

APPRENTICESHIP

Keuda 



WORKBOOK

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# ENCOURAGING WORDS

TAKING THE FIRST STEPS in working life can sometimes be scary. Whether you apply for an internship, job or apprenticeship, they all follow similar “game rules”.

THIS WORKBOOK contains tips for you in how to apply for an internship, job or apprenticeship, and gives you important information about the things to remember in working life.

Good luck in applying!  
May the force be with you –  
and don't give up!



Apprenticeship training pre-period programme/  
Keuda • Susanna Kosonen, Project Manager

# APPRENTICESHIP IN BRIEF

**Apprenticeship studying means that the student is an employee at a workplace studying theory at school at the same time.**

IF YOU WANT TO become an apprentice, you must have a job beforehand. Your weekly working time can be between 25-40 hours.

AFTER GETTING A JOB, talk to your employer about the opportunity to study at your workplace as an apprentice.

IF YOUR EMPLOYER agrees, contact the nearest apprenticeship centre. You can find the online. You can call anyone in the centre, and they will re-direct you to the right people.

THE STAFF OF THE APPRENTICESHIP CENTRE will contact the workplace and together with the centre staff, the employer and the student will go through all the arrangements concerning apprenticeship studying.

IF THE WORKPLACE and work tasks are suitable for apprenticeship, you can begin the studies at any time of the year. The basic programme requires 2-3 years. The period of studies depends on your previous work experience and/or studies.

A PERSONAL STUDY PLAN is made for every student.

THE VARIOUS VOCATIONAL PROGRAMMES arrange the theory studies differently and the amount of content varies, depending on the programme. There are about 2-4 study days per month on average.

AN APPRENTICE is an employee at a workplace, which means s/he is paid a salary and has the same benefits and responsibilities as any other worker there.

1. FIND A JOB or apply for VALMA.  
Apprenticeship studying requires a contract of employment.
2. CONTACT an apprenticeship centre – we'll make a contract!
3. APPRENTICESHIP STUDYING begins.

# STUDYING APPRENTICESHIP THEORY AT SCHOOL

## IS IT MANDATORY TO TAKE PART IN THEORETICAL STUDYING?

YES. Theory studies are a part of apprenticeship studying. They are also a part of learning to be a professional and are a prerequisite for the completion of the programme.

REMEMBER to notify your employer about your theory days in advance and agree on the arrangements of work when making the work shift lists for example.

## HOW OFTEN IS THERE THEORY DAYS IN APPRENTICESHIP STUDYING?

THERE ARE about 2-4 theory study days in a month on an average, depending on your programme and workplace.

## WHAT SHOULD I DO IF I CAN'T MAKE IT TO THE THEORY STUDY DAYS?

CONTACT YOUR supervising teacher immediately and explain your situation.

I'm personally responsible for my studies, and get help when I ask!



# WHAT IS VALMA?

VALMA IS preparatory training for vocational programmes.

THE STUDY MODULE LASTS for about one year. A completed VALMA training period grants six (6) extra points for the joint application system.

VALMA wants you to

- Find your own field and direction
- Raise grades from your basic studies
- Learn life and everyday skills
- Learn working life skills
- Improve your skills in the Finnish language and culture if needed

ADDITIONAL INFORMATION on VALMA training

- [www.keuda.fi](http://www.keuda.fi)
- Keuda's search office: [hakutoimisto@keuda.fi](mailto:hakutoimisto@keuda.fi)
- Keuda's guidance counsellors and VALMA's group guides



# MY APPRENTICESHIP HELPERS

## AT SCHOOL

Name

Telephone

Email

## AT THE APPRENTICESHIP CENTRE

Name

Telephone

Email

## TE SERVICES, THE EMPLOYMENT OFFICE

Name

Telephone

Email

## AT THE WORKPLACE

Name

Telephone

Email



# IMPORTANT SUPPORTIVE CONTACTS FOR AN APPRENTICE AND AN EMPLOYEE

If a subject in the apprenticeship study programme is hard and I can't manage it myself, I will contact (special teacher, school assistant etc.)

Name

Telephone

Email

If I have problems in personal life or financial difficulties, for example, I will contact (school curator, social worker, etc.)

Name

Telephone

Email

School address

School telephone

My school's guidance counsellor

Telephone

Email

My contact person in the apprenticeship centre

Telephone

Email

# HOW SHOULD I APPLY FOR A JOB?

If you are looking for an apprenticeship position, you should apply for it like any other job!

- Think about what kind of work you're prepared and willing to do.
- Search from various sources (Internet, friends, relatives, "grapevine") for companies offering jobs that fit your interests.
- Kirjoita työnhakuasiakirjat: työhakemus ja ansioluettelo/CV. You can find a lot of examples and help from the Internet.
- Be brave and contact the job-offering company yourself! Visiting the company on the spot or calling are usually the best alternatives to impress the employer.
  - Introduce yourself and ask for a job that interests you.
  - Send an application letter to the employer.



## PREPARE FOR A JOB INTERVIEW

A job interview is an exciting situation,  
but it's the same for everyone –  
so don't worry!

Do some research on the  
company in advance!  
Remember to bring  
your certificates.

Wash, dress nicely in  
clean clothes, do not  
wear a hat!

Go to the interview with  
a smile on your face and  
in a good mood.



