter than the one for employees. For the duration it should be taken into account an adequate time for the meal, the transition time to the company restaurant and the recreation phase.

For apprentices of less than 18 years age, an additional recreational break within the regular operating time and under continuation of remuneration must be conceded and cannot be connected with the meal break.

#### **g) Vacation**

The number of vacation days complies with the regulations in place at the respective Volkswagen Group site. It has to be assured that apprentices have at least the same regulations as employees. In this aspect it must be taken into account the overall number of official holidays plus the vacation days conceded by the company complementarily.

For apprentices completing their apprenticeship partly at a school institution, is conceded the possibility to take company vacation days coherently (e. g. a total calendar week) in the time period of the school holidays.

#### **h) Transition to a post-apprentice employment**

As a socially responsible employer and reliable provider of dual vocational education and training, the Volkswagen Group strives to offer a post-apprentice employment in the respective region, which ideally should be adequate to the occupation.

The local bargaining partners should discuss the amount of apprenticeships and / or takeover of apprentices according to the level of involvement as defined by the Charter on Labour Relations.

The following items should be considered:

- performance criteria for the takeover (for example EFAPlus, final grades of the vocational training) and
- the economic situation of the company.

**i) Representation**

The Volkswagen Group and its respective representation entities support the establishment of a local youth and apprenticeship representation as a valuable manner to contribute to the labor relations development. This should be defined according to the level of involvement as defined by the Charter on Labour Relations.

**Implementation**

The charter takes effect with its signing and is not valid retroactively. The company and bargaining parties in the respective sites are responsible to agree upon, within the period of one year starting from signature date, a negotiation timeline for the local implementation of this charter.

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on behalf of  
the Volkswagen European  
Works Council and the  
Volkswagen Group Global  
Works Council

on behalf of  
the Volkswagen  
Board of Management