



PRACTICAL TRAINING PERIOD: LEARNING OBJECTIVES AND ASSESSMENT OF OUTCOMES

Bachelor's Degree Programme in Social Services

1. CONTACT DETAILS

Student's first name and last name:

Student number:

Phone number:

Email address:

Workplace:

Workplace address:

Workplace supervisor(s):

Phone number:

Email address:

Diak campus:

Supervising teacher at Diak:

Phone number:

Email address:

2. PRACTICAL TRAINING DETAILS

Year of enrolment: _____

Name and number of the practical training period (e.g. HAR1):

Date(s) of the practical training period(s):

Number of study credits and total hours of the practical training period (1 credit= 27 hours):

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INSTRUCTIONS**ROLES AND RESPONSIBILITIES IN PRACTICAL TRAINING**

All parties agree to work together to reach the objectives specified for this practical training period. The student must follow the policies and procedures of the workplace and pursue his or her individual learning objectives. To achieve this, the student will assess and report on his or her learning and progress during the practical training period or development project.

The workplace supervisor provides induction to the job. The workplace supervisor also guides and evaluates the student's learning during the practical training period or development project.

The supervising teacher guides the student in applying the information and skills obtained in education into practice. The supervising teacher also supervises any research and reporting that may occur as part of the training. Supervision and evaluation are a continuous process.

All parties must respect and ensure the confidentiality of customer information, workplace or business information and any other information that is indicated to be confidential.

Should the practical training period not progress according to the agreed plan or if there is risk that the student may fail the practical training period, the workplace supervisor must contact Diak's supervising teacher without delay.

Further instructions on the assessment of practical training periods are available at diak.fi/en/?s=placement.

OVERALL ASSESSMENT OF PRACTICAL TRAINING

In order to track the student's learning on the job, the practical training periods include assessment discussions. These are attended by the student, the workplace representative, other possible members of the workplace community or peer assessors, and the supervising teacher. The discussions can take place in person, over the phone or on a virtual meeting platform. Assessment is both formative and summative.

The overall assessment of each practical training period is based on the student's individual learning objectives, the objectives specified in the curriculum, and on the general competences required by the profession in relation to the practical training period in question and the workplace.

At the end of each practical training period, the student, the workplace supervisor and Diak's supervising teacher will hold an assessment discussion to go through the objectives set for the period in question and their attainment. The result of this discussion is an assessment of the progress in the student's professional skills and strengths as well as areas with development needs.

Further instructions on the assessment of practical training periods are available at diak.fi/en/?s=placement.

HOW TO USE AND SUBMIT THIS FORM

This is a fillable PDF: you can enter text in the fields. If you run out of space, you can use a separate attachment to continue.

When you have completed practical training period, follow these steps:

- Make sure that you have filled all fields.
- Print the form.
- Sign it and ask the workplace supervisor to sign it as well.
- Scan the signed form and timesheet and other possible attachments (if any) together into a single PDF file.
- Email the PDF to your supervising teacher and Diak's study office (opintotoimisto@diak.fi).

Your supervising teacher does not need to sign the form. He or she will confirm a passed practical training period by submitting it in your MyDiak records.



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Please make sure you have read the instructions on page 2 before filling in the objectives.

3. WHAT ARE THE OBJECTIVES FOR THIS PRACTICAL TRAINING PERIOD?

The objectives are based both on the learning outcomes of the course as well as the objectives of the workplace. They can be updated during the training period. Course curricula with learning outcomes is available online at Diak's website.



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4. WHAT ACTIONS ARE NEEDED TO REACH THE OBJECTIVES?

To be filled in and kept up to date during the training period by the student and the workplace supervisor.



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Please make sure you have read the instructions on page 2 before filling in the assessment.

5. OVERALL ASSESSMENT OF THE PRACTICAL TRAINING PERIOD

The student's own assessment.

Your professional skills, progress, strengths and development needs.

Workplace supervisor's assessment.

The student's professional skills, progress, strengths and development needs.



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Evaluation must be completed together by the supervising teacher and the student.

The practical training period is:

Approved Approved partially: _____ ECTS Failed

If the practical training period is approved partially or failed, please indicate the reason(s) by ticking one or more alternatives below.

- The objectives set for this practical training period were not met.
- Inadequate hours due to absences.
- Working times not followed.
- Unprofessional conduct.
- Non-adherence to customer safety principles.
- Other reason (supervising teacher to elaborate, please use a separate attachment if necessary.)

JOINT ASSESSMENT DISCUSSION (with the student, workplace supervisor and Diak's supervising teacher)

Names of the participants and the date of the discussion:

Student's signature:

Workplace supervisor's signature:

The supervising teacher confirms a passed practical training period by submitting it in the student's study records.