



# Guide for Workplace trainers

## Enabling students to develop themselves into future workers

**Workplace trainers** are persons appointed by an employer to guide on-the-job learning in the workplace. They are the experts in their profession who work in collaboration with educational institutions and teachers. The workplace trainers introduce the students to the job tasks and the workplace. They direct, instruct and supervise the performance of students work tasks. The workplace trainers are also responsible for occupational safety.

They must understand the different abilities of students to perform different work tasks. The students are not professionals and need support and guidance in their work. The workplace trainers are involved in the assessment of the students and the organization of skills demonstrations.



# Competence areas

## Assessment expert of workplace learning

A workplace trainer is able to

- assess the student's skills and professional growth,
- give constructive feedback and career guidance to the student.



Learn more about the assessment as a workplace trainer from these materials



Apply for the Assessment expert Open Badge here



## Guidance expert of workplace learning

A workplace trainer is able to

- apply workplace learning opportunities to serve the student's goals and to design motivating learning tasks for the student,
- support the professional growth of the student by regular guidance discussions, and also to receive and react to the student's constructive criticism.



Learn more about the guidance as a workplace trainer from these materials



Apply for the Guidance expert Open Badge here

## Developer of the learning environment

A workplace trainer is able to

- create a learning environment in workplace for student,
- plan orientation for student's on the job training period,
- collaborate with working community and educational institution about the student's on the job period.



Learn more about learning environment development as a workplace trainer from these materials



Apply for the Developer of the learning environment Open Badge here

To help you study for the Open Badges and in guiding the students you might find these tip cards useful. In the tip cards, you will find interview frameworks, good practices, help with evaluation and tips for the practical arrangements of the student's on-the-job learning.



Check out the tip cards here





NextSteps

@TechVET

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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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