



OMNIA

Teacher's checklist for first workplace visit

Subject	Checked
1. Introduction	
Parties (teacher, student, workplace instructor)	
(In an apprenticeship, the parties also include the supervisor)	
2. Contract	
Review of what the contract is about	
Confirm that the contract has been signed	
3. Personal competence development plan (PCDP)	
Vocational qualification and qualification unit	
Vocational competence requirements	
The student's view of their own vocational competence in relation to the competence requirements	
4. Work task corresponding to the objectives of the vocational qualification unit	
Naming of the work tasks (confirm connection to the PCDP)	
Scheduling of work tasks	
5. Feedback on competence development	
Importance of feedback	
Forms of feedback	
Schedule for providing feedback	
6. Competence assessment	
Competence demonstration (why a demonstration will be organised and what will be assessed)	
Schedule and duration of the competence demonstration	
Assessors of the competence demonstration	
Appeal procedure	
7. Workplace instructor as a mentor	
Workplace practices and rules	
Occupational safety	
Supporting professional growth	
8. Communication	
Forms of communication	
Next visit	
Confirmation of contact information	
9. Other issues (please note that the teacher is not allowed to talk about the student's possible diagnoses)	
The student's need for personal support	
10. Omnia's workplace instructor courses	
www.omnia.fi/tyopaikkaohjaajavalmennus (in Finnish)	
11. Ohjaan.fi website	
Website mentioned and address www.ohjaan.fi provided	
12. WILMA	
Introduction to Wilma, if necessary	