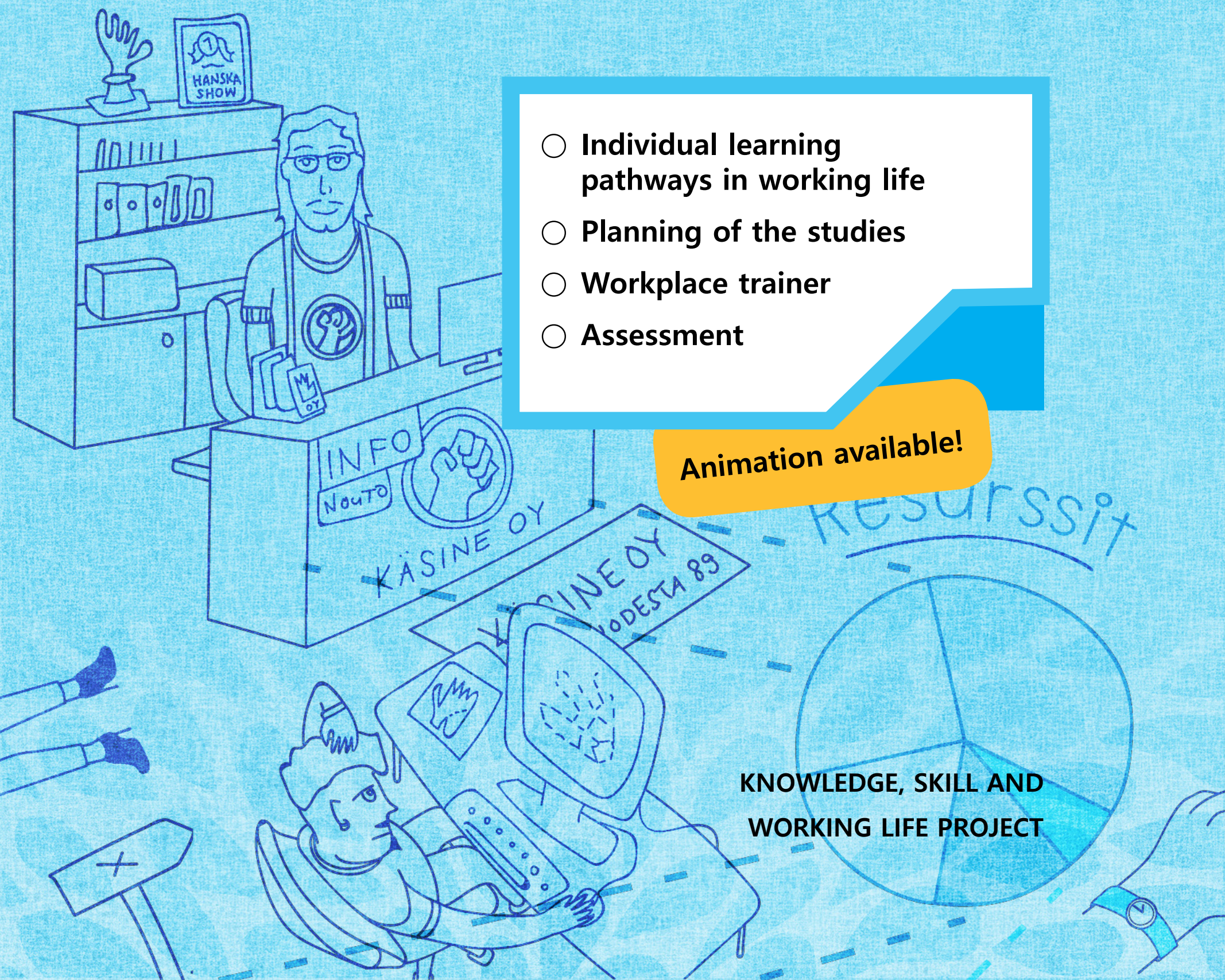


On-the-job learning

- Individual learning pathways in working life
- Planning of the studies
- Workplace trainer
- Assessment

Animation available!

