

LEARNING-AT-WORK CHECKLIST FOR THE STUDENT

The checklist facilitates your career planning and competence acquisition by providing guidance and support in developing your self-assessment skills, getting feedback on your development and achieving your goals at 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

Familiarise yourself with the module's vocational competence requirements and ask the teacher if any point is unclear

NOTES

OK

Work with your teacher on career planning in the PCDP and participate as agreed in finding a workplace

NOTES

OK

Plan learning at work with the teacher and workplace representative, and update the PCDP together if necessary

NOTES

OK

Review the agreement on apprenticeship training or education with your teacher and workplace representative, then accept the agreement

NOTES

OK

Discuss and agree on what kind of guidance and support you need

NOTES

OK

Discuss and agree with the teacher and workplace instructor on the objectives and core work tasks

NOTES

OK

Agree on communication and the means thereof

NOTES

ACQUIRING COMPETENCE

NOTES

OK

Familiarise yourself with the workplace, observe work and safety guidelines and regulations, report absences, observe confidentiality obligations

Familiarise yourself with the practical work tasks together with the workplace instructor and work as agreed

Carry out self-assessment as agreed with the workplace instructor and the teacher on what you have learned and achievement of your goals

Request, give and receive feedback

Assess and discuss your role as a member of the work community with the workplace instructor

Communicate as planned

ACHIEVING COMPETENCE GOALS AND FURTHER PLANNING

OK

Carry out self-assessment with the workplace instructor and the teacher on whether you have acquired the required competence in the agreed practical work tasks

Prepare for the demonstration

Give feedback to the workplace instructor and the teacher, evaluate the guidance and support you received

Discuss the possibility of continuing studies/employment



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