

# Training documents

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

## Contracting parties (B)

The company is to fill in box 1 and 2 and sends the form to the educational institution. The educational institution is to fill in box 3 and sends a copy to the company.

### 1) Trainee:

Name:	
Personal reg. No./ study no.:	
Private address: Postal code / Town	
E-mail:	
Telephone at work:	

### 2) Company:

Company:	
If necessary, department:	
Address: Postal code / Town	
Telephone:	
Person responsible for training:	
Telephone:	
Fax:	
E-mail:	

### 3) Educational institution:

Institution:	
Address:	
Contact person:	
Telephone and Fax:	
E-mail:	

## Training plan (B)

**The training plan is to be sent to the educational institution at the latest in the first week of the training, and a copy of the approved plan is to be sent to the company.**

The training plan is to be drawn up by the trainee and the company jointly.

A description is to be given of the tasks which the trainee will be working with within the aims of the topics laid down in the Ministry Order. An in-depth description of the laboratory technical methods is to be handed in.

**Name & study no.:** \_\_\_\_\_

Date for start of training: \_\_\_\_\_

No traineeship agreed:

Traineeship agreed:                       Duration in weeks: \_\_\_\_\_

Temporal placement of the trainee-period as compared to the training within the company

\_\_\_\_\_

\_\_\_\_\_  
signature of trainee

\_\_\_\_\_  
signature of person responsible for training

\_\_\_\_\_  
signature of educational institution

**Description of tasks (B)**

1 <sup>st</sup> – 2 <sup>nd</sup> week	
3 <sup>rd</sup> – 4 <sup>th</sup> week	

## Final examination project (C1)

In the final examination project, the trainee must be able to document his or her ability to use methodological knowledge for elaboration and presentation of a complex and practical problem in connection with a specific task within the aims laid down for the programme.

The project may for instance be:

- A task in the laboratory which is elucidated thoroughly
- Running-in of new apparatus/method
- Introduction of new procedure/implementation of procedure

The project is to be of a **duration** corresponding to approx. 7 weeks' full-time work (10 ECTS-points). Time is to be set aside for problem formulation, information retrieval, practical laboratory work, processing of results and writing of report.

The trainee is to work **independently** with the project, and the project report is to contain observations from the trainee's own work. In as far as others have contributed with observations, this is to appear from the report.

**The company** appoints a **project supervisor** to assist the trainee with his or her work. The project supervisor must have professional insight and supervise the trainee about technical topics.

**The educational institution** also appoints a **project supervisor** to assist the trainee. This project supervisor renders advice on and approves of the problem formulation, renders advice on the project extent and limitation as well as on the structure of the report.

The extent of the **project report** is not to be more than 25 pages (A4). This also applies to the appendices. An A-4 page corresponds to 2000 characters without spaces. On the front page of the report, the project title is stated, both in Danish and in English. Each title should not exceed 70 characters. Two copies of the project report are to be handed in. Both copies are to be signed by the trainee. Other relevant documentation the trainee may bring along at the examination.

If the project is **confidential**, the educational institution must explicitly be made aware of this. Confidential reports are not to be duplicated (photocopied) without the company's and the trainee's permission and the external examiner must return the report to the educational institution immediately after the examination. No other measures than the ones mentioned above can be assigned to the educational institution, the examiner or the external examiner.

## (C1)

The project supervisor appointed by the educational institution is also the **examiner** at the project examination. There will also be an **external examiner** present at the examination. The examination itself is public.

**The assessment** is a total assessment of the project work - both the written work and the oral presentation. The assessment comprises among other things an estimation of the enclosed appendices' relevance and necessity as documentation material. Emphasis is laid on the fact that the trainee includes working environment and quality issues.

## Final examination project (C2)

### Examination periods

*To be submitted to the educational institution together with the training plan.*

The educational institutions have fixed five yearly examination periods for the final examination project. The company and the trainee jointly decide on the time for the final examination project and a cross is to be put against the desired time.

