

Vocational Training Agreement 2020

ENTRY INTO FORCE

Applies from and including 1 July 2020 for those employed as company apprentices in basic training from and including this date.

Applies from and including 1 January 2020 for employment of apprentices during the qualification period from and including this date.

COMMON VALUES

The Vocational Training Agreement between the Swedish Construction Federation (Byggföretagen), the Association of Swedish Earth Moving Contractors (Maskinentreprenörerna), The Swedish Building Workers Union (Byggnads) and Seko, the Swedish Union for Service and Communications Employees (Seko – Service- och kommunikationsfacket), hereinafter called the parties, represents a common expression of the parties' view of the role of vocational training and the importance for the industry, for its companies and for the individual skilled worker.

The agreement regulates vocational training in the trades that have occupational certificates (yrkesbevis) decided by the parties and in the companies that are bound by the industry's collective agreements.

The agreement aims at guaranteeing apprentices a broad basic competence with high quality that maintains the status of the trade and enables individual skilled workers to gradually advance in their vocational roles in the industry.

The vocational training agreement also aims to ensure competencies and supply of skills for the industry. A broad and quality-assured *basic training* as well as a business-adapted *qualification period* provides companies with the required basis. Competitive and clearly-defined terms of employment create the basis for a good recruitment base.

The basic training usually takes place in an upper secondary school, adult training or within a labour market training programme. Vocational training during school time must provide the basic skills required for the chosen trade.

The basic training can also be completed in full or in part as an employed *company apprentice* in a company.

In cases where the basic training is carried out in a company, the employer and the apprentice have a shared responsibility for ensuring that the training provides basic vocational knowledge of the right quality.

During the *qualification period*, skills and abilities are developed based on the platform that the basic training represents. The employer appoints supervisors, draws up a development plan and follows up this period together with the employee. The qualification period shall provide competence that corresponds to both the individual's choice of career and the companies' needs.

The parties' insight into and influence over the vocational training, which is a necessity for fulfilling the intent of the Vocational Training Agreement, is mainly performed through the Swedish Construction Industry Training Board (BYN) and also through the BYN regions composed of the parties.

The parties agree that it is essential for companies bound by the industry's collective agreements* to employ apprentices to provide their own supply of skills. The BYN shall, in consultation with relevant trade associations, assist with follow-up and recommendations regarding trades, numbers and appropriate training paths.

* The Construction Agreement, the Machine Operator Agreement, the Contract Machinery Agreement and the Road and Rail Agreement.

DEFINITIONS

Basic training

Basic training for the trade that is carried out school-based in upper secondary school, adult training or labour market training and/or in companies as a company apprentice, is called basic training. The training is carried out and quality-assured in accordance with the BYN's qualification requirements or the Swedish National Agency for Education's governing documents.

Company apprentice

A person who is employed in a company bound by a collective agreement and who carries out basic training in the company in its entirety or as a supplement to previously acquired competence is called a company apprentice.

Qualification period

Apprenticeship in employment after completed basic training is called the qualification period. The apprentice's vocational development during the qualification period is company-adapted.

Apprentice under qualification period

A person who has completed basic training and who is employed to undergo the qualification period is called an apprentice under qualification period.

Qualification requirements

For each trade, the BYN shall draw up qualification requirements that specify the competence that shall be achieved in the basic training.

Vocational Councils

The advisory groups connected to the BYN, which have the task of handling trade-specific issues, are called Vocational Councils. The vocational councils include relevant trade associations, persons active in the trade in question and representatives of the parties.

Training certificate for machine operators and crane operators

A certificate, which shows that a machine or crane operator has been approved in basic training is called a training certificate.

Validation

In this agreement, validation refers to the process that aims to map the competence that a person has in relation to the qualification requirements and experience in the trade.

Recognition of vocational training from another country

A person who has completed vocational training in another country, which corresponds to one of the BYN trades, can apply to have the training recognised as *equivalent* to a Swedish occupational certificate (yrkesbevis).

The BYN's directives

The BYN's directives and decisions provide additional support and guidance for the implementation of the vocational training. The directives shall always be publicly available on the BYN's website.

§1 PARTY COOPERATION NATIONALLY WITHIN THE SWEDISH CONSTRUCTION INDUSTRY TRAINING BOARD (BYN)

- a The BYN's mission is to, through information campaigns of various kinds, to promote interest in the industry's trades among politicians, public authorities, schools, students, etc. and deal with the other issues specified in this agreement or which are jointly referred by the parties to the board.
- b The BYN has to follow the industry's and society's requirements for innovation and to decide on and implement changes in instructions and directives to the BYN regions, training providers and companies.
- c The BYN shall, through *vocational councils* for each trade, consult with relevant trade associations and those active in the trade in connection with development of the vocational training.
- d In the BYN's national board, all parties to this agreement shall be represented.

§2 LOCAL AND REGIONAL PARTY COOPERATION

- a Within each county or other geographical area, a regional training board is established – BYN region. The regional training board has the task of planning, organising and supervising the vocational training within its field of activity.
- b All parties to this agreement shall be represented in the BYN region.

