


Nr.: GAT-040	Verkmenntaskólinn á Akureyri Minutes of a quality process audit / Fundargerð	
Útgáfa: 02		
Dags.: 13.11. 2012		
Höfundur: BEN		
Samþykkt: HJS		
Síða 1 af 2		

Autumn semester 2016.

First three weeks of classes in a course on Quality Management Systems for metal workers. GÆV202 (gæðavitund – Quality awareness)

Teacher: Hrafnhildur Sigurgeirsdóttir

Participants / students

Almar Valdimarsson
 Davíð Heiðmann Aðalsteinsson
 Gunnþór Ingi Kristjánsson
 Margeir Páll Björgvinsson
 Stefán Ásgeir E Ásgeirsson
 Vignir Logi Ármannsson
 Þorgeir Atli Hávarsson

Agenda:

A part of the programme for the course is to review and inspect processes within a quality management system.

The teacher decided to review parts of the WorkQual manual developed in the Erasmus + Strategic Partnership project

WorkQual Workmentoring Within a Quality Management System.

Manual - Structure for Cooperation Between School and Small and Medium-sized Enterprises (SMEs). 2014-1-IS01-KA202-O00180

The group studied processes number 3 on preparing the student for a workplacement and number 4 on preparing the workplace for the workplacement. Each item in the processes was discussed to find out if this system is comprehensive and precise enough to work.

nr.	Items questioned or commented on.	notes
1	A few errors in typing and wording were corrected.	
2	Suggestion for adding to process 3 an article on the information supplied to the workplace about personal things concerning the student. There can be a question about which things can be discussed and how to discuss delicate matters concerning the student to the workplace.	

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3	The students stressed the importance of insurance matters at the workplace. Which policy and how can we be sure that if something happens.	This applies specially to Iceland.
4	Work clothes and safety equipment was stressed by the students. The notion in the manual is that the same applies to students in a workplacement as to a member of staff at the workplace. Perhaps this should be made more clear in the manual that this shall be included in a contract.	
5	A meeting between the student and people from the workplace should be implemented in a way that it can suit the student as well as the workplace. Some students need a meeting before they arrive for the workplacement but others would do better with a meeting just the first day. This should be both flexible and formal. A formal meeting but the time of the meeting should be suitable for both / all parties involved.	

Agreeing the minutes:

September 7th 2016.

Students:

Ragnar Lagi Ármannsson
 Almar Valdimarsson
 Stefan Ásgeir E Ásgeirsson
 Gunnþór Ingi Kristjánsson
 Matgæll Páll Björgvinsson
 Þorgeir Atli Hávarsson
 Davíð Þedsmann

VERKMENNTASKÓLINN
 Á AKUREYRI

Teacher:

Hrafnhildur S Þiagarðind.

Stamp: