

REGULATIONS FOR THE COMPANY TRAINING PHASE

EUROPEAN PROFESSIONAL TRAINING CENTRE OF MADRID

Explanatory memorandum

The Company Training Phase (FEE) plays an important role in the training of students in Advanced Vocational Training Programme. In addition to being another training element in the Syllabus, it provides students with the opportunity to apply the knowledge and competencies they have acquired in a real learning environment. It also allows them to fully or partially achieve the Learning Outcomes (LO) set out in the Training plan, gaining experience in their future profession and having their first opportunities to enter the labor market.

The regulations¹ governing aspects relating to FFE in training cycles develop, clarify, and specify aspects of these, including their training nature and the necessary tutoring, both by the collaborating entity that hosts the students in training and by the educational center.

However, it leaves schools with autonomy to regulate certain aspects of their internal functioning. Therefore, these regulations specify the requirements and conditions that must be met by FFE carried out by students at **the European Professional Centre of Madrid** (hereinafter, the "Professional Centre") in order for them to be considered valid and recognised as such by the Professional Centre.

References in the provisions of this regulation to persons whose term is identified as male shall also refer to females.

Royal Decree 659/2023, of July 18, implementing the regulation of the Vocational Training System Royal Decree 27/2025, of May 21, of the Academic Council, regulating the planning and organization of the Vocational Training System of the Madrid Autonomous Region.

Order 893/2022, of April 21, from the Regional Ministry of Education, Universities, Science, and Government Spokesperson, regulating procedures related to the organization, tuition, assessment, and academic accreditation of vocational training courses in the education system of the Madrid Autonomous Region



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Chapter I. General Provisions

Article 1. Definition, nature, and character of the FFE

1. The FFE referred to in these regulations is the time during which students will be training and acquiring, in whole or in part, the learning outcomes of the professional modules of the qualification.
2. The FFE may be carried out in companies, entities, and public and private institutions, at the national and international level.
national and international scope.
3. Given the training type of the FFE, under no circumstances shall the collaborating entity be subject to obligations inherent to an employment contract, as its training nature prevails.

Article 2. Agents involved

1. The FFE teacher-tutor is responsible for assigning students to the FFE, monitoring and evaluating them, ensuring that the training objectives are met and that the highest level of quality is achieved.
2. The department responsible for managing the FFE for all qualifications at the Vocational Training Center will be the Internship Unit, whose main objective will be to seek out new collaborating entities, sign FFE agreements, and process the necessary annexes for the development of each student's FFE, based on current regulations. In addition, they will also be responsible for promoting and managing all matters relating to the aforementioned FFE.
3. The tutor from the collaborating entity will be responsible for the tutorial of the student during their FFE at the entity, as well as issuing an assessment report on the student's performance during their stay.

Chapter II. FFE Agreements

Article 3. Formalization of the FFE Agreement

1. The implementation of FFE will require the prior signing of an FFE Agreement between the Vocational Training Center and the collaborating entity, which will regulate the relationship between both parties for the FFE training of students.
2. FFE Agreements shall be signed, on behalf of the Vocational Training Center, by the person designated for that purpose, and on behalf of the collaborating entity, by its legal representative or, where applicable, by the person to whom that authority has been delegated.
3. The FFE Agreement must be signed by both parties prior to the start of the students' FFE.
4. FFE Agreements may be initiated at the request of:
 - i. The collaborating entities themselves
 - ii. The Internship Unit.
 - iii. The management board of the Vocational Training Center

iv. Teachers, students, and other members of the Vocational Training Center

Article 4. Processing of the FFE Agreement

1. The Internship Unit will manage the processing and signing of FFE Agreements processed at the Vocational Training Center. In all cases, the content of FFE Agreements will be reviewed by the Legal Affairs Department of the Vocational Training Center and validated by the relevant departments in accordance with the internal control and management procedures of the Vocational Training Center.

2. The heads of the collaborating entity and the representative of the Professional Training Center will sign the FFE Agreement digitally and, once signed by both parties, a copy of it will be sent to the heads of the collaborating entity.

