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**BALTIC SEA  
ACADEMY**

# **Training program for instructors of traineeship of the enterprise**

**HIGHER HANSEATIC SCHOOL  
OF MANAGEMENT IN SŁUPSK**

**Prepared**

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## **Nature of the traineeship**

A traineeship is an integral part of together developed school curricula, during which through the performance of a task of the pupil corresponding to the degree of the classification, the expounded theory at school will find application in real working conditions.

### **Goals of the traineeship**

The practice is a separate field of the classification, relying on contents of the school curriculum and enabling to gain professional experience. Pupils should apply the acquired knowledge in real working conditions so far including the specificity of the given partner country, by solving a problem about right contents and in the limited time for making it. Getting the practical experience and cross-cultural competence is significant from a point of view of the possibility of the placement as a skilled worker in the EU. past experience should be substantiated in the report on the practice.

### **Subject matter of performed tasks**

The subject of the traineeship should be correlated with the school curriculum which before setting up in a practice was drawn up by experts. Additionally he should become part of an activity of the company carrying the traineeship out.

### **Contents of the task performed as part of the work practice**

The concrete task for the accomplishment during the traineeship must be determined by the enterprise carrying the work practice out. It must correlate with the subject matter resulting with the program of the education and the real operations of the company. In the next step this objective is being presented to the trainee. With the last stage, there is his evaluation after performing a task together with the trainee. His usefulness will be an additional asset of the task in the process of the current business of the production company.

### **Carer of practice**

In the workplace an employee appointed by the employer which has suitable qualifications is taking care of trainees.

### **The evaluation and substantiating the traineeship**

In the process of undergoing the work practice in the company a Report is a document being in force. for producing the said report a trainee is a those responsible. One should include in the report: the full name of the trainee, the place of undergoing the traineeship, the completion date, the subject matter of performed tasks, cells resulting from tasks, methods and means of implementation and the course, the scope of one's knowledge theoretical essential tasks to do, conclusions from performed tasks and the final evaluation.

### **Recommendations**

Before beginning the traineeship on business premises posted worker for serving as the carer from the shoulder firm should instruct trainees to the subject all reshaped internal being applicable in an organization and resolved requirements with domestic law and international.

This activity should be substantiated in the form accepted at the employer and attached in the form of enclosure to the report mentioned above.

## **Program of the course for instructors of traineeship of the enterprise**

### **Goals and the thematic scope of the course**

#### **1. General objectives:**

Preparing the instructor, the carer of practice to:

- of the independent planning and the labour organization with pupils according to principles of psychology and pedagogy;
- of competent preparing pupils for the productive labour and cooperating in the team.

#### **2. Specific objectives:**

Participants in the course will be prepared to:

- of getting to know pupils and adapting requirements and manners of the work to their possibility, the possessed knowledge and a skill,
- of correct announcing oneself with pupils,
- of applying methods of the work developing the activity and the self-reliance of pupils,
- of selection of tasks, forms and methods of the work supporting the further professional development,
- of competent acquainting pupils with the organization of a workstation and the plant
- of implementing to the work pursuant to applicable regulations in keeping order, discipline, health and safety at work,
- of motivating pupils to the knowledge exploitation and the ability in implementing innovative solutions on-the-fly.
- to teach educations the given profession according to programme documentation being in force in the given profession,
- to shape appropriate attitudes towards the work and the process and products of the work,
- to formulate questions and directed problems to trainee into the bright, logical and understandable way,
- to organize and to conduct practical classes in accordance with applicable rules and provisions in the workplace,

- to show advantages of the profession by appealing e.g. to authority in the given profession, whether being published or public aspects in the given profession,
- to organize training positions in the own workroom,
- to use modern technical means in the own work and the teaching,
- to improve own professional skills and to modernize the own workroom.

### 3. Thematic scope

The course includes issues from the field of psychology, pedagogy, methodology of teaching and popularizing the cooperation. The majority of classes will be held in the form of exercises, in the course of which listeners will be solving diverse problems based on the theoretical knowledge gathered from lectures, own experience, literature and hints of drivers. It will allow for adapting its work to happening changes in the industry and the vocational education.