KNOWLEDGE, SKILL AND
WORKING LIFE PROJECT

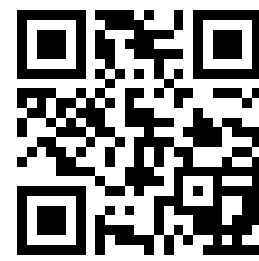


Hello!

This brochure familiarises and guides you in the cooperation between working life and the student.

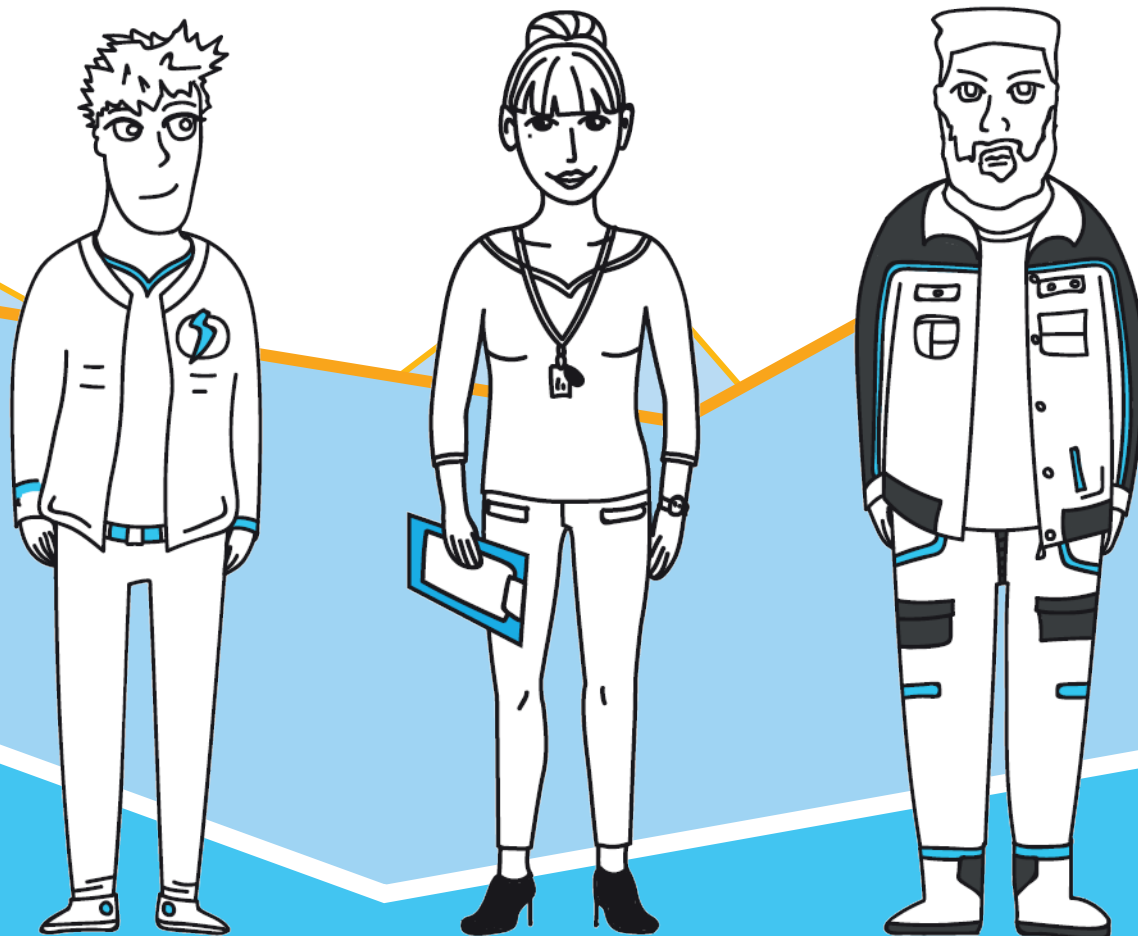
Above all, the brochure is intended for the work-trainer's staff. If you are becoming the workplace trainer or an important contact person of a new student, please read this brochure carefully and watch our animated video at: vimeo.com/tyoohjaa

Finally, please familiarise in the additional material suggested on the back page. Help and advice is also available from the collaborating educational institution.