**Name and study no.** \_\_\_\_\_

Problem formulation is to be submitted for approval at the latest on:	Project report is to be handed in at the latest on:	Oral examination	Cross against desired examination period
10 <sup>th</sup> November	10 <sup>th</sup> January	Week 4	
10 <sup>th</sup> February	10 <sup>th</sup> April	Week 17	
10 <sup>th</sup> April	10 <sup>th</sup> June	Week 26	
15 <sup>th</sup> May	1 <sup>st</sup> August	Week 33	
10 <sup>th</sup> August	10 <sup>th</sup> October	Week 44	

## Final examination project (C3)

*The company is to fill in its part and sends it to the educational institution for approval. The educational institution is to fill in its part and sends a copy to the company.*

Name and study no. \_\_\_\_\_

### Supervisors

	From the company	From the educational institution
Name:		
Telephone:		
E-mail:		

**Problem formulation approved:**

\_\_\_\_\_  
Date and signature

**(C3)**

Name and study no. \_\_\_\_\_

**Problem formulation:**

**The project is confidential:**

**Special measures:** The report must not be duplicated (photocopied), results and conclusions are not to be used without the company's and the trainee's permission. The external examiner must return the report to the educational institution immediately after the examination. The educational institution keeps both copies safely until the time-limit of complaints has been overrun.

## Weekly log (D)

***The weekly log (inclusive of the front page with project title and signatures) is to be sent to the educational institution on completion of the training.***

The trainee is to keep a weekly log indicating the tasks performed and which topics in the appendix to the Ministry Order these tasks can be related to.

Topics:
A: Organisation of workplace
S: Safety/working environment
K: Quality assurance
L: Laboratory technical methods
P: Final examination project

**Name and study no.:**

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**Project title (Danish)  
(max. 70 characters)**

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**Project title (English)  
(max. 70 characters)**

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Trainee's signature

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Signature of person responsible for the training

Week	Description	Topic
1st week		
2nd week		
3rd week		
4th week		
5th week		
6th week		
7th week		
8th week		
9th week		
10th week		
11th week		
12th week		
13th week		
14th week		
15th week		
16th week		
17th week		
18th week		
19th week		
20th week		
21st week		
22nd week		
23rd week		
24th week		
25th week		
26th week		

## Approval form for the training (E)

To be filled in by the educational institution

Name and  
study no. \_\_\_\_\_

Training company: \_\_\_\_\_

Weekly log approved:

Final examination project passed with the mark of: \_\_\_\_\_

**Stamp and signature of the educational institution:**

**To be sent to the company, when the final examination project has been assessed.**

## Evaluation of the company training (F1)

For the sake of the evaluation of the training part of the education at the end of 2003, it is important that the company and the trainee independently fill in this evaluation report and send it to the educational institution not later than 1 week after the training has terminated.

Name of company : \_\_\_\_\_

Name of person responsible for  
the education : \_\_\_\_\_

Newly educated laboratory  
technician : \_\_\_\_\_

<b>Evaluation of the training made by the company</b>	
1 Has the training in the company been satisfactory as a whole?  If no, what has been the problem?	
2 Have the educational documents been usable?  If no, what may be changed?	
3 Has it been difficult to observe the timescales concerning the exchange of documents with the educational institution?  If yes, what has been the problem?	
4 Has the contact with the educational institution been acceptable ?  If no, what has been the problem?	

<p>5 Is there a need for more contact with the educational institution during the training period?</p> <p>If yes, why?</p>	
<p>6 Has the trainee benefited enough from working with the examination project?</p> <p>If no, what has been the problem?</p>	
<p>7 Has the trainee achieved those in the guidelines described aim of the topics (organising of the workplace, safety/working environment, quality assurance, laboratory technical methods, final project)?</p> <p>If no, what has been the problem?</p>	

## **Evaluation of the company training (F2)**

For the sake of the evaluation of the training part of the education at the end of 2003, it is important that the company and the trainee independently fill in this evaluation report and send it to the educational institution not later than 1 week after the training has terminated.

Name of company :

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Name of person responsible for  
the education :

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Newly educated laboratory  
technician :

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<b>Evaluation of the training made by newly the educated laboratory technician</b>	
1 Has the training in the company been satisfactory as a whole?  If no, what has been the problem?	
2 Have the educational documents been usable?  If no, what may be changed?	
3 Has it been difficult to observe the timescales concerning the exchange of documents with the educational institution?  If yes, what has been the problem?	
4 Has the contact with the educational institution been acceptable ?  If no, what has been the problem?	

<p>5 Is there a need for more contact with the educational institution during the training period?  If yes, why?</p>	
<p>6 Has the trainee benefited enough from working with the examination project?  If no, what has been the problem?</p>	
<p>7 Has the trainee achieved those in the guidelines described aim of the topics (organising of the workplace, safety/working environment, quality assurance, laboratory technical methods, final project)?  If no, what has been the problem?</p>	