**WORKSAFE RISK ASSESSMENTS IN WORK BASED LEARNING (WBL)/INTERNSHIP PERIOD**

|  |  |
| --- | --- |
| **Users:** Teacher/school, company and student**Why:** For the safety and correct WBL outcome of the student **When: Before WBL****How:** The teacher assesses with student and company and fill in before WBL | ***STUDENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******PERIOD OF TRAINING: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |

Before the student starts with his or her WBL/internship the company, school and student should talk about the work situation, tasks and conditions the student is going to work with. Starting point is that the student gets an effective and safe workplace that corresponds to the course. The student will carry out the profession for which he is training. At the company, a workplace trainer will be appointed to the student. The workplace trainer knows the requirements of the education and is capable of training and coaching the student on the work-floor. Time, space and resources should be made available to the workplace trainer so that he can carry out his task.

***To determine if the company and student can have a good collaboration, the school could check the following topics:***

|  |  |
| --- | --- |
| **Topic** | **Proposed points of interest** |
| **Tasks**  | What will the tasks of the student be? How does or doesn’t it meet the requirements of the education? |
| **Organisation curriculum** | What can the student learn at this workplace? What learning points does the student have?  |
| **Cooperation school** | Who is the teacher responsible for the students WBL learning / internship? When does the teacher visit the student at the company? When and how should/could the student contact the teacher?  |
| **Safety** | How is guaranteed that the student will work in safe physical and social learning conditions? What (safety)equipment will the student be provided with? How will the student be introduced and get acquainted with the safety regulations of the company?  |
| **Personal and vocational coaching** | Who will be the workplace trainer? How can the student contact the workplace trainer? On which occasions will there be a conversation about the work progress and / or comfort at work? How will the progress of the student be monitored? How will the work placement be assessed?  |

***If desired the teacher can fill in the form to document the appointments and information. Should the questions above lead to a negative rating, the school and company can appoint areas of improvement together. These points can also be filled in the form an be re-evaluated at a set time.***

|  |
| --- |
| **WORKPLACEMENT – information about conditions and agreements of WBL/internship** |
| **Name of the company** |  |
| **Name of the school** |  |
| **Short description of the company** (industry, produces, nature of work, size etc.) |  |
| **Tasks** (description of tasks and relationship with the educational program) |  |
| **Organisation curriculum**(description of learning point of the student) |  |
| **Cooperation school**(contact details teacher and agreements of visits) |  |
| **Safety** (description how physical and social safety will be guaranteed, and agreements on safety equipment and introduction of the student to safety in the company) |  |
| **Personal and vocational coaching**(description of agreements and concrete information about the coaching of the student) |  |

|  |
| --- |
| **Does the information above lead to a positive advice to start the WBL / internship at this company? Yes No** |
| **Signature****Date:** | **Company:** NameSignature**School:**NameSignature**Student:**NameSignature |
| **Areas of improvement** | *On which topics should be made improvements? What should the improvements be and at what date should the improvements be realized?*  |
| **Tasks** |  |
| **Organisation curriculum** |  |
| **Cooperation school** |  |
| **Cooperation school**(contact details teacher and agreements of visits) |  |
| **Safety** |  |
| **Personal and vocational coaching** |  |