

FOR THE TEACHER

The checklist supports the student's career planning, competence acquisition, guidance and support as well as the feedback given to the student on development and achieving goals in the workplace.

Competence demonstration and competence assessment are not part of the checklist. The planning of the competence demonstration is mentioned to ensure that it is performed, when necessary.



PLANNING

01



- Agreements
- Qualification requirements
- Vocational competence requirements
- Career planning
- Choice of workplace
- The PCDP
- Core work tasks
- Support and guidance
- Communication

ACQUIRING COMPETENCE

02



- The PCDP
- Feedback on competence development
- Guidance and support
- Monitoring

ACHIEVING COMPETENCE GOALS AND FURTHER PLANNING

03



- Feedback
- Career planning
- Preparedness for the competence demonstration

PLANNING

OK

Guide and support the student in career planning and finding a workplace, if necessary, as well as updating the student's PCDP*

NOTES

OK

Ensure that the workplace is well-suited for the acquisition of targeted learning outcomes*

NOTES

OK

Ensure that the workplace complies with occupational safety and liability guidelines*

NOTES

OK

Ensure that the student receives social benefits for students

NOTES

OK

Agree on guidance and support methods and practices (e.g. special support)*

NOTES

OK

Plan learning at work together with the student and the working life representative and update the student's PCDP*

NOTES

OK

Ensure that the student is prepared for learning at work

NOTES

OK

Ensure that the student understands the vocational competence requirements in the qualification requirements

NOTES

OK

Familiarise the workplace instructor with the PCDP, the vocational competence requirements in the qualification requirements and learning at work*

NOTES

OK

Review the goals and core practical tasks with the student and workplace instructor*

NOTES

OK

Communicate with the workplace instructor regularly and agree on the methods of communications

NOTES

GUIDANCE AND PROVIDING FEEDBACK ON COMPETENCE DEVELOPMENT

NOTES

OK

Monitor the progress of the acquisition of competence and update the PCDP*, if necessary

Provide guidance and support and give and receive feedback on the development of the student's competence*

Support the workplace tutor and cooperate with them

ATTAINING TARGETED LEARNING OUTCOMES AND CAREER COUNSELLING

NOTES

Update the student's PCDP and assess the student's needs, provide additional guidance*

Ensure that the student has sufficient competence for the competence demonstration

Guide the student in career planning and/or professional development

Give feedback and develop education organised in the workplace

Collect feedback from the workplace and the student

*CONNECTED TO THE VOCATIONAL EDUCATION AND TRAINING ACT (531/2017)



Opetus- ja kulttuuri- ministeriö