Contents

- **Planning studies**
- **Personal competence development plan (PDP)**
- **Sharing responsibility**
- **Operating as a workplace trainer**
- **Feedback on the development of skills and the assessment of skills**
- **More information**



Planning studies

Apprenticeship and training agreement

On-the-job learning is implemented either as an apprenticeship or with the training agreement.

Prior to signing the agreement, the prerequisites of the workplace are confirmed. Both methods of implementation are suitable for students of all ages.

	Apprenticeship	Training agreement
CONTRACTUAL PARTIES	In employment, an average of at least 25h/week	No employment, the number of working hours is not regulated, agreed on individual basis
SCOPE	Salary in accordance with collective agreement. Can apply for social benefits for students	No salary or other compensation. Can apply for student financial aid and other social benefits for students
COMPENSATION TO EMPLOYER	The employer can be paid training compensation	The employer is not paid training compensation
SCOPE	The qualification or unit(s) of the qualification	Unit(s) of the qualification
CONTRACTUAL PARTIES	Student, employer and education provider	Employer and education provider

PDP

Prior to the signing of the student's training agreement or apprenticeship, the student's personal competence development plan (PDP) is prepared in which the student's skills, qualification requirements and workplace duties are combined.

The PDP defines what professional skill requirements of the qualification are learnt and assessed at the workplace. The VET-teacher, student and workplace trainer prepare the PDP together.

The following is taken into account student specifically

- previously acquired skills, required skills
- methods agreed on how the skills are acquired
- competence demonstrations are agreed
- necessary guidance and support

The student's work duties are planned to support learning

It is important that the student is involved in the workplace's duties in the comprehensive manner and familiarises in all sub-areas of the work. By planning the work duties and ensuring their diversity, the student gains an understanding of the overall operations of the workplace.

The student's work duties are planned in order to:

- gain versatile skills
- achieve the professional skill requirements of the qualification
- achieve the workplace's objectives.

Good workplace training

- is essential to the learning
- directs the learning
- supports the student

Sharing responsibility

As the workplace trainer, you play an important role at the workplace

You participate in the planning of the on-the-job learning, guide the student in work duties and provide feedback to the student on his/her learning and assess his/her skills.

The supervisor's role is to create the prerequisites for the on-the-job learning

- ensure that the work community is committed to guide the student
- together with the VET-teacher and trainer, ensure that the student has the opportunity to complete the duties at the workplace which are required in the qualification requirements
- distribute the training tasks to the work community

The VET-teacher is the partner of the workplace trainer

The VET-teacher provides support in training and assessing, orientates the workplace trainer to the qualification requirements and provides guidance for organising competence demonstrations at the workplace.

If necessary, there may also be other professionals providing support in the learning pathway and the guidance of the workplace trainer, such as the special needs teacher.

Good work community is your support team in training!

When training is shared at the workplace

- the student gains a more comprehensive understanding of the work
- the resources used for training are shared among several people
- the expertise of the workplace is utilised in a versatile manner

Operating as the Workplace Trainer

The duties of a workplace trainer include orientating the student to the work community, work duties and working life.

The workplace trainer ensures that the student is guided in all work duties. The need for guidance is individual for each student. Remember to also orientate the student in the occupational safety and occupational safety guidelines of the workplace.

