

Student's Guide: Practical Teacher Training & Workseed

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HAMK School of
Professional
Teacher Education

Workseed

We use Workseed to manage teaching practice.

You can find Workseed at:

www.workseed.fi



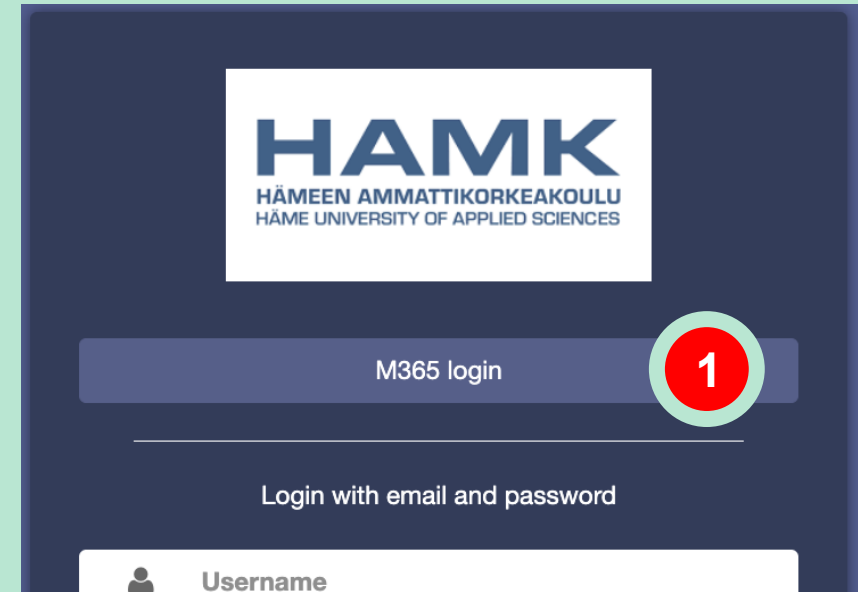
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Login

After pressing the Log in button, do the following:

1. Click "M365 login"
2. Select "Universities of Applied Sciences"
3. Select "HAMK" from the drop-down menu

Log in with your HAMK credentials
(**username@student.hamk.fi**). If you have
already logged in to one of HAMK's systems with
the same browser, the browser may log you in
directly.



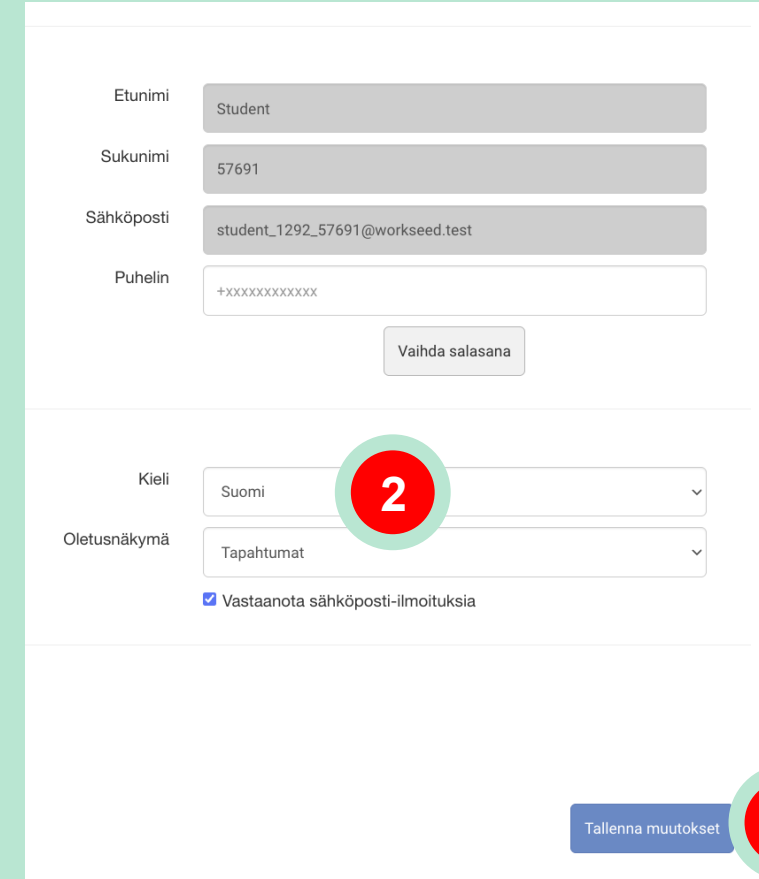
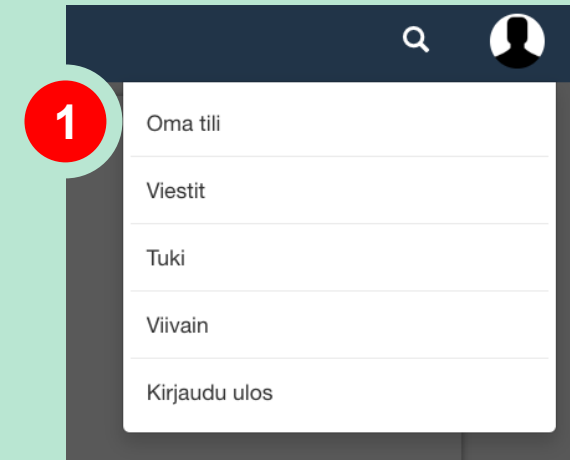
Workseed Guide 2/7 After Logging In