§3 BASIC VOCATIONAL TRAINING – UPPER SECONDARY SCHOOL OR VOCATIONAL TRAINING FOR ADULTS

- a The basic vocational training in the building and construction trades can be carried out in several different ways: Training in the upper secondary school's Building and Construction programme, upper secondary vocational training for adults or equivalent, as labour market training or as an apprentice in a company. The training is carried out in accordance with the upper secondary school's governing documents in the form of subject and course plans or the qualification requirements that have been issued by the BYN.
- b Approved basic training means:
 - Vocational qualification from the upper secondary school's Building and Construction programme and pass grades in the vocational courses required for the chosen trade and as specified in the BYN's directives.
 - Adult training with pass grades in the courses/learning outcomes required for the chosen trade and as specified in the BYN's directives.
 - Labour market training with pass grades in the courses/learning outcomes required for the chosen trade and as specified in the BYN's directives.
 - Completed basic training as a company apprentice according to §4.
 - Other equivalent training approved by the BYN.

- c In cases where an apprentice lacks fully approved basic training in the relevant trade, an adapted period as a company apprentice shall be carried out in order to supplement the missing vocational skills before the qualification period commences.
Skilled workers who want to broaden their skills to an additional trade or change trade can complete adapted basic training according to the BYN's directives.

§4 BASIC VOCATIONAL TRAINING – COMPANY APPRENTICESHIP

- a In connection with the permanent employment of a worker who has not previously undergone vocational training in the trade in question, the employer shall provide information about vocational training and, with the support of the BYN region, investigate the possibility of providing such training according to this vocational training agreement.
If the BYN region, based on the BYN's directives, finds that the conditions exist to offer vocational training, the employer is obliged to offer the worker such training.
- b The basic training in companies shall be carried out in accordance with the BYN's directives so that the learning outcomes that are described in the BYN's qualification requirements for the relevant trade are achieved and so that other directives are followed.
Apprentice and supervisor shall be recorded in the BYN's register.
- c The employer shall appoint a supervisor who has his/her own competence in the trade in question, and who shall receive supervisor instructions from the BYN. The supervisor needs time for planning and regular follow-up discussions with the apprentice.
- d The basic training is examined partly by the supervisor/employer certifying that the apprentice has achieved the learning outcomes determined by the BYN for the training and partly by the BYN reporting the completed technical-theoretical training.
Learning outcomes that cannot be achieved at the company in question during the training period can be achieved through collaboration with another company bound by a collective agreement or through school-based training. In these cases, the employer shall ensure that there are supervisors on hand where the learning takes place.

The time for basic training can be up to 6 months for machine operators and up to 12 months for other trades. (Terms of employment see §5). In those cases where the basic training has not been completed within these time intervals, the BYN region shall be contacted to discuss the conditions for an extended basic training. The BYN region decides, in accordance with the BYN's directives, whether the qualification period is affected.

- e The BYN provides training materials and support tools to companies for quality assurance during the basic training at a cost price. The employer shall pay for the vocational theoretical training in the trade in question and bear other costs in connection with carrying out the basic training.
In the basic training, school-based training and tests adapted to the trade can be included according to what is stated in the BYN's directives.
For certain trades, special safety requirements apply which are specified by the BYN through directives.
For machine operators, an approved introductory part of the basic training is required according to the BYN's directives before the machine can be operated at the workplace.
- f Both theoretical and practical training elements shall be documented in the BYN's register.

- g The BYN region shall approve the reported result of the basic training in connection with the commencement of the qualification period.
- h Employment of company apprentices under the age of 18 should not normally occur. The BYN may issue exemptions from the age limit.

§5 TERMS OF EMPLOYMENT FOR COMPANY APPRENTICE DURING BASIC TRAINING

For the employment, the rules on employment protection in each agreement apply with the deviations specified in this agreement.

- a The employment of a company apprentice shall be permanent employment. It can commence with probationary employment. For apprentices in the machine trades, the probationary period is a maximum of 6 months, for others it is a maximum of 12 months. The time for probationary employment is not affected by a possible extension of the basic training.

In the case of probationary employment, the BYN region shall inform the respective local organisation of the parties concerned about the employment.

- b For the probationary periods consisting of twelve months the following applies:
 - If the employer intends to inform the apprentice that the employment shall be terminated prematurely or ended without changing over to permanent employment when six months of the probationary employment have passed, the employer shall notify the apprentice in writing and inform the BYN region of this at least two months in advance.
 - If the basic training is completed after six months but before twelve months, the probationary employment changes over to permanent employment at this point in time.
- c For workers who are already employed in a company and who are offered an apprenticeship, probationary employment as above does not apply.
- d Wage conditions for company apprentices during the basic training period are found in the wage regulating agreements entered into between the parties.

§ 6 QUALIFICATION PERIOD

- a The qualification period commences when the basic training is completed. A company-specific development plan shall be prepared in connection with the commencement of the qualification period. The plan shall state that the qualification period is carried out within the trade that corresponds to the apprentice's basic training. The apprentice shall receive a copy of the development plan. The development plan shall be followed up by the worker and the employer through regular follow-up discussions.