# PRACTICES AND OTHER MATTERS AGREED AT MY WORKPLACE

Work clothing

When work time starts / arriving at the workplace

Breaks

Using a mobile phone

Jewelry and piercings at the workplace

Work safety

Behaviour at the workplace

Other things agreed upon

# MY TASKS AT WORK

## I'M RESPONSIBLE FOR:

Every day...

Once a week...

Regarding work safety, I will remember...

Professional secrecy at  
my workplace means that...

Regarding my work tasks, we have  
agreed with my employer that...

Can I wear my  
own cap at the  
workplace?

I'm hard-working  
and have initiative!  
I greet customers and  
colleagues! I follow  
schedules and keep  
to agreements!



# WHEN CAN I BE ABSENT FROM WORK?

ABSENCE FROM WORK always requires a good, justified reason. If you have a reason to be absent due to family reasons (for example, the funeral of a relative or the birth of your child) talk to your employer and agree upon the absence in advance.

IF YOU GET SICK, and are unable to work, notify your employer immediately. The employer has a right to ask for a medical certificate signed by a doctor.

IF THE SICKNESS requires a visit to a doctor as an apprentice, contact occupational health care and, as a student, contact the student health services.

FIND OUT about the sick leave practices in your workplace and what to do when you get sick. When you get sick, notify your employer immediately by calling (don't send a text message).

I'll ask for advice when I don't know how to do something!

Who should I notify about my sick leave?

Name

Telephone

Name

Telephone



# HEALTH AND A POSITIVE ATTITUDE HELP IN COPING WITH WORKING LIFE AND STUDYING

AS AN APPRENTICE, your health care will be provided by occupational health services. Find out where your workplace's occupational health services are and how to make an appointment.

WORKING LIFE, STUDIES and everyday life, together with hobbies and relationships, require strength. In order to cope and feel good, it's important to take care of yourself. On the next page, you'll find

the 'hand of mental health' – reminding you of what we all should take into account and appreciate in order to cope and feel good. Sufficient rest and regular nutrition are the absolute requirements for coping work life and studying. Hobbies, exercise and relationships also improve well-being. When you remember to take care of these things, you'll feel better and will be able to maintain a positive mind and learn new things.

Name of the occupational health care centre

Address

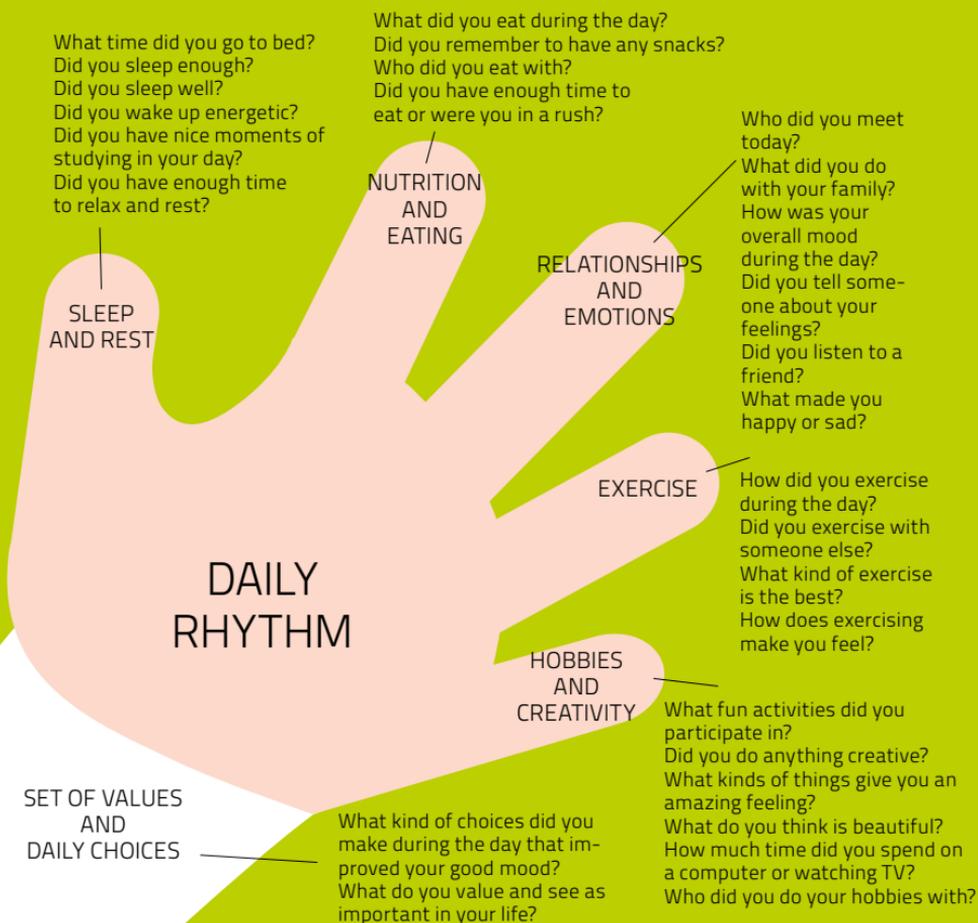
Telephone



## WELL-BEING: THE 'HAND OF MENTAL HEALTH'

By looking at this picture, you can remind yourself of the important things that keep you in a good mood and promote well-being at work.

### YOU CAN INFLUENCE THESE THINGS YOURSELF!



## IMPORTANT NUMBERS AND PEOPLE

To be able to cope with everyday life, work and studies, I need people to help and be close to me.

I'll fill in the names and information of people who are important to me here.



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