

REGIONAL ALLIANCES FOR YOUTH



GUIDE FOR STUDENTS

A guide for the
students in practices



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Introduction

RAY PROGRAMME

RAY Programme can be an excellent opportunity for VET students. The main objective of RAY is to help them improve their professional skills and enter the job market successfully.

The objective of this practical guide is to offer a series of pieces of information and tips that help students quickly understand what it means to enter a WBL Programme following the RAY methodology.

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01.

Get Information on RAY and the APP.

The first step is to obtain detailed information about the RAY programme.

For this, you can attend events, Career days or Career Fairs where the students are fully informed about it, review also existing presentations and videos and consult the tutors of your centre. You should also familiarize yourself with the digital apps through which your participation in the RAY experience can be managed.

02.

Let be guided by Tutors (Career interviews) on RAY's advantages.

If you are not convinced of the advantages that RAY programme can provide, do not let yourself be influenced by rumours, insist on obtaining qualitative information from your tutors, so that you can solve the doubts you have before making up your mind about taking part in the programme or not.

03.

Make up one's mind and in case of a positive decision, sign the contract.

Once you have decided to join the programme, you must communicate it to your family, and to your tutor.

You should know that the first step is to sign a contract for participation in the programme. In this contract, you can find the rights and duties you acquire when entering this WBL experience.



04.

Chose or select a company for the RAY practice.

An initial task is to **find a company to perform your WBL practices.** You have to be active and entrepreneur when searching.

Find out about the companies in your geographical area which are interested in these practices, analyse which one may be the most interesting for you, taking into account the type of activity of the companies and your own interests and skills. See if your tutor can help you find an attractive destiny for you.

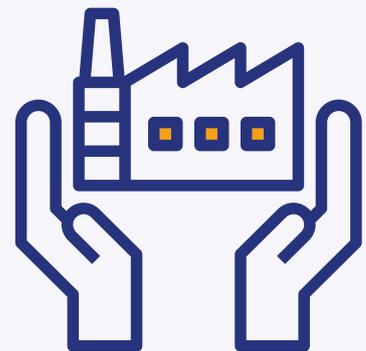


05.

Know and meet the standards of the company.

Not all the companies act in the same way. **Inform yourself about the type of company** you are going to join in advance, about their activities and their products, their organizational culture, their understanding of the WBL practices, etc.

So, that before starting, you have previous knowledge of the working environment and increase the possibilities of being useful to the company, knowing what they expect from you, and complying with the rules and commitments signed in the initial contract. Seize the time to improve your skills and contribute to create a pleasant and professional environment for you and your colleagues.



06.

Establish respectful co-worker relationship with your colleagues, tutor and trainer.

You must be respectful of your new colleagues, understand and accept their codes of conduct. Take the opportunity to mature also on a personal level, as this internship will also be very useful for your future.

Understand that even if you are in a learning period, the scenario has changed and you are not in a school, surrounded by students and teachers. Collaborate with your VET centre and tutor, providing the requested feedback. Be attentive to their instructions and advice, their experience can be very valuable. Comply with the guidelines of the in-company trainer and perform the tasks following his instructions. Above all, be careful in complying with the regulations on occupational risks prevention.



07.

Show positive attitude for learning during the practice period and search and develop your potentials.

Your attitude will be the key to the benefits you'll make during this WBL period.

Be receptive and interested in the tasks allocated to you, perform them with interest and try to improve and gain new knowledge and skills, discover which are the aspects that interest you most, those that best match your previous training and your personal qualities and get an idea of what you would like to do in the future, because knowing what you want is very relevant for taking decisions.

08.

Teamwork with colleagues.

In most of the current jobs, much of the tasks are done by teams, so it is important to fulfil the tasks personally assigned to you and, then, develop your collective intelligence being a nice team worker, which will be beneficial for you in the future. To do so, you must be respectful of all your own colleagues, especially the different ones, supportive and collaborative, thus contributing to generate a productive, efficient and conflict-free work environment.

09.

Use the tools (also digital) and equipment at disposal.

Find out about the use of the equipment, tools and digital apps at hand.

When in doubt, ask about practicalities, be cautious in their management (avoid hazards) but be also daring. Show your ability to learn fast, get the best out of the means at your disposal and be a good example for your co-workers.

10.

Work safely (mind the rules).

Safety rules are usually visible at workplaces and in companies; priority is given to all aspects related to occupational risks prevention and health.

Therefore, you must be well informed from the beginning, so that you can avoid hazard situations for yourself and for your co-workers. Mind the environmental regulations as well, and be respectful of the environment.

11.

Keep record of activities online/digital.

The in- company trainer and the tutor of the VET centre need to have feedback about the tasks you perform, they need to see the difficulties you go through and the progress you make, because it is their responsibility to evaluate your performance at the end of the WBL period.

Therefore, be careful to record your activities in the digital apps made available to you. Saving this type of record will also be a source of inspiration for you and will reinforce your learning to learn capacity, the most important skill you can acquire.

12.

Learn and acquire personal, technical, digital and environmental skills .

Remember that you have joined the company to improve your technical skills level in a specific professional area, but it is even more relevant for you to acquire new personal skills and learn to communicate well, to interact in a work environment, to work in a team, to take initiatives, to set goals and achieve them.

Completing these skills with the ability for managing digital tools will make you more efficient and competitive. Learn to work without squandering resources, avoid producing wastes and be rational with the energy consumption. That is the right way to be environmentally friendly.



13.

Evaluate yourself and the experience: Questionnaires.

The questionnaires to be completed by you are useful to evaluate yourself and assess the experience in the company too.

It will be beneficial for you but, above all, it will be useful to improve the working conditions, the learning activities and their management. The students joining the WBL programme next years will find better learning environment and conditions thanks to you and your team mates.

14.

Report to the Tutor and in-company trainer.

At the end of this WBL period, you have to write a final report for the tutor of the centre and for the in-company trainer.

They will handle you a template that will help you elaborate the report. If you have kept record of the activities carried out during the experience, it will be easier for you to write it, and it will help you reflect and draw the final conclusions.



15.

Present and promote yourself and your experience.

If requested, show yourself willing to talk about your experience in the company, and to reflect upon the idea of combining both, study and work, in a VET centre and in a company.

In this way you will contribute to promoting WBL and generating a culture of collaboration between the training systems and the industry.





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RAY is based on needs identified by daily work, life and education. It aims to equip young people with the right skills needed in industry, leading employment and social cohesion, and respecting young people interests and needs, and at the same time meets broader local, regional, national and EU goals.

Companies are becoming aware that they need to behave as strategic investors in the workforce and talents they need. To fulfil these requirements and to build a high level of know-how, skills and competences of students as future employees in the fast changing world and working environment, a tight, strategic and constant partnership between VET providers and businesses is essential in EU regions.

www.ray.scng.si



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