

Nr.: GAT-040	<b>Verkmenntaskólinn á Akureyri</b>	
Útgáfa: 02		
Dags.: 13.11. 2012	<b>Minutes of a meeting</b>	
Höfundur: BEN		
Samþykkt: HJS		
Síða 1 af 1		

Date.: 21.03.2016	Time: 13.00	Location: Skipagata 14.	Meeting decided by : JÁR
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Participants:

Attending:	Jóhannes Árnason VMA and Soffía Gísladóttir og Ingólfur representatives from The Directorate of Labour
Absent:	Not applicable

Agenda: To look at the WorkQual handbook with a representative from the Icelandic Directorate of Labour to have comments and suggestions for the benefit of the cooperation between school / unemployment institution and workplaces when organizing and following a student / client in a workplacement.

nr.	Minutes	other.
	<p>Discussion about how well the Workqual handbook suited the work the Directorate of Labour is doing with unemployed people and workplaces. There were no special comments on changing the handbook. They agreed this type of handbook could be beneficial to their work. They pointed out that it is very important to register workplaces and inform the workplaces, both employers and workmentors about their role and what is expected of them in supporting the student / newcomer.</p> <p>There was discussion about agreements between the client, the workplace and the directorate. These contracts must be thorough enough to cover all the most important things. They handed out an example of the contracts. One aspect was insurance. In their situation the workplace covers the insurance for the client / student. This is written into the contract. The situation with salary is often covered by unemployment benefits the first few weeks / months. After a trial period the workplace must decide if they want to employ the client/student.</p> <p>They agreed that many things in the handbook looked appropriate and useful so that it seems that the handbook can be beneficial in different circumstances from a school student situation.</p> <p>Meeting was finished at 14.00</p>	

If appropriate: Any decisions made during meeting.

Minutes Prepared by: Jóhannes Árnason	date.
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Signatures of the people attending. See another sheet.