After logging in, you may have to change language to English. You can do this by clicking on the portrait figure in the upper right corner. This opens a menu where you need to select “**Oma tili**”. (1)

In the following page, change the language in the dropdown menu titled “**Kieli**”. (2)

Press “**Tallenna muutokset**” to save the language setting. (3)

After this, return to start page by clicking “**Schedule**” in the main menu.

A screenshot of a user profile settings page. The page has a white background with a light blue header. It contains several input fields for user information: 'Etunimi' (Student), 'Sukunimi' (57691), 'Sähköposti' (student_1292_57691@workseed.test), and 'Puhelin' (+xxxxxxxxxxxx). There is a 'Vaihda salasana' button. Below these fields are two dropdown menus: 'Kieli' (Suomi) and 'Oletusnäköymä' (Tapahtumat). A red circle with the number '2' highlights the 'Kieli' dropdown. At the bottom right, there is a blue button labeled 'Tallenna muutokset' and a red circle with the number '3'.

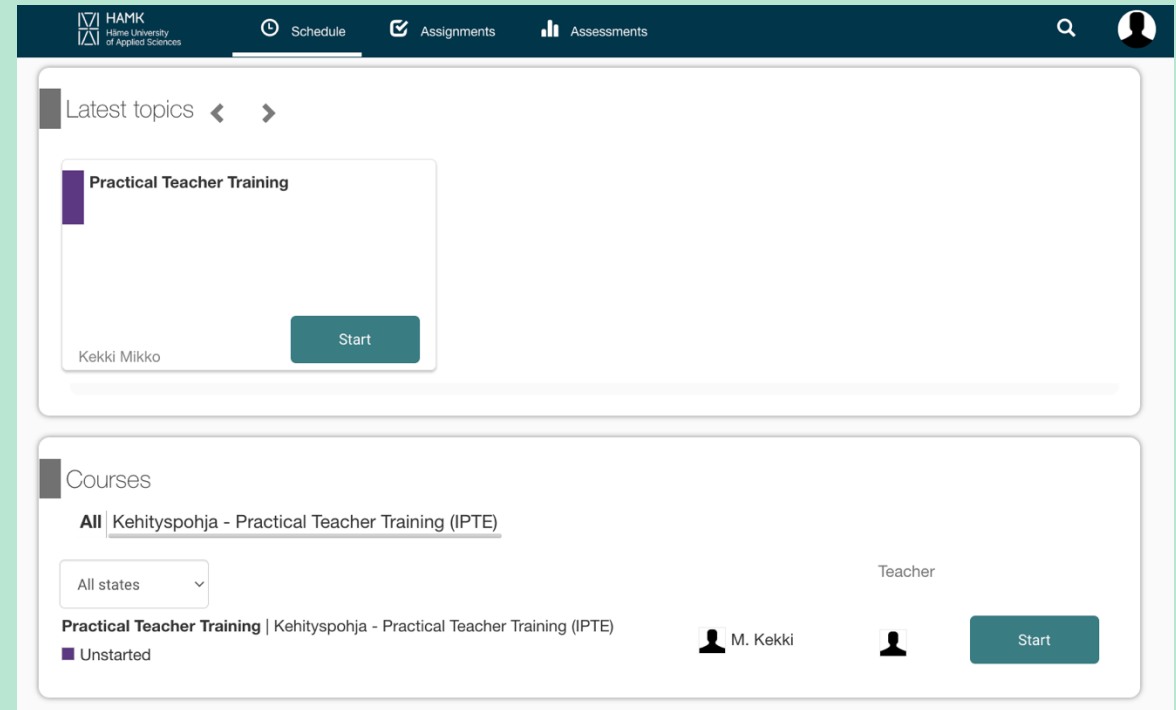
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Schedule page