## Framework programme of the course

- I. BASES OF PEDAGOGY - 15 hours
- II. BASES OF PSYCHOLOGY - 15 hours
- III. METHODOLOGY OF TEACHING - 15 hours
- IV. METHODOLOGICAL PRACTICE - 15 hours - is an integral part of a process of educating instructors of the practical apprenticeship. Undergoing 10 hours of the traineeship is applying to the participant in the course in the workplace (it can be own company), according to directional professional specialization.
- V. DISSEMINATING AND ACCUSTOMING THE MODEL OF COLLABORATION - 20 hours

### Section 1:

Thematic scope:

- The practical apprenticeship as the element of the conditioned vocational training with programme base of educating in the profession, program of the vocational training, standards of demands for the examination confirming professional qualifications.
- Pupil - his needs and interests.
- Social environment of the pupil - cooperation with parents and the school.
- Managing the teaching and education process.
- Education situations in the course of teaching the profession.
- Role of the instructor of the practical apprenticeship as the teacher-carer.
- Pedagogy as the theory about the upbringing: the object, tasks and basic concepts, vocational training, bond of aims of the general and professional education.

- System of the vocational education in Poland.
- Being, aim of the task of bringing pupils of upper secondary schools up: society, work, culture.
- The workplace as the education environment: the work as the value, connections and interpersonal relations, determinants school achievements of the pupil.

Methodological pointers:

Classes should be led with method of the lecture enriched about very active participation of listeners in establishing and developing discussion to chosen subjects. The academic teacher is based on examples specific, taken from the life. One should see to it .. so that listeners frankly and willingly share the sec. studies of participants in the course should accompany Lectures and discussion.

## Section 2:

Thematic scope:

- Factors supporting the development of the man and impeding his development: mechanisms of the learning but teaching methods, interactions the teacher-pupil, the speech and the intercommunication in situations of the learning and the teaching, conflicts and ways of solving them in a peer group and in relations teacher-pupil, peculiar problems of pupils.
- Rudimentary knowledge from psychology: definition of psychology and her meaning as sciences, basic concepts in psychology, using basic concepts in psychology, using theoretical knowledge concerning biological and psychological mechanisms conditioning keeping the man in practical educating the profession, taking control of techniques of exerting influence to the pupil and to the group, getting to know the significance of the communication and practical using communications techniques in the process of educating.
- Cognitive processes and emotional: spotting, attention, kinds of the memory, emotions, incentive processes.
- The self-presentation and the self-assessment of the teacher- evaluation of the own work and achievements: the ability and the intelligence, the self-education, communications abilities, abilities of practical adapting techniques of educating to the possibility and abilities of pupils.

## Section 3:

Thematic scope:

- Analysis of objectives, contents, of methods, principles and forms of organizational processes of educating and them psychological and social conditioning.
- Basic concepts of didactics, system structure teaching, the methodology of teaching, teaching centres and the evaluation of teaching results.

- Methodology of teaching of classes of the practical apprenticeship
  - the process of teaching, conditions of his correct accomplishment, the awareness of the purpose, the concomitance principle, the competent labour organization, the joint responsibility of participants and the teaching staff;
  - organizational forms, an educational system of graduates, legal documents governing the vocational training, job classification, of vocational education;
- Chosen teaching methods: the definition of the method, general selection criteria of teaching methods, methods simple and activating folded methods based on observation and measurements, methods based on practical activity, methods, methods of cases and situational methods.
- Planning the teaching work: school curriculum, content of the program, professional characteristics of the graduate, contents of the teaching, decomposition of material, structure of the lesson of the practical apprenticeship, cells of the lesson, detailed script of the lesson - analysis of timetables.
- Analysis of school curricula
- Drawing up model summaries.
- Teaching centres: the notion, the division and definitions of teaching centres, chosen teaching centres, natural teaching centres in the practical education.
- Forming of the ability and the classification.
- The control and the evaluation in the education.

