

Information for training companies about digital signing of on-the-job training contracts

Since September 2018 ROC Midden Nederland has on-the-job training contracts between the school and the training company signed digitally by the student and the training company. The main reason for this is to improve efficiency for students, training companies and the school. Papers no longer need to be shunted back and forth between the parties, and as soon as students and companies have signed the contract, they both receive a digital copy for their records.






HOW DOES IT WORK?

After the student and the training company have found a match, we record the contract in our system and offer it for signing.

1. First, the student receives an e-mail containing a link, enabling him to sign the contract. He will sign with his DigiD rather than a 'wet' signature (on paper).
2. At the same time, the contact of the training company

will receive an e-mail containing a link at the end, enabling him to sign. The contact signs by placing a signature.

At the bottom of the on-the-job training contract are the 'signatures' of the three signatories. Where "the student" is indicated, is stated Auth:Digid, which indicates that the student has signed with his DigiD, so, there is no real signature.

The student	The training company	The educational establishment
Name: 	Organisation: 	Name : drs. E.P. van Maanen Position : Voorzitter College van Bestuur
Signed By: S. G.  20110018 08:48:21 CEST ID: 71a026b3-ded-4c13-b3d0-c4efc7f8a0 Auth: Digid	Signed By: J. Velle  20110018 16:50:23 CEST ID: 71a026b3-ded-4c13-b3d0-c4efc7f8a0 Auth: Email/Handtekening	Place: Utrecht Date: 20 november 2018 Signature: 

The bottom part of the on-the-job training contract with the signatures of the student, the training company and the school.

WHAT DO WE ASK OF YOU?

In order for the contract to be signed by the appropriate authorised employee of the training company, we must have the name and the e-mail address of that person. Otherwise, we won't be able to send the request to sign to him/her.

For this reason, the student receives a request form a few weeks before the start of the worked-based learning, on which these details must be completed by the student. We ask you to ensure that these details are entered correctly.

Gegevens contactpersoon (de contactpersoon kan de praktijkovereenkomst digitaal ondertekenen namens het leerbedrijf)			
Voorletter(s)	Vul voorletter(s) in	Roepnaam	Vul roepnaam in
Voorvoegsel(s)	Vul voorvoegsel(s) in	Achternaam	Vul achternaam in
Geslacht	Kies een item.	E-mailadres	Vul e-mailadres in
Telefoon (vast)	Vul telefoon (vast) in	Telefoon (mobiel)	Vul telefoon (mobiel) in

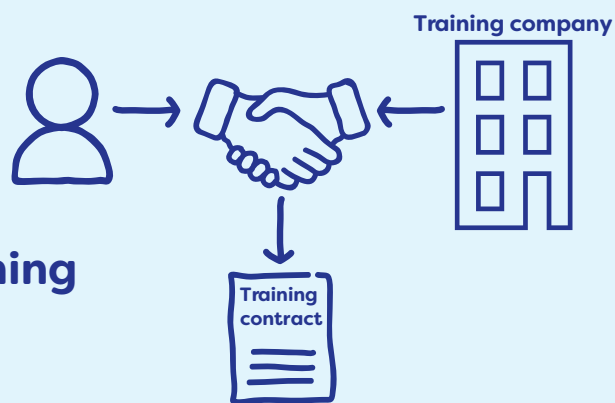
Part of the request form that the student must complete. The yellow fields are mandatory.

DIGITAL SIGNING OF AN ON-THE-JOB TRAINING CONTRACT IN BRIEF

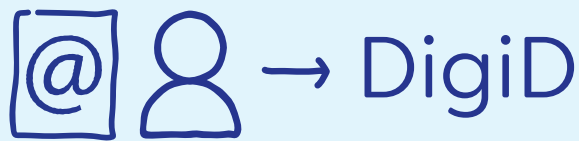
Your company will become a Training company for a student of ROC Midden Nederland. The student and the Training company will conclude an on-the-job training contract.

- With your help, the student passes the name and e-mail address of the (correct and authorised) contact of the Training company to ROC Midden Nederland.
- ROC Midden Nederland will prepare and sign an on-the-job training contract between the school and the training company that is signed digitally by all parties:
 - The student will sign the contract with his DigiD (through the link in an e-mail)
 - The contact of the Training company will sign the contract (through the link in e-mail)
- Your company will receive a digital copy of the contract with three 'electronic signatures' for your records.

On-the-job training contract



Step 1



Step 2



Advantages?



No paperwork



Digital file is easy to find

Any questions? Please e mail
ondertekenen@rocmn.nl