

Annexe relating to the initial/feedback discussion

1. Goal

The goal of the initial/feedback discussion is to clarify the tasks and topics to be worked on, learning objectives and expectations at the beginning of the practical assignment and to document the development and feedback from the dual student at the end of the assignment.

2. Assignment

The person who is responsible for the practical assignment is also responsible for conducting the discussion. The initial/feedback discussion is initiated by the person responsible for the practical assignment or the dual student.

The initial/feedback discussion is mandatory for all dual students if the practical assignment lasts longer than one month.

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

Part A: Planning the practical phase (initial discussion)

At the beginning of the practical assignment, the dual student and the person responsible for the practical assignment define the tasks, objectives (based on the practical framework plan), expectations of each other and agreements on cooperation.

Part B: Feedback on the practical phase by the person responsible for the practical assignment (feedback discussion)

At the end of the practical assignment, the tasks completed by the student and the achievement of the learning objectives are documented. In addition, the person responsible for the practical assignment assesses the dual student on the basis of various criteria that are also relevant for the certificate. Strengths, areas of learning and recommendations for further practical assignments (in which area should practical assignments take place) are also documented.

Part C: Feedback from the dual student (feedback discussion)

In Part C of the initial/feedback discussion, the dual study student gives feedback to the person responsible for the practical assignment. The student regarding the support provided during the practical assignment and summarizes if the student would recommend the practical assignment 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 original is sent by the dual student to the NGK of the vocational training area. A copy is sent to the dual student and the person responsible for the practical assignment. It is not part of the E-file. The sum of all feedback forms is the basis for the final assessment of the dual student at the end of the program. All feedback forms are destroyed immediately after graduation.

If required, the student representatives can inspect the feedback forms.