#### Section 4:

##### Thematic scope

- Chosen issues from the labour law.
- Organization of the practical training.
- Refund of the remuneration.
- Health and safety at work.
- Types of briefings and their meaning in the teaching process.
- Display (example) of such briefing in the workplace by a workstation (training).
- Observation of briefings (the review and the evaluation) by listeners of the course.
- Conducting classes - listeners of the course are conducting classes on the area of their workrooms. The driver independently is preparing the summary and methodological solving the chosen subject of a lesson is introducing remaining listeners. Observing listeners - participants in the course are analysing and are assessing the proposal of the friend.

Methodological pointers:

Given classes with method of the lecture with elements of discussion. One should concentrate on problems taken from the life, to allow to polemics and an exchange of ideas, to underline how it is possible to apply the mastered knowledge. One should realize subjects concerning teaching documentation being based on decompositions in a textbook fashion prepared of material and summaries. Every listener receives the school curriculum for specialization indicated by oneself.

 Section 5:

Thematic scope

1. The identification of needs of the enterprise - bright determining needs which are supposed to be fulfilled by way of practice, undergone by pupils of a vocational school in the company, is a key to getting expected results. Model disadvantaged areas:
  - needs which are supposed to be provided with practice,
  - as a lot of time are needed so that these needs remain carried out,
  - departments of the company in which practice are supposed to be held.
2. Creating the professional project of the baulk with the school but the enterprise, adapted for needs of both sides.
3. Creating the contract / agreements - formalised document of the cooperation among the enterprise and a vocational school, or between the enterprise, a vocational school and the pupil.
4. Defining practice - course of practice performed by the pupil. Model disadvantaged areas:
  - duties to do,
  - production area in which practice will take place, including tools and machines, which are supposed to be applied while undergoing practice,
  - particular needs or requirements associated with undergoing practice.
5. Creating the profile of the pupil - the identification of training programmes which best are becoming part of needs of the enterprise and showing proposals of a few profiles of pupils for taking traineeship of enterprise data.
6. Being of the coaching in the enterprise.
7. Monitoring of progress of the pupil - monitoring progress of pupils in the productivity and attitudes - different of pattern of reports.
8. Introducing various possibilities of the further cooperation to the pupil after finishing practice.

**The duration and the manner of the organization of the course**

1. The course will include 80 school time.
2. Organised classes will be on form of downward slopes on Saturday and Sunday, of afternoon meetings or in other version agreed with listeners.
3. Methodological practice will be conducted in workplaces of participants in classes or in the form at simulated classes.

### **Way of checking effects of teaching**

1. The course is ending with the examination testing the purchased knowledge and abilities before the committee appointed by the organiser of the course.
2. Members of the examination board appointed by the organiser of the education are preparing objectives examination, approved by the committee chairman. A chairman and two members are a member of a commission - of specialists of pedagogy in methodology and psychology.
3. The teaching staff running pedagogic courses has an essential education, teaching qualifications and is having with a long-standing teaching experience and professional.

### **Document confirming completing the course**

Certificate of completing the course issued by the organiser of the course.

### **Organizational issues**

1. The completion date:
2. Place of classes:
3. Number of the group: 15 persons

### **1. Craved disappointments in the Pomeranian province**

#### **WELDERS AND RELATED<sup>1</sup>**

Prominence both in the ranking of the demand, as well as the lack of profit, in the Pomeranian province, a group of the competition got Welders and related. The competition from this group is characteristic for the chapter:

- industrial processing

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<sup>1</sup> On the base Pomerania Professional Barometer, Job Centre in Gdańsk, Gdańsk 2014.

– construction.

According to the description of groups of the basic competition: "Welders and related they are welding and are cutting metal elements at at for living of gas rings, arched welders and alternative sources of the warmth by their local melting" 10 professions divided on account of the applied method are included in this basic group of the competition of weld/soldering.

The frequency of recommendations of this profession can attest to the strong need of employing the universal employee (such a need was reported also in quality inspections to the employment agency).

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