

# Guidelines for the Practical Training

The 4th term of the programme takes place in a company, cf. Ministry order no. 636 of 30 June 2000. The training makes up 30 ECTS-point and is the final module of the programme.

The training is carried out as paid employment in one or more companies.

## **Aims:**

It is the aim of the training that the trainee shall improve his or her knowledge and practical competence within quality assurance, documentation, working environment, purchasing procedures, information technology and laboratory methods. It is furthermore the aim that the student acquires knowledge about the organisation of the workplace, cooperation forms and interaction with the surrounding world (cf. the curriculum).

## **Responsibility:**

### ***The educational institution:***

The educational institution must ensure progression during the entire course of training, cf. section 4 (3) in the Ministry order. The educational institution appoints a person who advises the company about the training. A possible traineeship is not covered by the institutional responsibility.

### ***The company:***

The company appoints a person to be responsible for the trainee's training and contact to the educational institution. This person must have competence within the topic areas of the programme.

## **Extent:**

The training is of an extent of 30 ECTS-points corresponding to 6 months' studies. A maximum of 4 weeks (20 work days) of the 26 weeks (130 work days) may be holidays and other days off.

## **Course progression:**

The training takes place according to one of the following models:

- The student is trained in a company for 6 months. 2/3 of the time are spent on a specialisation course and 1/3 on a final examination project.
- The student is trained in a company for 6 months and carries out a traineeship having a duration of up to 6 months. 2/3 of the time are spent on a specialisation course and 1/3 on a final examination project.

The final examination project may be moved to take place at any time during the traineeship, however, the periods of time for the examination project must be observed (cf. C2 educational documents).

In this case, the traineeship commences after approx. 17 weeks' of training and is discontinued during those periods where the final examination project is carried out.

It will appear from the educational documents whether the student has entered into an agreement about traineeship with the company and if so where this is placed.

## **Traineeship:**

The traineeship is agreed between the trainee and the company. The traineeship contributes to providing the trainee with greater knowledge of and routine in the laboratory work of the company. No points are awarded for the traineeship. There are no requirements for the course.

## **In-company training:**

By in-company training is understood that the trainee is working with the tasks of the company and thus meets the aims laid down for the topics. When organising the training, account must be taken of the trainee's prerequisites and prior knowledge. The teaching primarily takes the form of instruction and integrates the topics into the work. The trainee participates in the tasks of the company with regard to working environment and quality control.

## The contents of the training:

<b>Specialisation course</b>		<b>Approx. 67%</b>
Topics:		
Organisation of the workplace	Approx. 7%	
Safety/working environment	Approx. 15%	
Quality assurance	Approx. 15%	
Laboratory technical methods	Approx. 30 %	
<b>Final examination project</b>		<b>Approx. 33%</b>

### Aim of the topics:

#### ***Organisation of the workplace:***

It is the aim that the trainee shall acquire such an insight into the company's organisation, cooperation forms, purchasing procedure and interaction with the surrounding world that

- he or she can understand the communication processes of the company and on this background perform the tasks through cooperation/teamwork.
- he or she can understand the concept of culture and company culture as a reflection of different sets of values, norms and behaviour patterns.
- he or she can get a comprehensive view of the organisational structure of the company.
- he or she acquires knowledge of the purchasing procedures of the company.

***Safety/working environment:***

It is the aim that the trainee shall gain such an insight into the safety procedures of the company that

- he or she can plan and perform laboratory work in a - from a health and safety point of view - safe manner.
- he or she can contribute to the elaboration of work place instructions.
- he or she can choose his or her own individual protection equipment.
- he or she can take part in the assessment of workplaces.
- he or she has knowledge of the company's waste handling procedures so that chemicals can be disposed of in a correct manner.

***Quality assurance:***

It is the aim that the trainee shall gain such an insight into the quality assurance of the company that

- he or she can contribute to the maintenance/development of the company's quality assurance.
- he or she can document his or her own work in accordance with the procedures of the company, in particular registration, recording and filing according to the requirements set.
- he or she can take part in the company's practical validation of instruments and methods.

***Laboratory technical methods:***

It is the aim that the trainee shall gain such an insight into the laboratory work of the company that he or she can plan, implement and assess a broad section of analyses and methods.

***Final examination project:***

The project must document the trainee's ability to apply a methodological basis for the elaboration and dissemination of complex and practical problems in relation to a specific task within the aims of the training programme.

By "company" is understood either the entire company or part of a company or public institution.

## Training documents:

The educational institution supplies training documents to be used as documentation of the programme pursued by the trainee. All training documents exist in electronic form.

The documents consist of:

- A. Contracting parties
- B. Training plan
- C. Final examination project
- D. Weekly log
- E. Approval form
- F. Evaluation form

Re: A) Information about the contracting parties in the training - trainee, company, educational institution. The two upper spaces are filled in by the company and forwarded to the educational institution who fills in the bottom space and returns a copy to the company.

Re: B) In connection with the commencement of the training, the company and the trainee must jointly draw up a training plan.

The training plan for the 17 weeks is written in a preprinted form (word). It is up to the educational institution to make sure that the plan is composed in such a manner that the training is in accordance with the required composition with regard to topics and their temporal incidence.

The educational institution may be involved as a consultant when the plan is to be organised. Examples of training plans may be used for inspiration and are handed out by the educational institution.

In the training plan, time must be set aside so that the trainee can get acquainted with the principles of and theory behind the used methods and instruments.

Re: C) Conditions with regard to the final examination project.

C 1) Conditions with regard to the final examination project

C 2) Deadline for handing in the final examination project. The educational institutions have fixed 5 annual periods for the handing in of the final examination project and for the holding of the project examination.

C 3) Project formulation.

Documents A, B and C 2 must as far as possible be available before the training starts and be sent to the educational institution where the trainee has taken the 3rd term, at the latest during the first week of the training. The educational institution must give its approval to the training plan in the course of the first two weeks of the training.

Document C 3 must be sent for approval on the date specified in document C 2.

If during the course there are significant deviations from the plans, the educational institution must be contacted with a view to changing the agreements.

Re: D) The trainee must keep a weekly log which indicates the work tasks, analyses etc. which have been carried out in each week, and the topics which have been dealt with. Examples of weekly logs may be handed out by the educational institution.

The weekly log must be available at visits to the company. The weekly log must be sent to the educational institution together with the final examination project.

Re: E) At the end of the training, the educational institution fills in a form for the approval of the in-company training part. The mark obtained for the final examination project will appear from this. A copy of this form is sent to the company.

Re: F) The company and the trainee fill in an evaluation report and send them to the educational institution at the latest 1 week after the final project examination. These reports form the basis for the continuous quality development during the practical training.

The original documents A, B, C2, C3, D and F are kept by the educational institution.

## **Dialogue with the educational institution:**

During the training, the educational institution will have contact both to the trainee and the company.

The dialogue may comprise:

- Counselling in connection with the fixing of a schedule and the drawing up of training documents.
- Counselling about topic aims in the specialisation course.
- An agreement about a possible extension of the training in case of illness, childbirth or leave of absence.
- Guidance in connection with the final examination project, including problem formulation.

## **Absence:**

In the case of absence due to pregnancy, childbirth or other forms of leave, the training will be extended for a period corresponding to the period of absence.