

Nr.: GAT-040	<b>Verkmenntaskólinn á Akureyri</b>	
Útgáfa: 02		
Dags.: 13.11. 2012	<b>Minutes of a meeting</b>	
Höfundur: BEN		
Samþykkt: HJS		
Síða 1 af 2		

Date.: 21.03.2016	Time: 09.00	Location: VMA electr. dept	Meeting decided by: JÁR
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**Participants:**

Attending:	Guðmundur Geirsson VMA , Jóhannes Árnason VMA and Árni Páll Jóhannsson from Rafmenn ehf
Absent:	Not applicable

**Agenda:**

To look at the WorkQual handbook with a representative from an electrical company to have comments and suggestions for the benefit of the cooperation between school and workplaces when organizing and following a student in a workplacement.

nr.	Minutes	other.
	<p>These are the main points made.</p> <p>Árni saw that this is a general outline and he had no specific comments about the handbook. He is positive towards that in the study we should have more involvement of students at the workplace. He talks about what he would like to see. The development we see is the last few years we have students from school not being able to do the simplest things. How to do the simple things like wiring or know the names of tools.</p> <p>Árni Páll suggested that students very early on in the study get introduced to the workplace environment. For example each student can go one day each week to a workplace and get introduced to the simple things, names of tools, how do do the simple things etc. This way the students could learn to know the workplace and the practical training at school could be better linked to the things done in real situations.</p> <p>A list, description of competences that the students must have is a necessary document to follow the student at the workplace. This should be available both when the student is coming to the workplace and used to monitor the training at the workplace.</p> <p>Árni Páll talked about the need to identify more clearly the different competences. Perhaps the project should be careful to be aware that the main goal is to increase the learning of students in the subject. Therefore</p>	

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the handbook should be very clear on the need for a detailed description of competences in each type of study. Even if the project is working towards a general guide for workplacements we must not forget the content of the training.

When discussing process 4 Árni mentioned that the workplaces view the role of their workplace and the goal for the students differently. Some workplaces see cheap labour and the students only work few types of work and they do not get a good experience. Other workplaces see the general picture more clearly and the take responsibility to educate and train the students the best they can. This relates to the need of a list competences to be trained.

Árni listed the things a general assessment of student skills should include. That we must look at the basic things for example communication, responsibility, attendance etc. This is an important part of the evaluation and the students should see that this is an important part of the training.

He mentioned that the designers of lighting do a better job if they have the practical training background because their design is more likely to be realistic and it is possible to do the things they want their design to do. Finally Árni did a short tour in the department and a little discussion on the practical training in electricity.  
Meeting finished at 10.30

If appropriate: Any decisions made during meeting.

Minutes Prepared by: Jóhannes Árnason

date.

Signatures of the people attending. See another sheet.