Article 5. Content of FFE Agreements

The FFE Agreements, which in all cases shall comply with the minimum content established in Article 156 of Royal Decree 659/2023 of July 18, which regulates the Vocational Training System, shall consist of several distinct parts: the clauses and annexes which, in accordance with current legislation, shall be as follows:

- [FFE intensive scholarship.](#)
- [List of students.](#)
- [Training plan in a company or equivalent organization.](#)
- [Schedule monitoring form.](#)
- [Final assessment report from the company or equivalent organization tutor.](#)

Chapter III. Students

Article 6. Requirements

1. The requirements for accessing the FFE are as follows: being a student, being enrolled in any qualification at the Vocational Training Center, and having acquired the skills and knowledge related to specific risks and occupational risk prevention measures in the professional activities corresponding to the professional profile, as required by current regulations on occupational risk prevention.

In the online mode, in addition to complying with the above, students must have passed a number of professional modules associated with competency standards whose teaching load as a whole represents at least 30 percent of the duration of the Degree program. Students may undertake the FFE while enrolled in at least three professional modules associated with competency standards.

Students enrolled in qualifications under laws prior to Law 3/2022 on the organization and integration of the vocational training system will be subject to the conditions for promotion to the Workplace Training module.

2. Students who wish to carry out their FFE at collaborating institutions must follow the procedure specifically established for their qualification, which will be published on the Student Portal.
3. Students may apply for different FFE placements until they are assigned to one. Once the assignment has been made and approved by the FFE teacher-tutor, they will begin their FFE according to the terms agreed in their training project.
4. If the student does not agree with the placement assigned by the Training Center, it will be their responsibility to find a new placement. To do so, once the new partner organization has been contacted, the following steps must be taken:
 - a) The student will contact their FFE module teacher-tutor, who will confirm whether the FFE meets the training objectives of the subject.
 - b) Given this confirmation, the FFE teacher-tutor will inform the Internship Unit, which will contact the collaborating entity to agree on the details of the student's stay at the company and begin processing the necessary documentation.
5. If the student rejects the FFE offered by the Vocational Training Center and is unable to find a new placement on their own, as the FFE assessment is linked to that of the professional modules, this would mean failing the modules associated with the stay at the company and receiving a grade of Not Evaluated.
6. The student may not carry out the FFE in those collaborating entities in which a relative by blood or affinity up to the second degree holds a position in the administrative body or performs senior management duties.
7. Students may not carry out their FFE at a collaborating entity that has assigned them a tutor with whom they have a blood relationship or affinity up to the second degree. In such cases, students may only carry out their FFE at the aforementioned collaborating entity if it is ultimately able to assign them a tutor other than the one with whom they have the aforementioned degree of kinship.
8. Students may not carry out their FFE at collaborating entities in whose administrative body any of the professors from their qualification participate. If the teacher does not participate in said body or, in general, in the management of the collaborating entity, and only collaborates with it by virtue of a commercial or employment relationship, the student may carry out the FFE at the collaborating entity provided that the teacher-tutor of the module with FFE authorizes it and that their tutorial at the company is not carried out by the teacher from the Vocational Training Center.
9. Students at the Vocational Training Center may only carry out their FFE at collaborating entities outside the Madrid Autonomous Region provided that these entities have been authorized by the corresponding Territorial Field Management Board of the Madrid Autonomous Region. Students will not join these collaborating entities until the corresponding authorization has been obtained.
10. If the student temporarily or permanently loses their student status, their right to undertake the FFE will be restricted.

