

Annexe relating to the Initial / Feedback Discussion

1. Goals

The goal of the initial / feedback discussion is to clarify and document the set tasks, work topics and learning goals in the beginning of the work placement and also document the student's development during the work placement as well as his/her feedback.

2. Deployment

The person who is responsible for the student during the work placement is also responsible for the initial and feedback discussion.

The initial and feedback discussion is mandatory for all students if the work placement is for more than a month.

The initial and feedback discussion consist of three parts that need to be completed.

Part A: Work placement planning (initial discussion)

The student and person responsible for the student agree the tasks, goals (aligned to the work placement plan), expectations of each other and collaboration mechanism.

Part B: Feedback discussion on the work placement with the person responsible for student.

The students completed tasks and learning goals are being documented at the end of the work placement. The person responsible for the student provides their assessment of the student based on the student skill profile. Strengths, Areas for improvement and recommendations for future work placements (in which area work placements should take place) are also documented.

Part C: Student Feedback (Discussion)

The student provides his/her summary feedback on the assistance he/she has received from the person responsible during the work placement via the feedback discussion in part C and if he/she would recommend this work placement to other students.

If there is any need for action based on the assessment of skills, strengths, and areas for improvement the junior employee coordinator (NGK) from the vocational training area after consulting with the person responsible for the work placement actions a support discussion.

3. Documentation

The person responsible for the student needs to send the original documentation to the NGK of the vocational training area. The student and person responsible receive a copy. It is not part of the E-file. The summary of all feedback forms form among other things the basis of the final evaluation of the student for the final degree. All Feedback forms are destroyed immediately after graduation. A representation of interest can gain insight into the feedback forms if required.