

	Preparing student for workplacement.	Documents
Administrative staff at school	<ul style="list-style-type: none"> <li>- School makes sure there is an offer for workplacement within the school plan. As a part of the study programme.</li> </ul>	<p>Document. ChI 85 General agreement between a VET school and a workplace specific for each study programme and not time limited.</p>
Department head	<ul style="list-style-type: none"> <li>- School assigns a teacher to teach / prepare and follow workplacements in this dept. Starts checklist for workpl prep. ChI 86</li> </ul>	<p>Document. ChI 86 Checklist on workplacement preparation is intended to cover all the steps needed to prepare for workplacement. ChI. 89 Registry of workplaces keeps records of all workplaces and apprentices involved.</p>
Placement coordinator	<ul style="list-style-type: none"> <li>- School makes sure there are workplaces available for placem. Teacher has access to a list of workplaces.</li> <li>- Workplace accreditation, Insurance and other formalities, OK included in ChI 85</li> </ul>	<p>Document. ChI 87 Contract on workplacements is the leading agreement about each workplacement after the school and the workplace have signed a general agreement on workplacements. ChI 85</p>
Teacher	<ul style="list-style-type: none"> <li>- Prepares learning plan and other info on placements.</li> <li>- Has dept head review and sign learning plan etc.</li> <li>- Teacher has access to a list of workplaces.</li> <li>- Prepares a contract or other form of document on the workplacement. ChI 87</li> </ul>	<ul style="list-style-type: none"> <li>- Teaches / gives a <b>preparatory course for workplacements</b>, either as a special course or as a part of another course in the department.</li> <li>- Assesses students competence in the work planned, grades the student to identify weaknesses and strengths.</li> <li>- Prepares a feedback report for student.</li> </ul>
Learner	<ul style="list-style-type: none"> <li>- Student selects course / workplacement.</li> <li>- Takes active part in preparatory course. See contents.</li> <li>- Identifies which type of workplace, specialization.</li> <li>- Signs a contract / document stating responsibilities and rights of each partner. ChI 87.</li> </ul>	<p style="text-align: center;">↑</p> <p><b>Learning plan for Preparatory course. Contents :</b></p> <ul style="list-style-type: none"> <li>- Intro. Workplacements, contract and other formalities.</li> <li>- CV writing.</li> <li>- Communication</li> <li>- Interview techniques.</li> <li>- Behaviour at work. Reporting sickness.</li> <li>- Cultural differences between school and work.</li> <li>- Health and safety at work.</li> <li>- Information technology.</li> <li>- Reporting work and reporting success to teacher. PoE.</li> <li>- Personal strenghts and weaknesses to consider.</li> </ul>
Mentor	<ul style="list-style-type: none"> <li>- Prepares for taking on a student.</li> <li>- Attends workmentor workshop if needed.</li> </ul>	
Coworkers Employer		
Administrative staff		

	Preparing workplace for placement	Preparing Final steps
Placement coordinator	- Makes sure all info on placement is registered in database.	- Reviews and signs Chl – 86 on workplacem. prep.
Teacher	- Sends info on student, contact info and if needed personal info, allergies, handicaps or other. - Meets with workmentor and if needed student and mentor.	- Fills in and turns in Chl – 86 on workplacem prep.
Learner	- Takes part in a meeting with workmentor.	- Makes sure everything is clear for him/her. - Signs contract Chl. 87.
Mentor	- Attends Workmentor training if not already finished. - Makes sure everything is available for the student. - Appropriate tasks to work on. - Work clothes if needed. - Other things needed like info on coworkers, meals and time schedule of workplace, possibilities for students to work on reporting the workplacement. - Reviews the documentation needed (employer handbook) and the appropriate assessment criteria. - Receives the work plan and competence criteria. - Reviews the information about the student, difficulties or other personal factors. Makes sure this info is available. - Attends a meeting with teacher and student if needed.	- Makes sure coworkers receive information on the workplacement.
Coworkers - employer	- Realize their duties in facilitating a successful workplacement. - Common vision on importance for workplace to welcome students. - Knowledge about dangers and how to help newcomers. - Information to school about workplace, contact info etc.	<p><b>Document. Chl 88 Employer Handbook Covering both general competence and specific things about competence in this programme of study. Therefore the handbook is in two parts.</b></p> <p><b>First the general Employer handbook Chl 88 This is a common ground for cooperation between school and workplaces. This handbook is an appendix to Chl 85 General agreement on Workplacments.</b></p> <p><b>Second the specific study goals for each programme stated in the study plan from the teacher.</b></p>
Administr. staff	- Employer signs a general agreement on Workplacements Chl 85 Including the Employer Handbook Chl 88. - Workplace takes part in preparing if asked. - Employer signs a contract about the workplacement. Chl 87	