Now you'll be on the Schedule page. You can see the heading "Practical Teacher Training" in two places.

You can start the teacher training procedures by clicking either of the Start buttons.

After starting, the Start button changes to the Continue button. Otherwise, the outlook remains the same.

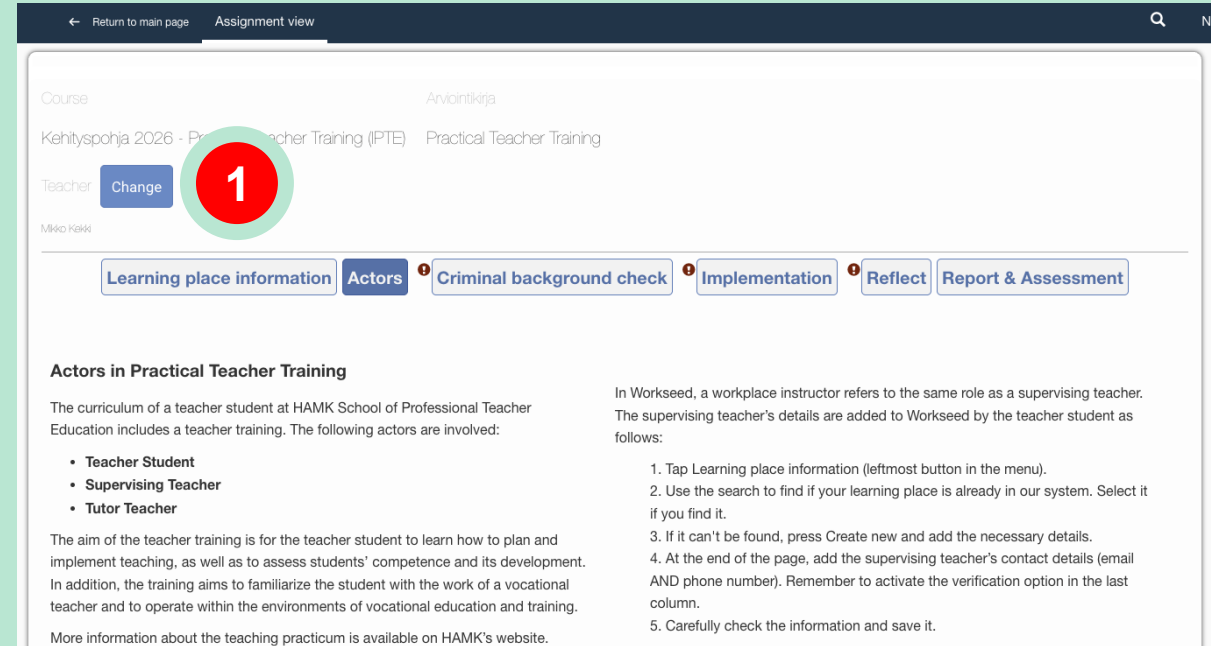


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Working view

After pressing the Start button, you will find instructions on how to proceed, fill in information and complete activities.

