



Students

Good practical training practices for students



Practical training is a key part of university of applied sciences studies and all universities of applied sciences have related guidelines and procedures. The aim of this page is to make your practical training process more fluent and offer further information and tips to support your practical training.

Practical training aims at developing your working life skills, competence and conceptualization of competence. Practical training is an important way of creating contacts and networks in working life.

Map potential practical training places based on your interests and motivation and discuss your options with the supervising teacher. Contact interesting places and ask for help on the search, if need be. In practical training, your key cooperation partners are the supervising teacher in the university of applied sciences and the training supervisor at the workplace.

Finding a practical training place or starting the practical training may sometimes be challenging but cooperation and the supervising teacher or coach help you forward. If you need tips when searching for the practical training place or during the practical training, please read the following guidelines carefully. If need be, contact your supervising teacher or student counsellor for help.

Working life needs diverse employees. It is everybody's benefit that people's strengths and potential are used. You will see different work communities and colleagues in working life. You will notice that there are no two similar ones. You are also special. In fact, our diversity is a resource and you will certainly blend in.

Equality and non-discrimination are principles which are everyone's responsibility in working life, already during search for work. Finland has a Non-Discrimination Act, which we all have to follow. The law guarantees that anyone may not be discriminated.

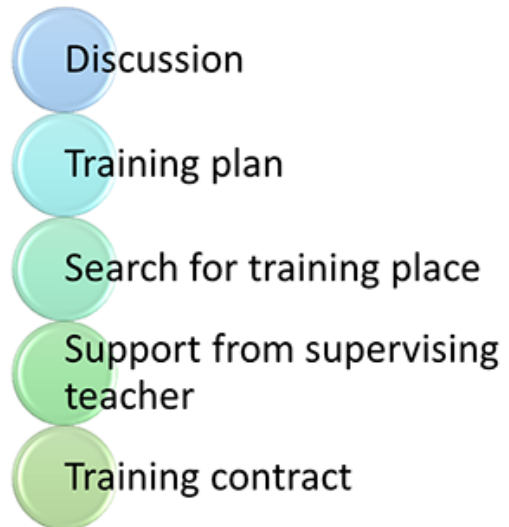
Podcast: Self-direction and positive attitude essential for trainee

Leea Lepistö, a student of musical theatre at TAMK, is interviewing Song Tran, and IB degree student from TAMK. Song did her trainee's internship for the [Tampere Entrepreneurship Society](#), (Tampere.es), and she is sharing her experiences and advice from her trainee period. Recorded on 5 Nov 2020. Duration: 18 min.

(Podcast is available in the online version of this material).

Before practical training

- If needed, discuss the competence and studies needed for practical training with your supervising teacher.
- Make a practical training plan with the supervising teacher. The plan should include your professional interests, mapping of the professional field and practical training places, personal competence assessment, drafting of job search documents and preparation for practical training. You can use the enclosed [initial mapping of practical training](#) as help.
- You search for the practical training place by yourself but if you have difficulties in finding a suitable place, discuss with your supervising teacher.
- Contacts to employers may feel challenging or you may feel uncertain about your competence. In such a case, ask for help from your supervising teacher – it is the teacher’s job to support you in practical training.
- If you need more training in job search, you can see the [Steps in my career path](#) material or participate in studies or services organised by your university of applied sciences to develop your working life skills.
- When you have agreed on a practical training place, make a written practical training contract in accordance with your university of applied sciences’ guidelines. The supervising teacher approves the practical training contract.



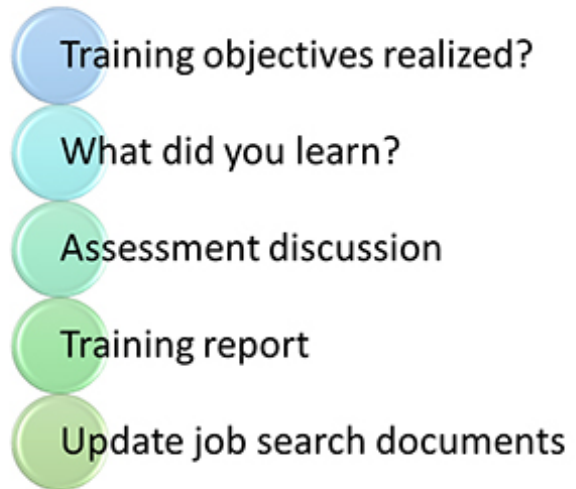
During practical training

- Practical training is a learning process and as a student you have the right to receive support and feedback from the employer. You may ask for guidance during the practical training. You do not have to cope alone.
- If necessary, you can agree with the employer and your training supervisor on a more extensive orientation during your practical training.
- During the practical training, you may face situations in which you need support from the university of applied sciences' supervising teacher. Contact the teacher in such cases – the teacher can come and visit the practical training place and discuss the practical training with the employer and you.
- Keep an hour diary or other working hour monitoring to document your practical training. At the same time, you will learn time management.
- Remember to ask for a testimonial of service when your practical training ends.



After practical training

- Consider what you learnt in practical training for example by answering the following questions: were your practical training objectives realised, what new skills or working methods did you learn and what general working life skills did you learn?
- Have an assessment discussion with the supervisors or make a practical training report in accordance with your university of applied sciences' guidelines.
- Use the experience and feedback when updating your job search documents for future needs (eg CV, LinkedIn, portfolio).



Online version of this document:

<https://moodle.amk.fi/course/view.php?id=409#section-1>



Vipuvoimaa
EU:lta
2014–2020

