


Nr.: GAT-086	Verkmenntaskólinn á Akureyri	
Útgáfa: 01		
Dags.: 07.10 2015	Workplacement Preparation	
Höfundur: JÁR		
Samþykkt: HJS		
Síða 1 af 1		

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

Teacher has prepared and signed a study plan for the workplacement. yes no

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

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

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

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

Date _____

Teacher signature

Dept. Head signature