In order to satisfy both the worker's and the company's need for a broad competence, the employer shall as far as possible ensure that the apprentice is offered a broad development during the qualification period with the opportunity to try out different work steps in the trade.

- b The employer shall appoint a person active in the production, with their own competence in the trade in question, as a supervisor.

- c The apprentice and the supervisor shall be recorded in the BYN's register during the qualification period. The employer shall certify that the apprentice is employed by the company and that the qualification period is completed within the framework of the trade that corresponds to the basic training.

If employment is terminated before the qualification period has been completed or in connection with change of supervisors, the employer shall update the information in the BYN's register.

- d When the qualification period has been completed, the employer shall issue a certificate that specifies the following:
 - The employer's name, corporate identity number and address and responsible supervisor.
 - The length of the employment.
 - What main duties the apprentice has had during the qualification period.

The certificate is handed over to the apprentice.

The employer shall also, when the qualification period has been completed, record in the BYN's register that the qualification period has been completed in accordance with the company-specific development plan.

The BYN region issues occupational certificate (yrkesbevis) according to §8 when the completed qualification period has been reported to the BYN's register.

§7 QUALIFICATION PERIOD - TERMS OF EMPLOYMENT

For the employment, the rules on employment protection in each agreement apply with the deviations specified in this agreement.

- a The employment during the qualification period is permanent employment that can commence with a six-month probationary employment.

Probationary employment can only be applied on one occasion with the same employer and with the same restrictions regarding the group that apply according to the entry in the minutes to §5 a in the agreement on employment protection. When calculating the period of employment according to the group rule, time in work experience, vacation work and practical vocational guidance according to Agreement Ö 3/2017 are not included.

In the case of probationary employment, the BYN region shall inform the respective local organisation of the parties concerned about the employment.

- b The length of the qualification period is:

- 24 months for construction machine operators and crane operators,
- 30 months for diamond drillers/concrete cutters, wall and floor tilers, stone masons, scaffolders, roof and weatherproofing fitters and ceiling fixers,
- 36 months for pavers, rock blasters/miners, concrete workers, floor layers, bricklayers, carpenters and road and construction workers.

The period includes holidays, reduction in working hours, public holiday allowance days and days off.

- d Wage conditions for company apprentices during the qualification period are found in the wage regulating agreements entered into between the parties.
- d Apprentices belong to a special priority unit and are assigned priority under each occupational group unless otherwise agreed between the employer and the Co-determination (CD) group or, if such is lacking, the Byggnad's region concerned or the local trade union organisation within Seko.

§ 8 OCCUPATIONAL CERTIFICATE (YRKESBEVIS)

Occupational certificates (yrkesbevis) are issued by the BYN region to those who have participated in and completed basic vocational training and completed the established qualification period according to this agreement. In special cases, the BYN's secretariat or its working committee may decide on the issuance of occupational certificates (yrkesbevis). The occupational certificate (yrkesbevis) may also be issued to a person who has undergone validation in relation to the qualification requirements that apply to the trade and has relevant work experience corresponding to the qualification period.

When operating a mobile work machine at a workplace within the agreement areas regulated by the BYN's parties, a occupational certificate (yrkesbevis) and the necessary driving licence are required in accordance with applicable laws and statutes. Special rules apply to students/apprentices during training.

Which machines require a occupational certificate (yrkesbevis) is stated in the BYN's directives.

§ 9 VALIDATION

- a The BYN handles *validation* issues for persons who have experience that is relevant to the trade in question but have not completed vocational training in the BYN's areas.
- b In connection with training as a company apprentice, validation of already acquired learning outcomes can occur within the framework of the basic training.
The BYN region can count relevant time worked and reduce the qualification period.
- c Issues concerning the *recognition* of vocational training that has been carried out in another country and that corresponds to one of the trades within the relevant agreement areas are handled by the BYN. In the case that the foreign training corresponds to Swedish vocational training, a certificate of recognition shall be issued. This certificate corresponds to a Swedish occupational certificate (yrkesbevis).

§ 10 DISPUTES

- a Negotiation procedure

In the event of a dispute about the interpretation or application of this agreement, the negotiation procedure for local and central negotiation in the parties' respective collective agreements applies.

Disputes regarding employment protection, wages and financial damages are determined by the Swedish Labour Court.

Disputes concerning the interpretation and application of other matters in this agreement shall be settled by an arbitration board.

The arbitration board has the right to decide on general damages in the case of a breach of the provisions in this agreement. The arbitration board does not have the right to decide on matters concerning financial damages or to shorten the training period.

b Call for arbitration proceedings through arbitration board

Arbitration proceedings shall be called for by a written request to the opposing party concerned by either party within four months from the conclusion of the central negotiations.

c Appointment of arbitration board

The arbitration board is appointed as soon as possible by the parties concerned.

d The proceedings in the arbitration board

An equal number of members from both the employer's side and the employee's side shall participate in the hearing. In the case of an equal number of votes, an impartial chairman from the Swedish National Mediation Office is called to participate in the hearing and in the determination of the case. The board's decisions are binding on the parties.

§ 11 SPECIAL PROVISIONS

a Provisions on vocational training for diving operations are regulated in a separate agreement.