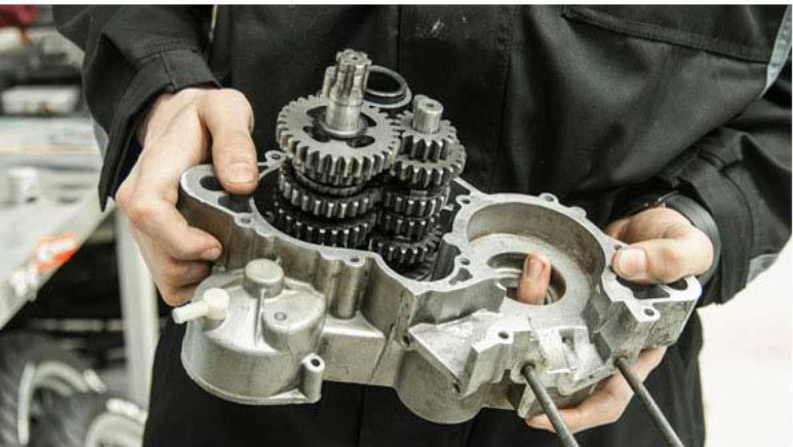




Do what you love





# GUIDANCE IN THE WORKPLACE

# SCHEDULE

## **13:15-14:15 Guidance in the workplace**

- ✓ The roles of workplace tutor and teacher

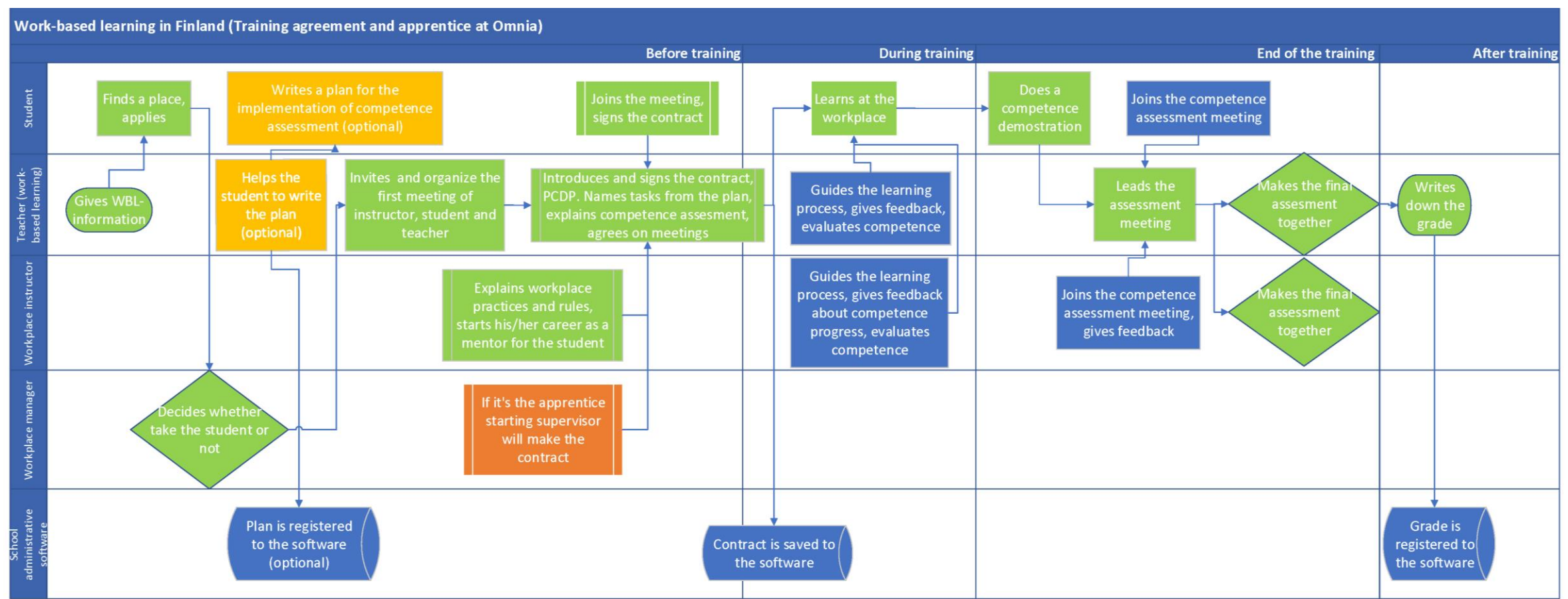
15min coffee break

## **14:30-16:00 Guidance in the workplace**

- ✓ Teacher's checklist for first workplace visit
- ✓ Workplace tutor training
- ✓ WBL checklists for teachers and workplace tutors



# LEARNING AT THE WORK – PROCESS (LINK TO THE BIGGER PICTURE)



# THE ROLES OF TEACHER AND WORKPLACE TUTOR

- The teacher is responsible for learning process even in wbl
- The collaboration between the teacher and the workplace tutor is important
- The teacher and the workplace tutor can communicate during the teacher's workplace visits or/and through electronic tools
  - ✓ In Omnia a teacher has average 10 hours per student to guide during workplace learning

# THE ROLES OF WORKPLACE TUTOR

- Picture: [The roles and tasks of workplace tutor](#)

**WHY A TEACHER, STUDENT AND WB TUTOR MEETING  
IS SO IMPORTANT AT THE BEGINNING OF WORKPLACE  
LEARNING?**

**Guidance is used to set the direction and objectives  
for learning**

**Guidance is used to discuss and arrange the tasks at  
workplace**

**Guidance is used to decide how to communicate  
during the wbl**



# TEACHER'S CHECKLIST FOR FIRST WORKPLACE VISIT/MEETING

- The list has been planned as a nationwide collaboration
- The purpose of the list is to assist the teacher to introduce the workplace tutor to the wbl and student
  - ✓ The list contains the things that teacher has to tell to workplace tutor and student
  - ✓ The list is used **in the first meeting**

The list: [Teacher's checklist for the first meeting](#)

Other information for teachers and workplace tutors: [Ohjaan.fi](#)



# TRAINING PROGRAMS FOR WORKPLACE TUTORS

- Training programs at Omnia
  - ✓ The training program is free for workplaces
  - ✓ Themes:
    - Planning
    - Assessment
    - Counseling skills
    - Multicultural counseling
  
- Online training program
  - ✓ Nationwide program

-> certificate of participation

# WBL CHECKLISTS FOR TEACHERS AND WORKPLACE TUTORS

- The checklists for teachers and workplace tutors **during** workbased learning  
[WBL check lists for](#)
  - Check out the guides (5min)
  - Have a discussion with 2-3 person (10min)
  - Please share to all what did you think about the guides in your group