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INSTRUCTIONS FOR PERFORMING PRACTICAL TRAINING

NOTES:

1. *The singular gender-neutral pronoun "they" is used for referring to the mentor and the student in the document.*
2. *The mentor stands for the mentoring person at the employer's company (company, where students perform their practical training (PRT)).*
3. *PRT is an abbreviation for the practical training of students at Vocational College of Mechanical and Wood Engineering.*

I. INTRODUCTION

The primary concern of the employer, the mentor at the employer's company and the student is **OCCUPATIONAL HEALTH AND SAFETY**, which is followed by **successful performance of PRT in terms of content and scope and achievement of the intended competences**.

Students must complete 400 hours of practical training. **Students are not allowed to work more than 40 hours per week.**

The student is entitled to be absent from their PRT on the day of an exam if they attend the exam in the exam period which coincides with PRT implementation, however, only once for each subject. It is compulsory for the student to send an e-mail, informing about their intention to attend the exam, at least 3 days before the exam period. **The recipients are the student's mentor and PRT organizer.**

During the PRT implementation, a week of school holidays is scheduled. If the employer urgently requires the student to work during the scheduled school holidays, they must enable the student a week's holiday some other time within the PRT implementation.

II. DOCUMENTS FOR THE MENTOR AT THE EMPLOYER'S COMPANY AND THEIR OBLIGATIONS

Prior to PRT implementation, the PRT organizer at school sends the mentor an e-mail with the following documents:

- document 1: Instructions for performing PRT,
- document 2: Records of work performed and assessments of acquired competences,
- document 3: Report of the mentor in the company – PRT of students at Vocational College of Mechanical and Wood Engineering,
- document 4: Plan of work on PRI – template,
- document 5: Application form DP/SP (2nd Year)

2.1 Document: "Records of work performed and assessments of acquired competences"

The document "MENTOR'S REPORT – Records of the mentor's Competence Assessment" is an evaluation form in which the mentor evaluates the student.

The first column of the document lists the competences that the student should acquire during their PRT, or the assigned tasks that they should perform. In the authentic environment, it is almost impossible for the student to perform all of the assigned tasks; however, the mentor must invest all their effort into enabling the student to perform as many assigned tasks as possible.

On the final day of PRT, upon their notes and the student's PRT diary, the mentor enters for **each individual section of the column 1:**

- in column 2, the actual number of hours,
- in column 3, the actual assigned tasks performed / acquired competences,
- in column 4, the assessment (1-10),
- in column 5, a signature for each section where the work was performed.

It is crucial that the mentor enters **the actual assigned tasks performed** and **the actual number of hours**. The mentor does not need to enter the average grade.

THE TOTAL NUMBER OF HOURS FOR ALL MODULES IN THIS DOCUMENT MUST BE 400, or as many hours as actually performed by the student.

The document must be printed in landscape orientation, both-sided printing is preferred.

Document: " Report of the mentor in the company – PRT of students at Vocational College of Mechanical and Wood Engineering"

This is a document called "303_Instructions_to_the_Knowledge_Assessment_Policy-02_OBR_PRI1" in which the mentor assesses the student's attitude towards the employer, work, environment.

The mentor must:

- complete all required sections:
 - student and company information, distinctly circle only one grade for each parameter,
 - write the common assessment,
 - write the date of the form completion and their information required; and
 - sign the document.
- NOTES: The mentor should write at least a few words of their observations about the student, which should relate mainly to the graded content in the table and note what the student is best at as well as the opportunities for improvement.

Both documents (2.1 and 2.2) must be completed and signed by the mentor on the final day of PRT. The documents must be sent by regular mail to the school's address or handed to the student; the school must receive the documents no later than one week after the PRT is completed. The mentor is specifically reminded of this obligation in due time by the PRT organizer at school.

2.2 The Work Plan for PRT

The document is produced and submitted by the student on the basis of a template.

The mentor has the main role in the content of this document, as only they are accurately familiar with the contents selected from the set of assigned tasks and competences in column 1 of the template the student will be able to perform with the employer.

Based on the content in column 1 of the template and the possibilities in the company, the mentor and the student prepare an **Approximate Work Plan for PRT**. In column 2, the (approximately) estimated number of hours should be entered, and in column 3 (at least roughly) the actual tasks / content expected to be performed within the individual competences /sections. Of course, the section Other may be completed as well. If the student will not perform any of the competences/sections, "NO" should be written in column 3.

The completed document should be submitted by the student in the online classroom in electronic form **no later than on the second day of PRT.**

The submitted document is reviewed by the PRT organizer at school and specifies in the comment whether the plan is:

suitable / not suitable / needs to be modified.

During PRT this plan does not need to be followed to the letter, however, large deviations from the plan should be avoided.

2.4. Other obligations of the mentor

2.4.1 The practical training diary

The mentor has no direct obligations regarding the diary, except to provide the student with the information they require and to allow them daily access to a computer at the end of the working day, so that they can enter the required content in the tables for daily entries.

