

## Matching of students and companies

**KNOWLEDGE OF THE FIELD**  
 Knowledge about what the company has to offer  
 Knowledge about which company is fit to receive which kind of students (the learning goals)



**MAPPING/DESCRIBING CURRENT WORK PLACEMENTS**  
 Which type of work placement is suitable  
 What can they offer our students  
 What type of students benefits from making the placement at this company



**AGREEMENT/CONTRACT FOR WORKBASED LEARNING**  
 Is made with all the new employers that receives students  
 Revision and updating existing agreements if necessary



**PREPARATIONS BEFORE THE MATCHING AND THE WORKPLACEMENT**  
 General information about the companies available  
 Learning aims and goals of the work placed learning (and skills tests)  
 The criterions of evaluation  
 Work safety  
 Insurances  
 (how to find a work placement)  
 Tasks and mentoring during the workbased learning  
 The required forms  
 How to contact the work placements



**WISHES IN REGARDS OF THE WORK PLACEMENT**  
 The wishes of the students  
 The requirements of the work placement/employer



**COOPERATION: RESPONSIBLE TEACHER AND THE MENTORING TEACHER**  
 The mentoring teacher receives information about the student from the responsible teacher (background information, learning capabilities etc)  
 SWAT analysis of the student/group of students



**ANALYSIS OF THE SUITABILITY OF THE WORK PLACEMENT**  
 Regarding the SWAT analysis & feedback from the responsible teacher  
 Regarding the wishes of the student and work placement/company



**ALLOCATION OF WORK PLACEMENTS**  
 The students learning goals and learning needs  
 Which company fits the student the best  
 Logistics



**DISTRIBUTION OF WORK PLACEMENTS**  
 Discussions with the students  
 If necessary; revisions



**STUDERANTS CONTACTS THE WORK PLACEMENTS**  
 According to the wishes of the work placement/employer  
 A plan of who to contact if there is a problem  
 Agreement over practical details (clothing, working hours etc)



**THE PLAN FOR WORK BASED LEARNING**  
 Is made together with the student  
 The student understand the meaning of the plan



**SENDING THE PLAN FOR WORK BASED LEARNING TO THE COMPANIES**  
 The mentoring teacher sends the plan for work based learning that has been signed by the mentoring teacher and the student at the minimum of 2 weeks before the work placement begins



**INFORMATION ABOUT WORKING HOURS**  
 The student informs the working hours of the first week to the mentoring teacher.



**SIGNATURES OF THE PLAN FOR WORK BASED LEARNING**  
 An authorised person signs the plan for work placement before the student arrives and sends it (if possible) to the mentoring teacher

If the student wants to do a work placement in a company that does not exist on the VET providers list of possible work placements the student must have the placement approved by the mentoring teacher before contacting the company.  
 Before the mentoring teacher approves of such a placement he/she affirm that the placement fits the existing learning goals and the requirements for evaluation. The teach must also make sure that and the safety standards fits the existing requirement

