

# Companies Portal for Practical Supervisors

## Viewing Information about Students' Work Placement (BPV)

You can do this through our portal: [bedrijvenportaal.rocmn.nl](https://bedrijvenportaal.rocmn.nl). You have received a username and password in a separate email to log in. Please keep this information safe.

If you have questions about accessing the companies portal, please email [bedrijvenportaal@rocmn.nl](mailto:bedrijvenportaal@rocmn.nl).

## What can you do in the companies portal?

### Find interns via the menu

Once you have successfully logged into the companies portal, the text "Welcome," along with your name, will appear. Above that, you will see a green bar with three white lines on the left side. Click on the white lines. You will now enter the menu and see, among other options, the heading 'Interns.'

Click on 'Interns' for an overview of the students you are supervising. If you click on one of the students, you will go to the Logbook tab or the Intern tab. You can switch between the two tabs by clicking on the three black lines on the right.

### Detailed Student Information - Intern Tab

You will see the contact details of the student and the supervisor from ROC Midden Nederland. This allows you to easily get in touch with the school. You will also see information about the internship, such as the start and end dates and the number of internship hours.

### Approving Hours - Logbook Tab

If it has been agreed that the student will digitally record their hours and that you will check and approve them via the companies portal, we kindly ask you to check weekly, preferably on Mondays, whether the student has recorded their hours and to approve those hours.

You will see the hours worked that the student has filled in. Under each week with worked hours that have not yet been approved, there is a red button that says 'Approve.' Click on that to approve the hours for that week.

If the student has noted an incorrect number of hours, click on 'Correct' and ask the student to adjust the hours before you give your approval.

Once the BPV has ended, you will no longer see the student listed among the interns. Click on 'Filter' on the right side of the screen and check the 'Historical' option. The student will then be visible again, and you can still approve the hours. This can be done up to 30 days after the end of the BPV.

## **Rules for Approving Hours**

If agreements have been made with the college about digital hour registration, the following rules apply:

1. We expect students to have recorded their hours for that week by the end of the week. We ask you to approve the hours no later than the Monday of the following week.
2. In some cases, students may work more hours than agreed in the BPV, for example, if they are doing overtime. We agree with the students that they should not register those overtime hours as BPV hours. We ask you to pay attention to this and request students to adjust their hours if they incorrectly note overtime as BPV hours.
3. In principle, no BPV hours should be worked during school holidays, unless otherwise agreed. We ask you to monitor this and request students to adjust their hours if they note hours worked during school holidays as BPV hours.
4. If the student has already worked more hours than the number of clock hours stated in the practical agreement, that is not a reason to terminate the BPV. The BPV ends on the agreed end date stated in the practical agreement.
5. Students can, at the same time as registering their BPV hours, fill in what they did that day. In principle, this information is for the student's own use. The school does not use this information, but you can view it and refer to it when contacting the student.

## **Internship/Training Position?**

Is there an internship and/or training position available within your company or organization?

Let us know and fill out our digital [registration form](#). One of our practical supervisors will contact you as soon as possible.

Or first, review all the [information about this](#).