It is not mandatory for the mentor to review the diary, yet it is highly recommended. However, if the student expresses their wish for the mentor to review the diary, and enters that into the diary, the mentor is obliged to review it.

The student is obliged to show the diary to the mentor upon the mentor's request.

It is recommended that the mentor reviews the diary at the end of PRT regarding entering the contents in the assessment form under point 2.1.

2.4.2. Seminar paper

The student must register the title and topic of the seminar paper no later than the 10th day of PRT.

Choosing the title and topic of the seminar paper is mainly the mentor's domain, especially if the student has not worked for the employer before: they do not have enough knowledge about the employer or the business processes.

In relation to the writing of the seminar paper, the mentor has no obligation except to provide data, documents, and other things the student requires for the seminar paper.

In doing so, the mentor must inform the student which data categorize as professional secrecy.

III. THE FIRST DAY OF PRT

1. The student needs to hand over a copy of the contract for the performance of PRT to their employer.
2. Based on the employment contract, **the employer (HR) must register the student for the occupational injury insurance at the ZZZS – the Health Insurance Institute of Slovenia (form M12).**
3. The most important task to perform on the first day is for the mentor to ensure that all activities and procedures related to occupational health and safety and environmental protection are carried out.
4. The student informs their PRT organizer at school via e-mail whether the mentor has received instructions and documents.
5. The mentor and the student prepare the Approximate Work Plan for PRT, as specified in point 2.3.
6. The student submits the Approximate Work Plan for PRT no later than the second day of PRT in the online classroom.

IV. DOCUMENTS TO BE PREPARED BY THE STUDENT

3.1 The practical training diary

The student must write a daily diary of the PRI according to the instructions uploaded in the online classroom.

The mentor or employer must provide the student with the daily access to a computer at the end of the working day, so that they can briefly write (cca 15 minutes) the required content related to the performance of the PRI for that day (also defined by an article in the contract).

The student can, at his own request, write the diary on his computer every day instead of at the employer's. The mentor is not responsible if the student does not write their diary (daily). No later than the last day of PRT, the student completes the compulsory contents, which refer to the entire period of PRI. On the last day of PRT, the student must submit a completed diary in electronic form in the online classroom.

We recommend that the mentor at least periodically reviews the diary and, in case of disagreement with the written content, notifies the student.

3.2 Seminar paper

In cooperation with the mentor at the employer's company, **the student must register the title and content of the seminar paper no later than 2 weeks from the beginning of PRT**; the content should relate to specific work, product, procedure etc. at the workplace.

For the 2nd Year students, the seminar paper must represent the draft of the diploma thesis, whereas this is not compulsory for the 1st Year students. The role of the mentor is important in this task - in choosing the topic and later during the writing. The mentor must provide the student with **all the necessary information regarding the seminar paper**. The seminar paper must be individual student's work and their choice, although the mentor may offer help.

V. REGISTRATION AT ZZZS (the Health Insurance Institute of Slovenia) AND PAYMENT OF THE STUDENT'S WORK

When accepting a student for compulsory practical training, the employer must, on the basis of the contract on the implementation of PRI, **register the student for the occupational injury insurance at the ZZS – the Health Insurance Institute of Slovenia (form M12).**

After the registration of the student with the M12 form, **the employer must pay 4.63 EUR per month** during the practical training (the amount of the fee varies minimally, so the employer should inquire about the accurate amount prior to the money transfer). This fee must be paid by the employer regardless of whether the company remunerated the student's work in the current month, and regardless of how many days in the month the student was performing his PRT.

According to the current legislation, even though the employer is not obliged to remunerate the student for their PRT work, they must pay the fees. The student may, nevertheless, be entitled to a remuneration (depending on internal acts, collective agreements).

Up to the amount of EUR 172.00, the remuneration is tax-free, every sum above the given amount - the difference is subject to income tax.

If a student does not perform their PRT for the whole month, the tax-free remuneration of EUR 172.00 is reduced, depending on the ratio between the number of completed days of practical work and the number of working days in the given month.

From the remuneration given to the student, the employer must pay another 6.36% of the health tax. Upon payment, the **REK-1a form with the income code 1020** and the **iRek form with the income code 1109** must be submitted.

Reimbursement for mandatory practical training is also considered a deduction in the tax return and is not considered in personal income tax.

The annual contribution for PIZ in the amount of EUR 9.64 for students on compulsory practice is paid by the school no later than the first day of PRT and is not required by the employer.

VI. FUNDS RECEIVED BY THE EMPLOYER FROM THE PUBLIC FUND...

The application based on the public tender is submitted by the school, which requests from the employer to fill in and sign the relevant form. Upon the confirmation of the Public Fund, a tripartite contract is signed between the Public Fund..., the school and the employer. **The school informs the employer about the mentioned details in a timely manner**, so you do not have to worry about that. You only need to submit the appropriate form in time and sign the contract as soon as you receive the notification from the school.

