



Guide for students on workplace training

Orientate yourself for the workplace training with this handy guide.

On the job learning periods are part of your vocational studies. A workplace training period gives you a great chance to learn and experience the actual professional and work life skills. As many of us are different learners every workplace training period should be planned according to your own individual needs. Workplace trainer and the learning ambassador will guide and assist you during your workplace training so you can achieve the best learning results.



Before the workplace training

- Discuss about your career plans with the Learning ambassador.
- Take part in finding the workplace for your training period.
- Plan the training period with your Learning ambassador so it's clear for you what you are going to practice there.
- Make sure that the Learning ambassador has created the necessary paperwork and contracts.
- Discuss about the learning requirements for your curricula with the Learning ambassador and ask questions if you don't understand them.
- Discuss and agree with the Learning ambassador and the workplace trainer about the goals, main tasks and your schedule for the training period.
- Discuss and agree what kind of guidance and support you need.
- Agree on ways of communicating with Learning ambassador and the workplace trainer.



During the workplace training

- Orientate yourself to workplace.
- Follow the rules and regulations about work and safety.
- Report your absences.
- Comply with the non-disclosure agreement.
- Familiarize yourself to your tasks with the workplace trainer.
- Work according to plan.
- Do self-evaluation with workplace trainer and Learning ambassador on what you have learned and how you have achieved your goals.
- Give, ask and receive feedback.
- Evaluate and discuss about your role in the workplace community with your workplace trainer.
- Keep in touch with Learning ambassador and the workplace trainer as agreed.

After the workplace training

- Do self-evaluation on how well you have learned the necessary skills according to the curricula and what skills you need to improve with Learning ambassador and the workplace trainer.
- Give feedback and evaluate the guidance and support from the workplace trainer and Learning ambassador.
- Ask feedback and evaluation from the workplace trainer and Learning ambassador.
- Prepare yourself for the next steps to get your grade.





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The NextSteps@TechVET project aims to respond to changing skills needs by developing operating models based on ever closer collaboration between companies and education providers, and by increasing the career guidance skills of teachers and trainers in both educational institutions and workplaces. Collaboration includes anticipating competence needs, assessing competence, planning, and implementing competence development, and responding to the needs of continuous learning.

NextSteps@TechVET - homepage:
<https://www.hamk.fi/projects/nextstepstechvet/?lang=en>

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