



Steering Committee meeting

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WBC-VMnet Project Partner presentation

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REDASP overall achievements

Cooperation in Act 5.4. – Practical Placement Programme development

Delegation of activities to WG members:

- Case study from REDASP experiences regarding the PPP
- Supporting documents and guidelines

Template letters (**1 page**)

Model of agreement between faculty, student and hosting
institution (**2 pages**)



Project implementation timeframe

- At the beginning of June 2010. the REDASP was nominated to be a member of Working Group for development of the Practical Placement Programme
- Draft of PPP with all annexes were finished until the end of July.



Key results as a contribution of REDASP cooperation in Act 5.4.

Case study / *Pilot* Initiative with all supporting documents:

Finding opportunities for realization of seminars / diploma papers in cooperation with business entities from the territory Sumadija and Pomoravlje

As a part of planned activities for REDASP, templates were developed for:

1. Model of agreement between faculty and hosting institution was developed
2. Students Application letter for PPP
3. Letter of initiation from students professor / faculty mentor
4. Letter of PPP confirmation from students industrial mentor



Proposals for PPP implementation

The objectives of PPP:

- to facilitate the incorporation of students into the workforce while supplying them with professional experience in addition to knowledge and abilities with respect to practical course content.
- to allow and promote that university students from any country could participate in practical placement programs organized by any university from another country.

The main goals:

- PPP should stimulate new learning and working methods, helping development of a Interco related and possibly transnational way of thinking,
- the program should stimulate competitiveness of small and medium sized enterprises, providing at the same time a contribution to knowledge provision and to the employability for students and young graduates.



Result is

The practical placement programme guide

- To define the goals of student practical placement,
- To underline the benefits for:
 - students,
 - enterprises that are involved in the practical placement realization and admission of students,
 - and academic institution where the students studies.

This guide **does not specify** any of the ways of realization of student practical placements, but the student is obliged to enquire in the faculty services about the possible and permissible ways of realization, defined by the curriculum and studying regulation act.



Act 3. in PPP Guide Management of PPP and procedures

Practical issues related to the planning and implementation of practical placements programs:

- Different types of Practical Placements
- Planning the Practical Placements
- Practical Placement execution
- Offers-needs database model
- Practical placement monitoring and reporting
- Practical Placement Evaluation: Company, Student, University

Different types of Practical Placements

Type of studies	Hosting institutions
Health Sciences, Educational Studies	Well defined (e.g. Primary, secondary or tertiary education schools, Hospitals, Health institutions, etc.), usually within general agreements at national level between Ministries of Education and Ministries of Health, Labour or others involved in Social Welfare.
Technical studies	Manufacturing or engineering companies for engineering students; construction companies or architecture firms for architecture students; private companies.
Other professional studies	Public administration institutions, non government organizations or even university departments or institutes for students in social sciences, like business or law.
Experimental sciences, Humanities or art.	University or external institutions or laboratories.



Planning the Practical Placements

Practical Period have to be clearly defined and scheduled to make sure that the enterprise provides goal of Practical Placements education and that the student acquire the required competencies

Two input process can be used to define and find hosting institution/company that will receive students:

- Either university/faculty has to make a prospective job looking for hosting institution suitable or eager to accept students for Practical Placements with special characteristics (type of work, duration, etc.),
- or student proposes suitable enterprise or choose it from available resources for searching information.

Planning the Practical Placements

University/faculty has to define a clear frame for the type of work, duration of the total placement and of the working day, tutoring or mentoring:

- *The PPP coordinator*
- *Recruiting/selecting host company/institution*
- *Matching students with host employers*
- *Preparing the host organization for practical placement*
- *Preparing the student for practical placement*
- *Workplace requirements and safety conditions*

Offers-needs database model

- The University or its unit should establish a Management Information System to handle all the process.
- A web based system that could be used also to manage the contacts with host institution/companies and students either to exchange and/or to publish information.
- To be available to students, who could make a preliminary selection prior to consultation with the academic mentor, or choose the enterprise for their practical placement realization by themselves.