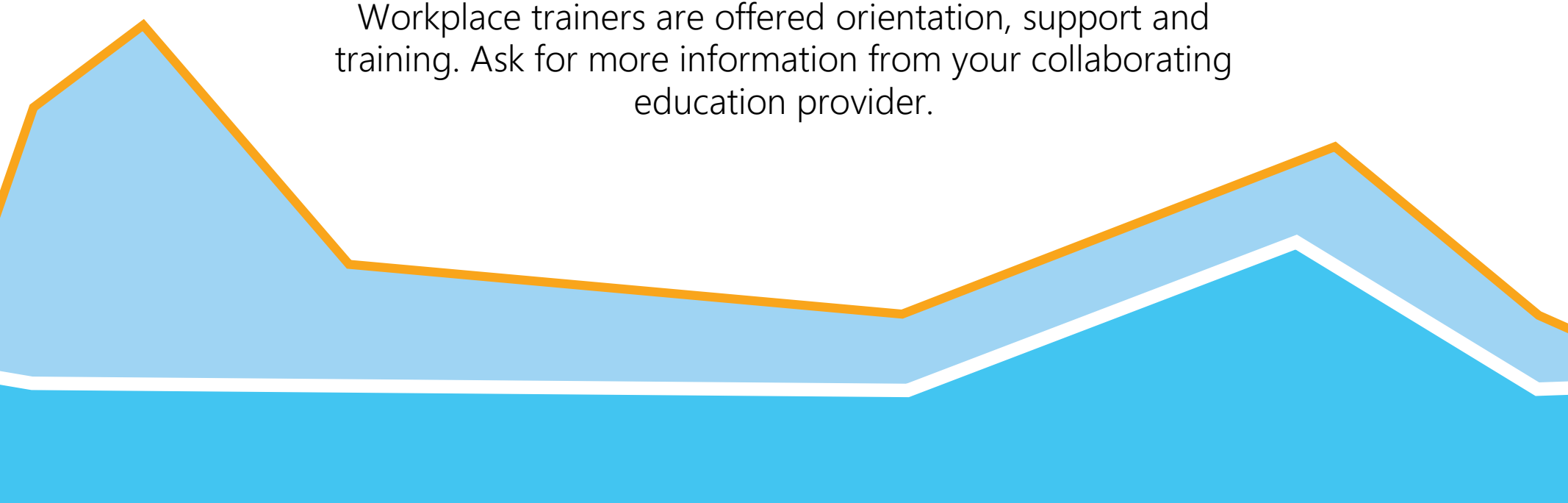
You will succeed as the workplace trainer, when you

- know your student
- orientate your student in the intended qualification or unit of the qualification
- find out your student's skills and learning needs
- ensure with the employer that you have sufficient resources for the workplace training

As a workplace trainer, you need time for training as well as for:

