

LEARNING AT WORK CHECKLIST 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 COM- PETENCE 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

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

OK

**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

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

ATTAINING TARGETED
LEARNING OUTCOMES
AND CAREER COUNSELLING

NOTES

OK

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)



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