

Nr.: GAT-088	Verkmenntaskólinn á Akureyri	
Útgáfa: 01		
Dags.: 07.10 2015	Workplace / Employer Handbook	
Höfundur: JÁR		
Samþykkt: HJS		
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Draft

This handbook is the main reference for employers and workplaces who take students for workplacements. This handbook is presented with the idea that different types of workplacements need a similar or same information and preparation for the workplacement to be successful for the student.

Relevant documents:

VKL-304 Procedure on Workplacements.

Checklist 85 General agreement on workplacements

Checklist 86 Workplacement preparation checklist.

Checklist 87 Contract on workplacements.

Curriculum for each study programme for each competence level.

Learning plan for each course / type of workplacement. GÁT-045 Chl.-045

Brief overview of contents:

1. Involving workplaces

Role of workplaces in education, recruiting workplaces, workplace database, benefits for workplaces, money for workplaces, duties/responsibilities of workplaces, accreditation for eligible workplaces, information to workplaces, workmentors and their training.

2. Students and matching student and workplace.

How students select their study, how students know about possible workplaces, matching student and workplace, preparing students for workplacement.

3. Formalities.

General agreement on workplacements, workplacement preparation, contract between student school and workplace.

4. The process of placement.

5. Specifics for each study programme.

Documents relating to different types of study and different competence levels. These are prepared when the school is offering these studies.

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1. Involving workplaces.

It is a general idea in vocational education that VET (Vocational Education and Training) is best done in real situations. The practical situation is however such that workplaces can not teach and train all the necessary knowledge, skills and competence for the students to be qualified for the work. The traditional idea is that schools will teach general knowledge and the academic part of the vocational education. Also many school have workshops to give students the general vocational training in using different tools and methods and connecting to theory. Almost all vocational study programmes however rely on workplacements of some kind to give the real situation training for the jobs.

The benefits for workplaces in taking apprentices are among other things that the workplace can train prospective workers, the workplace will stay in contact with teachers and students in the sector. Also it is important for a workplace to be able to do well in taking in new workers and know about how to do this as successfully as possible. Staff turnover can be expensive for workplaces so a good agenda for training newcomers is beneficial for workplaces to increase the likelihood that the beginner will feel good and stay with the workplace.

It is therefore necessary to combine and coordinate the training in school and in the workplace. A regular workplace is much more likely than school to prepare a student for work in the sector at hand.

In many cases the students themselves are responsible for finding workplacements, this is traditionally the case in the trades leading to a trades exam.

The organization of the study programmes is different but in this handbook the roles of the workplace will be viewed the same even if the system for contracting workplaces and student are different.

Each vocational school keeps a database on workplaces in order to keep records of the workplacements each semester and the contact information needed. All workplaces and apprentices are registered in this database.

See Chl. 89 Registry of Workplaces.

It is the role of each department in school to keep up the information about the workplaces to which the department sends students. This list is the one teachers use to inform their students about the possible workplacements. All departments are active in recruiting workplaces and keeping the information up to date. The database is kept in the course directors' records in electronic form and for each semester all workplacements are printed out and kept with other school records and assessment materials.

Money involved.

The handbook must address the issue of money to workplaces, salaries for students etc. This is different between countries.

The role of the workplace.

This is listed in the contracts between school and workplace. Both Chl. 85 General

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agreement on workplacements and Checklist 87 Contract on workplacements which is prepared for each student.

Each workplace is supposed to point out a workmentor for each student. The skills of a workmentor and the role this person plays in assisting a student is listed in Chl. 85 General agreement on workplacements. The school will offer workshops and ongoing support for workmentors on a regular basis.

Role of workplaces in education, recruiting workplaces, workplace database, benefits for workplaces, money for workplaces, duties/responsibilities of workplaces, accreditation for eligible workplaces, information to workplaces, workmentors and their training.

For each student VMA is sending to a workplacement as a part of a study programme this sheet must be filled and signed before the workplacement begins.

Teacher, name and abbreviation: _____

Study programme: _____

Course: _____

Name of student, id number: _____

Workplace: _____

Workmentor / contact at workplace: _____

Workplace contact info, email and tel. _____

Date of beginning and end of workplacement: _____

Please check the following before the student signs an agreement on this workplacement.

Workplace is accredited to take students in this study programme: yes no
see GÁT – 85 General agreement on workplacements.

Workplace has received both Employer Handbook and the learning plan for the workplacement. yes no

Workplace has named a workmentor who knows the mentoring process. yes no

Insurance, health and safety issues, specific info on student. All are OK. (Vaccinations, specific work related hazards.) yes no

Student has finished all courses needed to be qualified for the workplacement. yes no

Student has finished a preparatory course for workplacement and is qualified. yes no

A study plan for the workplacement has been approved by dept head. yes no

The workplacement has been registered in the workplacement database. yes no

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Teacher has prepared a contract suitable for the workplacement. yes no

For students under 18 years, guardians have signed a contract. yes no

Teacher, student and employer have signed a contract for the workplacement. yes no
see GÁT – 87

Date _____

Teacher signature

Dept. Head signature