



KAJAANIN  
AMMATTIKORKEAKOULU  
UNIVERSITY OF APPLIED SCIENCES

Autumn 2012

## PRACTICAL TRAINING

Dear Sir / Madam,

Studies in a Finnish University of Applied Sciences provide undergraduate students with a higher education degree and develop applied professional skills. The Degree Programmes in the School of Tourism at Kajaani University of Applied Sciences (UAS) consist of 210 credits extending over 3.5 years and leading to the degree of **Bachelor of Hospitality Management**. The School of Tourism offers two degree programmes taught in Finnish and one in English.

The main emphasis of the Degree Programme in Tourism at Kajaani UAS is to provide students with a high quality, practical yet academic training in tourism management. The programme emphasises the development of skills needed in managing activity and nature tourism services. In addition, a wide range of related subjects such as marketing, financing, hospitality services, business activities, product development and human resource management are also covered. Language studies also play a major role.

An essential element of studies at a UAS is practical training. The practical training is worth 30 credits (ECTS) which means 800 hours worth student's work and usually takes place during the 3<sup>rd</sup> study year. The aim of practical training is to provide the student with an insight of the business world whilst equipping them with a variety of skills and qualifications required in the international job market of the future.

The studies also include a thesis worth 15 credits. It is recommended that during practical training the possibilities for also completing the thesis in the same company are discussed.

Successful practical training is an essential part of our tourism education. Your willingness to provide one of our students with a practical training opportunity in your enterprise is highly appreciated. We hope that your organisation will be able to support the trainee with some form of minimum pay. We are prepared to do our best to make our co-operation as fruitful as possible.

Please understand that this is just a brief introduction and do not hesitate to ask for more details concerning our degree programme and practical training policy.

We hope that this form of co-operation between your enterprise and Kajaani University of Applied Sciences will satisfy our mutual interests and provide the students with the qualifications required in his/her future career.

Yours faithfully

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**The following is to specify some vital details to make the practical training period and the follow-up proceed smoothly.**

#### **Objective**

The objective of placement is to give the student guided opportunities to get acquainted with the essential practical tasks emphasised in their professional study and also to give possibilities to apply the acquired skills and knowledge in working life. Placement deepens the student's expertise, trains the tasks in the field, supports and completes the study in the degree programme. Placement offers the student possibilities to recognise and analyse the development needs of the field.

#### **Salary**

Payment for placement is separately agreed between the student and the employer.

#### **Working Hours**

The student's working hours will be similar to those of your regular staff. The practical training is worth 30 credits which mean 800 hours worth student's work. In practice it means that the length of the practical training period depends on the amount of working hours per week and it lasts a minimum of 20 weeks. Weekly working hours being from 37, 5 to 40 hours, the length of the practical training is 100 working days.

#### **Insurance**

If the student has no employment relationship with the workplace provider, the student's accident insurance will be paid by the University of Applied Sciences. If the student has an employment relationship, accident insurance is included in it.

#### **Guidance and Evaluation**

The placement is supervised by a tutor at the University of Applied Sciences. The tutor's name is mentioned in the placement agreement. The supervisor at the workplace is a mentor, also mentioned in the placement agreement. The students have also been instructed to compile a report on their practical training. Your assistance in giving material and information will be highly appreciated.

#### **Tasks Specification**

Within of a month from the beginning of the practical training, the tasks for the student's practical training period should be defined. Please fill in the Tasks Specification form with the student.

#### **Feedback from Practical Training**

The student will give you an assessment form, on which you can make entries concerning his/her skills. This feedback is very important to us. It helps us to further develop co-operation and our curricula. Please, do not hesitate to comment and state your opinions.

#### **Confidentiality**

If the information dealt with on placement includes confidentiality, a separate secrecy order is signed between the workplace provider and the student.

#### **Further Information**

We shall be pleased to answer any questions concerning the practical training and studies at Kajaani University of Applied Sciences