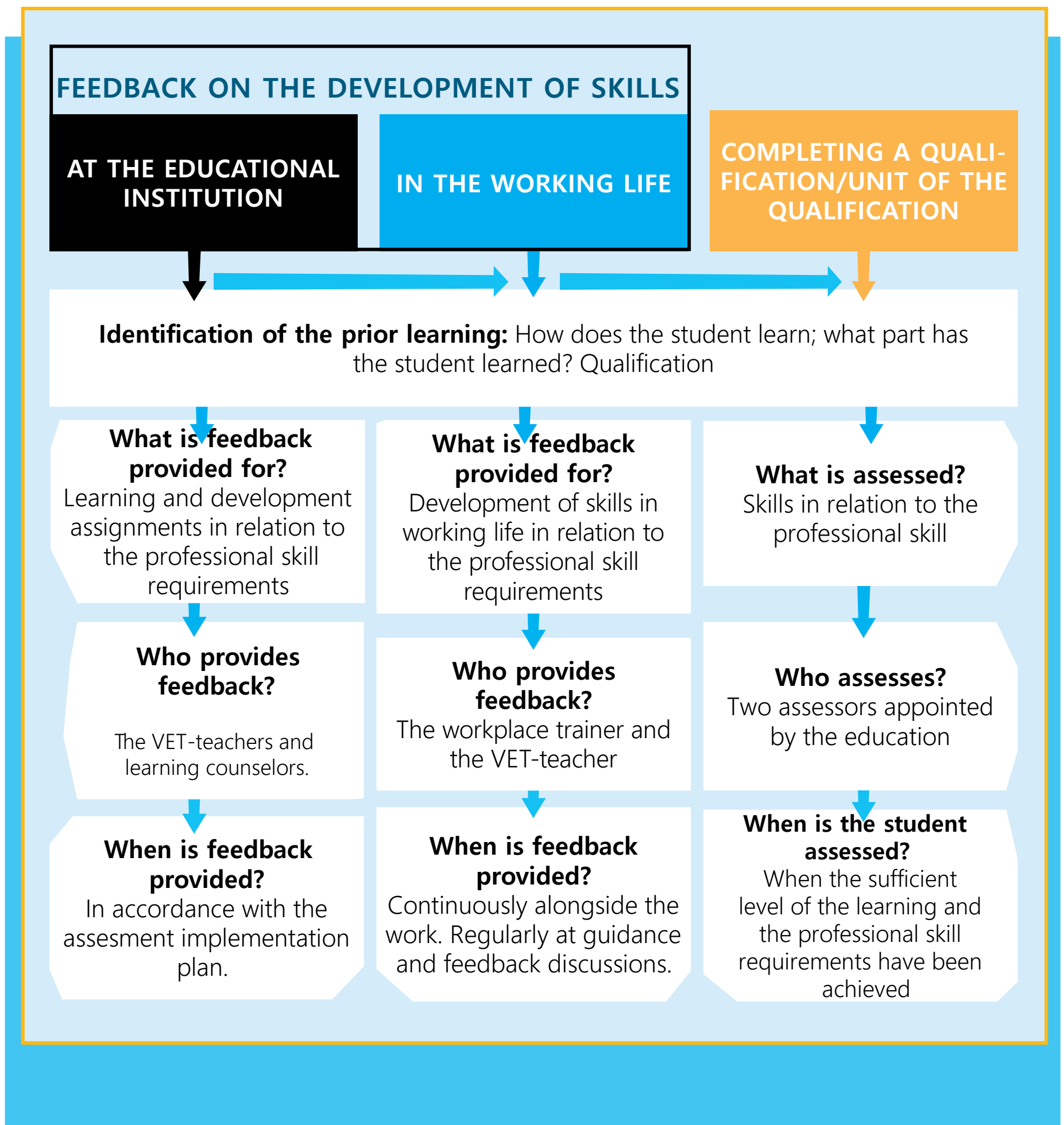
- planning the student's studies
- orientating the student
- VET-teacher's visits
- providing feedback and regular guidance discussions with the student
- and assessing skills in the competence demonstrations.

Workplace trainers are offered orientation, support and training. Ask for more information from your collaborating education provider.



Feedback on the development of skills and the assessment of skills

The PDP defines what professional skill requirements of the qualification are learnt and assessed at the workplace.



More information

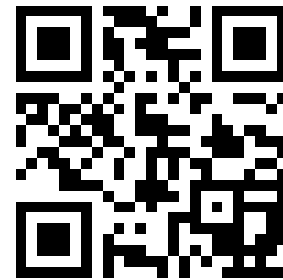
Requirements of the qualification are available at <https://eperusteet.opintopolku.fi/#/en>

More information and support for guidance guidance is available at <https://ohjaan.fi/en>

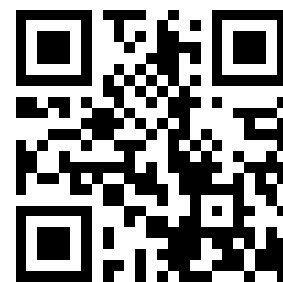
Ohjaan.fi supports learning and guidance at the workplace. In vocational education, workplaces, workplace trainers and work communities implement them in collaboration with the VET-teachers. The content of the site has been collected utilising the latest research data related to the on-the-job learning, workplace trainer's feedback and the good training practices of working life.

Next →

Watch the animated video:
www.vimeo.com/tyoohjaa



This brochure is available in digital form at:
www.osao.fi/tyoohjaa



© 2018 Knowledge, skill and working life project



Graphic design of brochure: Laura Tiitto

We have received funding for this project from the Ministry of Education and Culture.