



RECOMMENDED ACTIONS

Vita Žunda,
Training WBL Tutors

BEFORE MOBILITY OR WBL PERIOD: RECOMMENDED ACTIONS

VET SCHOOL/VET TUTOR

- Matching process: find, negotiate companies for cooperation in WBL;
- Visit and assess suitability of companies for specific trainees;
- Plan WBL with companies (taking into account learning outcomes to be achieved)
- Consult companies about WBL;
- Preparatory meetings with Trainees, advise trainees about companies;
- Prepare documentation; Agreement with Company and Trainee about learning outcomes and individual learning plans,
- Explain assessment system and criteria, reporting, safety rules, etc.;
- Agree about communication with Company and Trainee during WBL.

VET TRAINEE

- Seek and/or choose companies for WBL (when possible), with support of VET tutor
- Find information about the chosen/recommended company;
- Meeting/interview at the Company if possible;
- Preparatory meeting with VET Tutor;
- Discuss and review the individual learning plan, considering one's own goals and learning outcomes;
- Get familiar with requirements and safety rules;
- Health check, if necessary;
- Trilateral agreement;
- Logistics

COMPANY/WORKPLACE

- SWOT analysis: is company a good place for WBL; does company need WBL?
- Matching process: find VET schools as partners;
- Plan WBL with VET schools, meet, visit schools;
- Appoint WBL tutors;
- Select/attract potential trainees, interviews with trainees;
- Meet with VET school/tutor about individual learning plans, documentation, communication;
- Trilateral agreement;
- Prepare work places;
- Prepare safety instructions, uniforms, etc.;
- Inform other employees, managers.