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|  | | | | | | | | **PRACTICAL TRAINING – DOCUMENTS CHECK-LIST** | | | | | | |
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| Student name | | |  | | | | | | | | | Group |  | |
| Training Place | | |  | | | | | | | | | | | |
| Training Period | | |  | | | | - | |  | | |  | | |
| Supervising Teacher | | |  | | | | | | | | |  | | |
| **CHECK-LIST** | | | | | | | | | | | | | | |
| Student check | Teacher check |  | | | | | | | | | | | | |
|  |  | **Stage 1: Before the training starts**  **1. The training contract** *(filled and signed by all parties, original copy submitted to Practical training coordinator)*. | | | | | | | | | | | | |
|  |  | **2. Placement plan form** *(filled and signed by the student, and submitted to Practical training coordinator).* | | | | | | | | | | | | |
|  |  | **Stage 2: within 2 weeks from starting the training**  **3. The task specification form** *(filled and signed by the student, Work supervisor, and submitted to supervising teacher).* | | | | | | | | | | | | |
|  |  | **Stage 3: During the training period**  **4. Weekly diary form.** (*Constantly filled during the training, signed by the student at the end of the training, and submitted to supervising teacher).* | | | | | | | | | | | | |
|  |  | **Stage 4: Near the end of the training**  **5. Employer Feedback form.** *(Filled and signed by the employer, and submitted to supervising teacher).* | | | | | | | | | | | | |
|  |  | **Stage 5: After completing the training** | | | | | | | | | | | | |
|  |  | **6. Your Practical training report** | | | | | | | | | | | | |
|  |  | **7. Attachment to the report.** | | | | | | | | | | | | |
|  |  | **8. Teacher’s feedback form** *(partially filled by the student)* | | | | | | | | | | | | |
| Date and Signature of Student | | | |  | . |  | | . |  |  |  | | |  |
| Date and Signature of Teacher | | | |  | . |  | | . |  |  |  | | |  |
| Date and Signature of Coordinator | | | |  | . |  | | . |  |  |  | | |  |
| This form is an integral document and has to be maintained, constantly checked, and submitted with all other documents and forms to the supervising teacher. | | | | | | | | | | | | | | |