

LEARNING AT WORK CHECKLIST FOR THE WORKPLACE TUTOR

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

The teacher will familiarise you with the qualification requirements and implementation of assessments as well as working as a workplace instructor

NOTES

OK

Review the goals of the personal competence development plan
* together with the student and teacher

NOTES

OK

Plan learning at work together with the student and the teacher

NOTES

OK

Identify and schedule practical work tasks together with the student and teacher

NOTES

OK

Plan the necessary guidance and support together with the student and teacher

NOTES

OK

Ensure occupational safety*

NOTES

OK

Define and approve the agreement on apprenticeship training or education together with the teacher and student*

NOTES

OK

Agree on communications

NOTES

OK

Inform the work community of the student's arrival

NOTES

GUIDANCE AND PROVIDING FEEDBACK ON COMPETENCE DEVELOPMENT

NOTES

OK

Familiarise the student with practices and rules at the workplace

Familiarise the student with occupational safety*

Discuss the sufficiency and versatility of the practical assignments together with the student

Provide guidance and give and receive feedback*

Implement the agreed support activities

Encourage the student to assess their learning

Monitor progress in relation to the PCDP*

Cooperate with the teacher and notify them of any need to update the PCDP*

Identify any situations where competence is demonstrated

Communicate as planned

*CONNECTED TO THE VOCATIONAL EDUCATION AND TRAINING ACT

ATTAINING TARGETED
LEARNING OUTCOMES
AND CAREER COUNSELLING

NOTES

OK

Discuss the development
of competence acquisition

Discuss and provide feedback
on development and achieving
targeted learning outcomes*

In collaboration, discuss
the student's career and/or
professional development

Discuss preparedness for the
competence demonstration

Support the student in their
preparation for the competence
demonstration

Give feedback to the
education provider

Promote the development
of education organised at
the workplace



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