Article 7. Rights

Students undertaking FFE shall have the following rights:

1. To be tutored during the period of their FFE training by a professor from the Training Center and by a professional from the collaborating entity.
- 2.. Obtain an assessment associated with the Learning Outcomes of the modules that are included in their FFE Training Plan.
3. Receive a report from the workplace tutor (Annex 9) from the collaborating entity where the FFE was carried out, identifying said entity, describing the practice, specifying its duration and dates, activities carried out and, where applicable, performance. In the case of students taking the FCT module under laws prior to the current one, the student will obtain a PASS/FAIL grade from the module tutor, who will evaluate their performance.
4. To be included in the civil liability insurance policy taken out by the Vocational Training Center, which covers the risks of damage to third parties as a result of the student's activity within the collaborating entity. This policy covers students enrolled in qualifications at the Vocational Training Center who are doing work experience at partner organizations under the respective Work Experience Agreement, from the start date to the end date of the work experience.
5. Receive a copy of the documentation governing their FFE from the start of the program.
6. Intellectual and industrial property rights under the terms established in current legislation. For these purposes only, the student will be considered an employee.
7. To be able to interrupt their FFE for a justified reason, notifying the Training Center and the collaborating entity with the document provided for this purpose. In this regard, the assessment of the justification of the cause will be at the discretion of the FFE teacher-tutor.
8. To receive information on occupational health and safety regulations from the collaborating entity and the Vocational Training Center.
9. Have access to another FFE, if these are necessary to complete the Syllabus, in the event the collaborating entity interrupts them for a justified reason.
10. In the case of students with disabilities, have the necessary resources for tutoring, information, assessment, and the performance of the FFE on equal terms.
11. In the case of students with disabilities or specific educational support needs, reconciling the completion of the FFE with those activities and personal situations derived from or connected with the disability or specific need.
12. Be registered with the Social Security, in accordance with current regulations, during the period of the FFE.

Article 8. Obligations

Students shall have the following obligations:

1. To begin the FFE on the date and under the conditions and schedule agreed upon in their training project.
2. Inform the Training Center of any incidents that may occur and that affect the normal running of the company's activities.
3. Carry out the activity established in the company diligently and effectively, in accordance with the training project developed and the agreed conditions.
4. Maintain, with absolute rigor, professional secrecy, due confidentiality, and the personal data of the collaborating entity and of third parties, whether individuals or legal entities, related to it, and not to use, under any circumstances, the information collected at the collaborating entity for the purpose of advertising or communication to third parties, nor to exploit the work carried out during the FFE without the express authorization, in both cases, of the collaborating entity.
5. Obtain prior authorization from the tutor at the collaborating entity to use documentation or information of any kind that is the property of the collaborating entity. Under no circumstances may original documents or copies thereof be used without the express approval of the tutor at the collaborating entity.
6. Attend the follow-up sessions on the training objectives established by your FFE teacher-tutor, which must be held every fifteen days.
7. On a weekly basis, during the FFE, the student will complete and submit to their FFE teacher-tutor the relevant documentation for their correct assessment (periodic follow-up form, Annex 8 or Annex 7 for students on old plans with an FCT module), as well as the satisfaction survey that will be provided by the Vocational Training Center, within the period agreed for this purpose (maximum period of fifteen days). The contents of the documents for the FFE Assessment will be established by the respective centers.
8. Comply with operating, safety, and occupational risk prevention regulations and, in general, with any internal regulations of the collaborating entity.
9. Show a respectful attitude towards the collaborating entity's staff at all times , safeguarding the good name of the Training Center.

Article 9. Misconduct

1. The following shall be considered serious misconduct:
 - a) Leaving or changing the collaborating entity, once the FFE Agreement has been signed, without the express authorization of your FFE teacher-tutor.
 - b) Unexcused absences and tardiness to the FFE.
 - c) The creation of conflicts within the collaborating entity.

2. Offenses considered serious will result in a fail grade or a grade of "not suitable" in the FFE and may lead to the opening of the corresponding disciplinary proceedings in accordance with the Rules of Conduct applicable to the Vocational Training Center.

Chapter IV. Collaborating Entities Article 10.

Requirements

1. The Collaborating Entity requesting the incorporation of students in training must be legally constituted. In order to sign a Company Training Agreement, the Collaborating Entity must follow the procedure established for this purpose by the Vocational Training Center.
2. Training in Collaborating Entities will not be accepted if there are any open claims for any type of incident or process affecting the company training agreement signed between the parties, until these have been resolved favorably.

