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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. |