The employer receives funding from the Public Fund when the student completes their PRT for the 2nd Year. When the student completes their PRT for the 2nd Year, both the student's employer in the 1st Year and the employer in the 2nd Year receive funding through the same public tender. If the student does not complete their PRT for the 2nd Year, the employer where the student performed their PRT for the 1st Year is not entitled to the funding.

VII. PREREQUISITES FOR THE MENTOR

The documents [Mechanical Engineering](#) and [Wood Engineering](#) specify the prerequisites for the mentor. At this point I would like to emphasize a case where the mentor does not meet the prerequisite of having a pedagogical-andragogical qualification. In this regard, it is stated that for the first mentoring the mentioned prerequisite is not mandatory. The document includes the following text:

The mentor or educator who has trained students in practical education or education at work (at least 2 students) and does not have the appropriate pedagogical-andragogical qualification, must obtain the mentioned qualification in the following 2 years, otherwise they lose the training privileges.

Of course, the mentioned qualification is desirable and recommended, but it is not mandatory.

VIII. VISIT OF THE PRACTICAL TRAINING ORGANIZER AT THE EMPLOYER'S COMPANY

The employer must allow the PRT organizer at school a short visit once a year during the implementation of the practical training. The main purpose is to exchange views and information relating to the performance of PRT, and to improve cooperation.

IX. ENSURING OCCUPATIONAL HEALTH AND SAFETY DURING THE IMPLEMENTATION OF PRACTICAL TRAINING

Students' PRT with different employers which is implemented based on the tripartite contract between the school, the student and the employer, is not considered as employment defined by the Occupational Safety and Health Act or the Employment Relationships Act. However, it is a must to ensure occupational health and safety during the implementation of PRT, which is also adequately regulated by the contract.

In this context, occupational health and safety must be further ensured through specific measures regarding professional management and professional supervision during the activities carried out in the framework of PRT. The latter is provided through specially trained mentors who manage and supervise the work performed by students in the scope of PRT.

According to the regulations on pension, disability and health insurance, students must be insured for work-related injuries and occupational diseases during their PRT. Payment for this insurance must be made by the employer in a timely manner and in accordance with the legislation.

The problem of ensuring the health and safety of students during their work as part of the learning process is quite challenging, as these are young people who, as a rule, have not yet reached the appropriate level of professional education and experience. The European statistic data show that the incidence rate of accidents at work among young people aged 18-24 is 50% higher than among any other age group of workers. Hundreds of thousands of young people get injured or sick every year in Europe as a result of work, and most of these accidents could be prevented.

Therefore, one of the principal tasks of mentors is to properly guide and supervise students and to raise awareness and train them in the implementation of all the necessary requirements and measures in the field of occupational health and safety. Health and safety are particularly problematic where, despite the appropriate safety measures, certain hazards (e.g., the possibility of intervention into a hazardous area - woodworking machines, lifting devices, internal transport ...) cannot be completely eliminated.

All obligations and responsibilities related to ensuring the health and safety of students in the production work must be precisely defined in the internal general act of the school (Statement of Safety) and to the appropriate extent in the contract if students perform production work at the employer's company.

Likewise, all obligations and responsibilities related to the provision of students' production work must be adequately defined in the Employer's Statement of Safety.

The more important obligations in terms of ensuring occupational health and safety at any workplace are:

- qualifications for safe work in the workplace or for the work performed by the student,
- medically confirmed ability to perform such work.

A certain general level of knowledge about occupational health and safety must be acquired by the student during schooling. This obligation of education providers is defined in Article 13 of the Health and Safety at Work Act. Specific practical training must in any case be carried out at the workplace. Lecturers, instructors and laboratory workers, as well as mentors and professional workers at the employer's company play an important role in this regard.

The student must protect the professional secrecy of the employer, comply with occupational health and safety regulations, and use the prescribed protective means during PRT performance. The employer informs the student regarding the above-mentioned obligations and provides protective equipment.

The student's work obligation in practical training must not exceed 40 hours per week.

Students must comply with the latest applicable laws / policies:

- Health and Safety at Work Act,
- Rules on health and safety requirements for the use of work equipment,
- Rules on personal protective equipment used by workers at work,
- Rules on requirements for ensuring safety and health of workers at a workplace,
- Rules on safety signs at work.

Statement on Safety is a document based on the workplace risk assessment. Employees must be familiar with all occupational hazards and implement the required and recommended measures. Students must fully comply with the instructions of the employer, who must also ensure that they are informed about the possible hazards and safety measures. The employer must provide adequate protective means and equipment on a daily basis.

X. THE SURVEY

At the end of the PRT implementation, the employer is invited by the school to complete a survey that takes a maximum of 10-15 minutes. By doing so, the employer helps the school to continuously improve its PRT implementation, benefiting everyone involved - employers, students and the school. **The survey is anonymous and can only be completed once.** The school sends a notice and a direct link to the survey to the mentor or an authorized person at the end of the practical training. Completion of the survey by the employer is mandatory, which is also stated in the tripartite contract for practical training.

XI. MISCELLANEOUS

In case of any ambiguities, the PRT organizer at school is at the employer's disposal:

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