Article 11. Rights

1. The participation of the Collaborating Entity in a company Training program shall not entail the acquisition of any commitments other than those stipulated in these regulations and in current legislation, and in no case shall it give rise to obligations inherent to an employment contract.
2. The Collaborating Entity may interrupt the student's Training period in its organization for a justified reason, notifying the Vocational Training Center and the student by means of the document provided for this purpose.

Article 12. Obligations

Collaborating Entities shall have the following obligations:

1. Ensure the use of its facilities and the resources necessary for the implementation of the FFE, determining the profile and number of students it can accommodate based on the resources available and the objectives pursued.
2. Ensure the health and safety of students involved in the FFE in aspects related to the tasks covered by it. They must also include students in their occupational risk prevention programs.
3. The collaborating entity may not cover, even on a temporary or interim type basis, any job with students while they are carrying out the aforementioned FFE.
4. Appoint tutors for students in FFE, whose functions are detailed in Chapter VI. The tutor must be a professional on the staff of the Collaborating Entity, related to the functions that the students will perform.
5. Issue, at the end of the FFE, the report provided for in Article 7.3 of these regulations.
6. Obtain the student's Certificate of Sexual Offenses prior to the start of the FFE, when dealing with minors is planned within the framework of the FFE.

7. Ensure that the student receives the additional training required for the FFE.
8. Comply with the conditions contained in the regulations and in the documentation required by current regulations.
9. Facilitate the student's attendance at exams, follow-up sessions, assessment tests, and other compulsory activities for the subjects in which they are enrolled.
11. Inform the Vocational Training Center if it intends to offer the student an employment contract once the FFE has been completed.
12. Facilitate access to the entity for the FFE teacher-tutor, for the fulfillment of the purposes of their role.

Article 13. FFE in centers and internal departments of the Vocational Training Center

1. Exceptionally, FFE may be offered in centers and departments of the Vocational Training Center, subject to approval by the FFE Practice Unit and with the express authorization of the Vocational Training Center Management Board.
2. Only the qualifications of the Vocational Training Center listed in ANNEX I of these regulations may be eligible for this modality. The Vocational Training Center will review the aforementioned ANNEX I in order to keep it updated at all times.
3. For a qualification to be included in ANNEX I, at least two conditions must be met:
 - a) The FFE can only be carried out in specific departments of the Vocational Training Center because the offer from an external entity is not sufficient.
 - b) The Contents of the FFE to be carried out must ensure a direct relationship between the Competencies to be acquired and the years of study completed.
4. For each qualification listed in ANNEX I, a maximum quota will be established in all cases. of students who will be eligible for this modality.
5. Under no circumstances shall the provisions of this Article 13 apply when the student who is going to carry out the FFE is also an employee of the Vocational Training Center. In such cases, the FFE shall always be carried out in institutions outside the Vocational Training Center.

Chapter V. The Tutor of the Collaborating Entity

Article 14. Requirements

1. The tutor from the collaborating entity must be a qualified employee appointed by the entity with professional expertise in the field in which the student will carry out their activity or, failing that, with the necessary knowledge to provide effective tutorial.
2. The tutor appointed by the collaborating entity may not be the same as the teacher-tutor of the in-company Training module.

Article 15. Rights

The tutor from the collaborating entity shall have the following rights:

1. Right to effective recognition by the Vocational Training Center of the work as a tutor of a student in FFE.
2. To be informed about the regulations governing the FFE, as well as the training project and the conditions for its implementation.
3. To have access to the Vocational Training Center to obtain the information and support necessary to fulfill the purposes of their role.

Article 16. Obligations

The tutor from the collaborating entity must assist the student undergoing in-company training in resolving any professional issues that the student may encounter in the performance of their activities at the entity. The obligations of the tutor from the collaborating entity shall include at least the following:

1. Establish, together with the teacher-tutor of the company training, the activities to be carried out by the student in order to meet the training objectives.
2. Welcome and inform the student about the organization and operation of the collaborating entity.
3. Organize and supervise the student's activity during their stay at the organization collaborating organization.
4. Provide complementary training to the student when necessary.
5. Collaborate with the FFE teacher-tutor on the academic aspects of the internship and with the Internship Unit on the administrative aspects.
6. At the end of the company training period, complete and submit the relevant documents for evaluation to the FFE teacher-tutor, as well as the FFE final assessment questionnaire.

