**RESPONSIBILITIES DURING WORK-BASED LEARNING (WBL) CHECKLIST**

**Users**: Education provider and company

**Why:** To plan a safe WBL for the student

**When:** Before WBL

**How:** The teacher, student and mentor check the checkbox and sign the certificate.

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| **DOCUMENTS** | **CHECK** | **COMMENT** |
| **SCHOOL** | **Nominates a mentoring teacher with the needed field expertise** |  |  |
| **Gives the mentoring teacher the rights to evaluate if a work placement is suitable for WBL** |  |  |
| **Gives information to the work placement about topics relating to work safety during WBL** |  |  |
| **Educates mentoring teachers in the tasks they are responsible for during WBL** |  |  |
| **Provides insurance to students during WBL if the student is not an apprentice or employed by the company** |  |  |
| **Makes sure that the student has the protective equipment they need** |  |  |

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| **TEACHER** | **Makes a Training Agreement with the work placement (Finland)** |  |  |
| **Clarifies the tasks and responsibilities of the different parties to those involved in WBL** |  |  |
| **Controls and approves that a work placement is safe** |  |  |
| **Fills in a template about dangerous work for students below 18 years of age and sends it to Regional State Administrative Agencies (Finland)** |  |  |
| **Mentors students before, during and after placement** |  |  |
| **Educates and mentor work mentors in their task** |  |  |
| **Maps out the student existing skills (taking into account the students personal developmental plan) and compares it with the placements requirements for competencies** |  |  |

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| **DOCUMENTS** | **CHECK** | **COMMENT** |

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| **EMPLOYER** | **Nominates a skilled work mentor and if needed a replacement for the mentor** |  |  |
| **Provides a safe working environment** |  |  |
| **WORK MENTOR** | **Participates in training for work mentors or learns independently what is required for a work mentor during WBL (**[**https://appmentor.weebly.com/**](https://appmentor.weebly.com/)**)**  |  |  |
| **Approves and signs the Training Agreement before the WBL begins** |  |  |
| **Introduces students to their tasks, machines and equipment as well as in the working community and work safety** |  |  |
| **Mentor students in a way that supports a safe learning experience**  |  |  |
| **Evaluates and gives continuous feedback during WBL** |  |  |
| **Makes sure that the safety equipment is safe and function correctly and that it is being used** |  |  |
| **STUDENT/****APPRENTICE** | **Takes part in the mentoring done before WBL** |  |  |
| **Gets acquainted with the work environment, its operation and tasks**  |  |  |
| **Takes part in the safety training that is provided by the work placement** |  |  |
| **Follows the training agreement, safety rules and work safety when performing given tasks** |  |  |
| **Takes active part in evaluation/mentoring discussions and gives a self-evaluation on his/her skills and competencies** |  |  |

***Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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***Employer (mentor) Teacher***

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***Student***