The structure of the database with information **SUPPLY AND DEMAND**

and a list of fields that should be included in the database

	OFFER (host institutions)		NEEDS (courses, students)
1.	Name of host institution	1.	Name of course
2.	Address	2.	Study programme
3.	City	3.	Study level
4.	Activity and production/service programme	4.	Duration of PPP
5.	URL	5.	Topic of PPP
6.	Equipment, software, machines...	6.	Specific training requirements
7.	WEB address	7.	Expected learning outcomes, skills
8.	Name of contact persone		
9.	e-mail	1.	Name of student
10.	Telephone number	2.	ID student number
11.	Name of industrial mentor	3.	Study level/year
12.	e-mail	4.	Duration of PPP
13.	Telephone number	5.	e-mail
14.	Offered workplaces for PPP	6.	Telephone number
15.	Offered trainings (if any)	7.	Suitable workplace
16.	Date of contract	8.	Expected practical skills

Practical Placement execution

Steps:

1. After searching possibilities for the realization of practical placement the student fills out the **Application Form**
2. The final choice of enterprise/institution student makes by consultation with academic mentor or coordinators of practical placement
3. Academic mentor verifies **Referral/confirmation form** and send it to contact person of host institution/company.
4. Prior to the commencement of practical placement, the student is required to submit the proposal of **Practical placement work programme** and align it with the academic and industrial mentor. The final Practical Placement Work programme is signed by both mentors and student.
5. During the practical placement realization, the student regularly keeps **Diary of practical placement**, describing daily activities.
6. Student fills out practical placement Diary regularly every day, as the basis for monitoring progress and making of **Final Report**. The report specifies how many days (hours) were spent on specific activities or organizational units.

Practical placement monitoring and reporting

- Industrial mentor monitors student progress and practical placement realization, and finally completes the **Monitoring form**, which assesses student performance and confirms that the student has undergone practical placement in the enterprise.
- The student is required to maintain regular communication with academic mentor, who is also required to monitor practical placement, student progress and the level of expected learning outcomes and practical skills acquisition.
- The realization of practical placement will be additionally monitored by e-mail communication and student reporting. Records and monitoring results are an integral part of the **Monitoring reports**, which is filled out by mentors.
- With the Final report, the student also submits the Industrial mentor's monitoring form which is signed (and stamped) by industrial mentor. With this monitoring form, industrial mentor confirms and assesses student's practical placement.
- In case of accident, Industrial mentor must complete **Accident form**. Form is signed by industrial mentor and head of company.

Practical Placement Evaluation: Company, Student, University

- The purpose of evaluation - to recognize and eliminate deficits that a student has demonstrated during the student practice in a company.
- The aim is for students to improve their knowledge and skills during this process, in order to operate adequately in a business environment.
- **Evaluation report** by academic mentor - a comprehensive assessment based on all elements of the completed student practice:
 - Presentation of Final report (PPT)
 - Final report on practical placement
 - Work programme of practical placement
 - Diary of practical placement
 - Evaluation questionnaire by student
 - Academic mentor's monitoring assessment
 - Industrial mentor's monitoring assessment
- **Student's evaluation form** - in order to evaluate practical placement by student

Information about realized practical placement, with Final mark, should be incorporated in Diploma Supplement.

- Are an integral part of this guide
- They are describing the procedure of practical placement realization to all actors involved in its realization:
 - to student,
 - to coordinator of practical placement,
 - to enterprise,
 - to academic and industrial mentor

Type of Annexes

- Information guideline for student
- Informative guide for the enterprise
- Informative guideline for mentors
- Application form
- Referral/confirmation form for student practical placement
- Agreement model
- Accident report form
- Industrial mentor's monitoring form
- Academic mentor's monitoring form
- Academic mentor's evaluation report
- Student's evaluation form
- Work Programme of practical placement template
- Final report template
- Diary of practical placement template

Information guideline for student

- Practical placement objectives
- Practical placement types
- Benefits for students
- Student responsibilities
- Preparation of student and the procedure of practical placement realization
- Reporting and Monitoring

Informative guide for the enterprise

- Practical placement objectives relevant for the enterprise
- Practical placement duration
- Benefits for the enterprise
- Obligations of enterprise
- Preparation of student workplace and occupational health and safety
- Practical placement monitoring

Informative guideline for mentors

- Objectives
- Practical placement
- Benefits for the mentors
- Academic mentor responsibilities
- Industrial mentor responsibilities
- Reporting and Monitoring



Until 12th July, there were no other comments and suggestions on PPP proposal that was sent to all project partners.

So, we did a good job.

U stvari, da li je bilo dodatnih sugestija, jer ja ih nisam dobila?



**Thank you
REDASP Kragujevac**

Marijana Božić

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