

Appendix for the initial/feedback session's record

1. Objectives

The objective of the initial/feedback session is to clarify, at the start of the work placement, what exactly needs doing during the placement, along with the topics, learning objectives and expectations. It also serves as an opportunity to document the student's development and feedback following the end of the placement.

2. Use

The person responsible for the work placement handles the session. The person responsible for the work placement or the student initiates the initial/feedback session.

The initial/feedback session is obligatory for all students if the work placement is for a period of more than one month.

The initial/feedback session consists of three parts.

Part A: Planning the work placement phase (initial session)

At the beginning of the work placement, the student and the person responsible for the work placement agree on the tasks, objectives (based on the work placement guidelines), mutual expectations and agreements regarding cooperation.

Part B: Feedback about the work placement phase from the responsible party (feedback session)

The tasks actually performed by the student and the extent to which the learning targets were achieved are documented at the end of the work placement. The person responsible for the work placement also assesses the student's performance on the basis of his/her competencies as outlined in the skills profile for students. Strengths, learning areas and recommendations for further work placements (stating the recommended area) are also documented.

Part C: Feedback from the student (feedback session)

In Part C of the feedback session, the student provides the person responsible for the work placement with feedback about the support received during the work placement. The student also provides a summary detailing whether he/she would recommend the work placement to other students.

If the assessment of the student's performance, skills, strengths or learning areas has revealed a need for action, the HR management of the relevant department will consult with the person responsible for the work placement in order to arrange a further meeting to promote these areas.

3. Documentation

The person responsible for the work placement sends the original to the HR management of the student's department. The student and the person responsible for the work placement both receive a copy. This does not form part of the student's personnel file. Amongst other things, the overall feedback records form the basis for the final assessment of the student at the end of his/her course of studies. All feedback records are destroyed on completion of the course of studies. The employee representatives are entitled to view the feedback records if necessary.