As a first step, **check if you need to change your teacher to the tutor teacher in charge of your own group.** This is done by clicking the Change button (1) at the top left of the page. Clicking on it will open a drop-down menu from which you can select your tutor teacher (2).



← Return to main page Assignment view

Course Arviointikira

Kehityspohja 2026 - Professional Teacher Training (IPTe) Practical Teacher Training

Teacher Mikko Kekki

Change

1

Learning place information Actors Criminal background check Implementation Reflect Report & Assessment

Actors in Practical Teacher Training

The curriculum of a teacher student at HAMK School of Professional Teacher Education includes a teacher training. The following actors are involved:

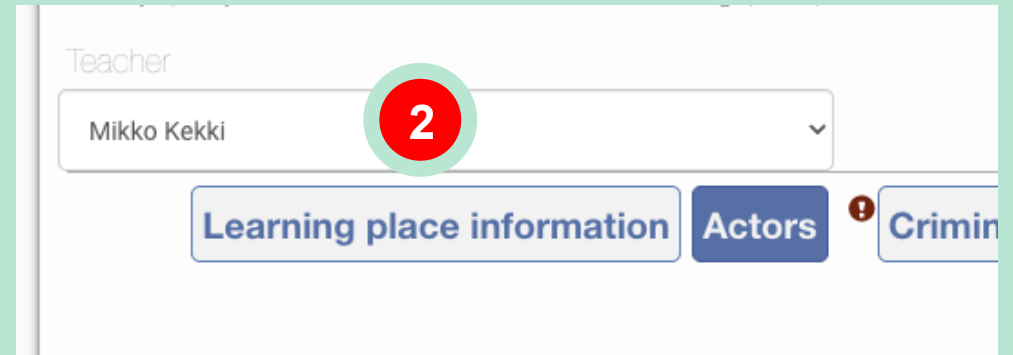
- Teacher Student
- Supervising Teacher
- Tutor Teacher

The aim of the teacher training is for the teacher student to learn how to plan and implement teaching, as well as to assess students' competence and its development. In addition, the training aims to familiarize the student with the work of a vocational teacher and to operate within the environments of vocational education and training.

More information about the teaching practicum is available on HAMK's website.

In Workseed, a workplace instructor refers to the same role as a supervising teacher. The supervising teacher's details are added to Workseed by the teacher student as follows:

1. Tap Learning place information (leftmost button in the menu).
2. Use the search to find if your learning place is already in our system. Select it if you find it.
3. If it can't be found, press Create new and add the necessary details.
4. At the end of the page, add the supervising teacher's contact details (email AND phone number). Remember to activate the verification option in the last column.
5. Carefully check the information and save it.



Teacher

Mikko Kekki

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Learning place information Actors Criminal background check

Workseed instruction 5/7 Supervising teacher's information

In the Learning place information section, you can add the details of your learning place and your supervising teacher.

Use the search to find if your learning place is already in our system. Select it if you find it. If it can't be found, press Create new and add the necessary details.

Add the information of the teacher supervising your training at the end of the form. Remember to select “Yes” in the last field titled Send SMS authentication code.

Finally, press Save and close.

The supervising teacher will then receive an email with instructions and a link to log in.

Learning place information

Actors

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You can search learning places by writing text (at least 3 characters) into "Search"-field. If you cannot find a learning place, please, add a new one by filling the page.

Search
Search learning place using company name, company business ID or street address. You can add a new one if you cannot find the correct learning place using the Add new -button.

Create new

0 / 100 characters used.

Organization
Input learning place name. For example, Sammonlahti health station.

Company Business ID
Find business ID from ytl.fi or finder.fi sites.

Department/unit
According to the instructions of the degree program.

Address

Post code

City

Country

Suomi

Start date *
Your personal training, thesis or project start date.