Chapter VI. The FFE module teacher-tutor

Article 17. Requirements

1. The FFE tutor must be an active teacher at the Vocational Training Center who has taught or will teach the group of students for which they are designated.
2. The Management Board of the Vocational Training Center shall appoint the teacher-tutor in each case, informing the Internship Unit and the other departments involved in company training subject of said appointment.

Article 18. Rights

The teacher-tutor of the FFE module will be entitled to recognition for the work carried out within their teaching assignment, as determined by the Vocational Training Center.

Article 19. Obligations

The obligations of the teacher-tutor of the in-company Training shall be at least the following:

1. Organize, coordinate, inform, and manage the FFE assigned to them, from collaborating with the Internship Unit in securing placements to the effective distribution of those placements among students.
2. Collaborate with the Internship Unit in formalizing the FFE Agreements and their students' annexes.
3. Guide students on the general aspects of the module and help them during their stay at the collaborating organization to resolve any academic deficiencies of a type that may arise in the performance of their activities.
4. Finalize the FFE training project with the tutor at the collaborating entity. The training project must correspond to the activities and learning outcomes that the student is expected to develop at the collaborating entity, and these must be consistent with the tasks that they will perform in the course of their profession.
5. Collaborate with the managers of the Internship Unit in all aspects related to the FFE, such as any incidents that may occur during the internship, suggestions for improvement, etc.
6. Lead the FFE monitoring and evaluation process following the protocols established by the Vocational Training Center and the training objectives of the subject.
7. Contact the collaborating entity at least every two weeks and maintain fluid communication with the tutor designated by the entity to monitor the training project.
8. Prepare an annual report on the FFE that has been tutored.
9. Authorize the FFE in the cases specifically provided for in these regulations.
10. Any other functions and recognised powers expressly recognised by these regulations.

Chapter VII. Requirements and management of the FFE

Article 20. Contents of FFE offers

1. Company training offers will be published by the Internship Unit through the platform currently in use for this purpose, unless the Management Board of the Vocational Training Center, for strategic reasons, decides to publish company training offers internally.
2. Companies may publish their training offers directly on other platforms with which the Vocational Training Center has a collaboration agreement.
3. In any case, company Training offers must contain at least the following information:
 - a) Economic activity in which the collaborating entity is engaged
 - b) Location where the company Training will take place
 - c) Period of in-company Training
 - d) Number of places offered

- e) Number of hours per day and schedule
- f) Activities to be carried out

Article 21. Duration and limits on commitment

1. The number of hours spent at the collaborating entity for the completion of the FFE will be reflected in the corresponding annexes and may not exceed the daily working hours of the collaborating entity under any circumstances.
2. The management board of the Training Center, through its teachers-tutors in company training, may establish the necessary adaptations for students with disabilities.

Article 22. Financial aid

1. In cases where there is a study grant, this must be paid directly to the student by the means deemed appropriate by the collaborating entity, in such a way that proof of payment is provided.
2. Except for justified reasons and after prior notification to the student and the Vocational Training Center, the corresponding amount must be paid monthly and not at the end of the internship.
3. In accordance with current regulations for training internships, if the collaborating entity establishes any type of study grant for the student, it must comply with all its obligations in terms of social security subject.

Article 23. Dissemination and allocation of in-company Training

1. The Training Center shall establish procedures for configuring the offer, dissemination, and allocation of in-company training in accordance with objective criteria and ensuring, in all cases, the principles of transparency, publicity, universal accessibility, and equal opportunities.
2. The Training Center shall pay special attention to students with disabilities.

Chapter VIII. Exemption from the Company Training Phase

Article 24. Requirements for requesting exemption

1. Students enrolled in a training cycle that includes the Company Training Phase (FFE) may apply for total or partial exemption when they can prove they have a certain amount of work experience.

To do so, they must be enrolled in the training cycle and provide proof of work experience corresponding to at least one year of full-time work, or its equivalent, which may be provided from the previous five years.

The calculation of work experience time will be determined taking into account the legally established hours for a full working day.

This experience, which must correspond to the professional tasks performed by the trainee and the degree to which they coincide with the learning outcomes assigned to the period in question, will enable the teaching team to assess whether the student has acquired the learning outcomes of the qualification. In the event of partial recognition, the teaching team will establish the number of hours of practical training required for the student to complete the learning outcomes of the qualification.

2. The following Advanced Vocational Training Programme in the healthcare vocational field are exempt from the possible exemption: Healthcare documentation and administration; Pathological anatomy and cytodiagnostics; Prosthetic audiology; Clinical and biomedical laboratory; Oral hygiene and Diagnostic imaging and nuclear medicine, as well as other regulated professions.
3. Exemption from training in a company or equivalent organization may only be requested under the general regime.

Article 25. Supporting documentation

1. Applications for total or partial exemption from the FFE must be submitted during the first quarter of the academic year and sent to the Director of the Center where the student's academic transcript is kept, in accordance with the corresponding model.
2. Applications for total or partial exemption from the FCT module in the case of LOE or discontinued qualifications must be submitted at least one month before the start date of the company training period.
3. To justify their work experience, students must submit the following documentation:
 - a) For salaried workers:
 - Certification from the General Treasury of Social Security, the Social Marine Institute, or the mutual insurance company to which they were affiliated, stating the company, employment category (contribution group), and period of employment.
 - Employment contract
 - Certification from the company where they acquired their work experience, specifically stating the duration of the contract periods, the activity carried out, and the time interval in which said activity was carried out. In this section, the complete functions performed must be indicated, which must be related to and coincide with the learning outcomes of the degree.
 - b) For self-employed or freelance workers:
 - Certification from the General Treasury of the Social Security or the Social Marine Institute of the periods of registration with the Social Security under the corresponding special regime.

- Description of the activity carried out and the time frame in which it was carried out.

c) Volunteers or interns:

- Certification from the organization where the assistance was provided, specifically stating the activities and functions performed, the year in which they were performed, and the total number of hours dedicated to them.

The Center's Management Board may request additional documentation if it deems it necessary in order to properly evaluate the application.

Article 26. Resolution and academic effects

1. The teaching team for the training cycle will assess whether the accredited experience fully or partially covers the learning outcomes expected in the module.
2. The Director of the Center where the student's file is kept, in view of the report issued by the teaching team, will decide on the request for total or partial exemption from the FFE.
3. The decision will only take effect if the teaching team decides, in the corresponding assessment session, to allow the student to proceed to the company Training phase and, consequently, it will be included in the first Final Grade Report for the Training Cycle issued after the decision has been made.

Chapter IX. Recognition and accreditation

Article 27. Academic recognition and accreditation of in-company Training

1. The completion and passing of the FFE will give rise to the academic recognition of the FFE in accordance with the provisions of each Syllabus
2. Training in companies will not be recognised if the student has not signed the company training agreement and the corresponding annexes prior to the start of the training.

Chapter X. Quality assurance of in-company Training

Article 28. Quality assurance of in-company Training

1. In order to ensure the proper implementation of FFE by students and collaborating entities, and to introduce measures to improve the in-company training program, a quality assurance procedure will be established through an evaluation system based on satisfaction questionnaires completed by students and tutors from the collaborating entities. The analysis carried out by the bodies responsible for quality must enable the detection of irregular situations and possible shortcomings and, where appropriate, establish the necessary improvement measures.
2. Each year, the Internship Unit will analyze the results obtained from the satisfaction surveys and, in collaboration with the Training Center, will propose and include in

the FFE management procedure, the appropriate improvements that will enable the systematic provision of quality in-company Training for all students at the Vocational Training Center.

Sole final provision

These regulations shall apply from the 2025/2026 academic year.

ANNEX I

Qualifications covered by Article 14 of these Regulations

- Advanced Diploma in Oral Hygiene, with a maximum quota of 10% of Enrol students.

In order for students to be able to carry out their Training in companies internally, they must have an assigned tutor who complies with the provisions of these regulations.