

Workmentoring Within a Quality Management System



	Start of placement Phase I	Placement on going Phase II : a few days or week later
Placement coordinator		
Teacher		<ul style="list-style-type: none"> - Contacts the mentor - Asks for integration, involvement, open-minded of the student
Learner	<ul style="list-style-type: none"> - Is on time - Introduces himself - Is well-dressed (workclothing) 	<ul style="list-style-type: none"> - Makes his learning diary - Asks for explanations
Mentor	<ul style="list-style-type: none"> - Welcomes - Shows the tasks, the process - Explains : - rules (safety rules) <ul style="list-style-type: none"> - health and security - time sheduldes - Introduces to the team workers - Gives instructions about confidentiality and use of social medias - Verifies contract with administrative staff 	<ul style="list-style-type: none"> - Meets together to give feedback regularly
Coworkers	<ul style="list-style-type: none"> - Shows commodities - Shows tasks 	
Administrative staff	<ul style="list-style-type: none"> - Verifies the contract 	

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