26.08.2026

End date *
Your personal training, thesis or project end date.

31.12.2099

Workplace instructor / Contact person *
According to the instructions of the degree program.

First name	Last name	Job title	E-mail	Phone	Send SMS a...
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Add workplace instructor

Delete workplace instructor

Save

Workseed instruction 6/7

Working in Workseed

Actors in Practical Teacher Training

Here you see instructions and information about the training.

Criminal background check

Instructions for conducting a criminal background check.

Implementation

Tools for documenting observations and making training and implementation plans.

Reflect

Tools for documenting your reflections on your experiences.

Report & Assessment

Summary of your Workseed content. More about this on the next page.

[Learning place information](#)[Actors](#)[Criminal background check](#)[Implementation](#)[Reflect](#)[Report & Assessment](#)

Implementation

Phases of the Teacher Training

The teacher training consists of three phases:

1. Preparation for the teacher training
2. Implementation of the training
3. Self-assessment and feedback discussion after the training with the supervising teacher and the tutor teacher

Preparation for the Teacher Training

Before the teacher training at the institution, you must complete the following tasks:

- Familiarization with the teacher's work
- Teacher training plan
- Scheduled implementation plan

The related forms and assignments can be found below.

Observing the work of a teacher at the training institution

Document your observations

Enter in the table your plan for where, when, and what type of teaching you will observe (date, place, type of teaching and guidance activity). A suitable number is at least 5 different teaching observations. Document your observations and reflect on your insights in the learning diary.

Institution	Date	Type of Activity	
Maximum 100 characters	Maximum 100 characters	Maximum 100 characters	☐
Maximum 100 characters	Maximum 100 characters	Maximum 100 characters	☐
Maximum 100 characters	Maximum 100 characters	Maximum 100 characters	☐
Maximum 100 characters	Maximum 100 characters	Maximum 100 characters	☐
Maximum 100 characters	Maximum 100 characters	Maximum 100 characters	☐

[Add row](#)[Delete row](#)

Reflect on your insights

 0

B I U S T

0 / 20 000 characters used.

You can document your observations and related reflections directly in this text field, add a link to your external learning diary, or upload them as an attachment.

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Report & Assessment

On this page, you'll see a summary report of all your Workseed content. You can also see the comments made by the teacher in charge and the supervising teacher. You can also reply to these comments here.

At the end of the page, there is an assessment section, where you can see, among other things, the learning outcomes that serve as the basis for the assessment. Your teacher in charge will instruct you on how to proceed with the assessment section at the end of your training.

Learning place information

Actors

Criminal background check

Implementation

Reflect

Report & Assessment

Started

Started 08/26/2026 02:45pm Student 2999

Done -

Assessed -

Filters

Learning place information

Comment

Actors

Actors in Practical Teacher Training

The curriculum of a teacher student at HAMK School of Professional Teacher Education includes a teacher training. The following actors are involved:
[View](#)

In Workseed, a workplace instructor refers to the same role as a supervising teacher. The supervising teacher's details are added to Workseed by the teacher student as follows:

Tasks and Responsibilities

Tasks of the School of Professional Teacher Education:
1. The institution appoints a tutor teacher who acts as the person in charge of the training at the
[View](#)

Responsibilities of the Teacher Student:
1. The student commits to following the rules and regulations of the training site.

Criminal background check

Criminal background check

Indicate whether you will be working with minors during your teacher training. If you will be working with minors, you must present a criminal record extract to HAMK.
[View](#)

Working with minors

Comment

Extract from the criminal record

To present your criminal record extract, please follow these steps:
1) Order the criminal record extract through the electronic services of the Legal Register
[View](#)

[Universities of Applied Sciences Act 932/2014](#)
[Government Decree on Universities of Applied Sciences 1129/2014](#)

Implementation

Implementation

Phases of the Teacher Training
The teacher training consists of three phases:
[View](#)

Preparation for the Teacher Training
Before the teacher training at the institution, you must complete the following tasks: