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TRAINING PLAN TEMPLATE



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This document is a result of the project:

"Building the vocational training of the future: companies and educational centres facing the challenge of the organization and integration of a more inclusive and digital VET"

The project "FUTUREVET" is co-financed by the Erasmus+ Programme of the European Union. The content of this publication is the exclusive responsibility of the authors, and neither the European Commission nor the Spanish Service for the Internationalization of Education (SEPIE) are responsible for the use that may be made of the information disseminated here.



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Programming and monitoring notebook of the training plan

Student:

Educational center:

Technology company:

Training start date:

INTRODUCTION

This workbook includes the programming of the training period in the company and is considered a transcendental tool both to achieve the results of your training and to comply with the quality standards of the company's production processes.

In order to meet this objective, the notebook must be above all an aid to reflection both when programming a specific experimental task and for the study and understanding of concepts related to the expected learning outcomes, the search for bibliographic or technical information, the resolution of problems that arise at work or problems or questions of an academic nature. It must also facilitate the monitoring and evaluation of work and the acquisition of skills both specific to the training degree or specialization course or certificate of professionalism and transversal skills for the development of professional life.

We hope that the time and work necessary to complete the notebook will be compensated by the formative value and personal growth provided by reflection and in-depth analysis of the task at hand. To guide this reflection, the notebook is organized by sections or cells in which you must include all kinds of information for which certain indications are given in the cell itself. They are cells of different types, some examples are:

- Objectives of the student's activity in the company.
- Machine handling protocols.
- Results obtained from a given trial.
- Quality control results.
- Explain certain concepts related to the tasks undertaken.
- Solve problems or issues related to the expected learning outcomes and the tasks entrusted to them in the company.
- Search for technical information.
- Bibliographic searches

We consider especially valuable the exercise of understanding each of the aspects that have to be collected in the notebook, reflecting on them and writing the answers in your own words. In this sense, it should not be copied verbatim from any source for the preparation of the texts, nor is it allowed to include texts prepared with artificial intelligence or AI tools. The company reserves the right to analyze the notebook with plagiarism detectors or with detectors for the use of AI applications.

HOW TO COMPLETE THE NOTEBOOK

The schedule and tracking notebook is the property of the company, which will determine which parts of its contents must be kept confidential and which others you can make copies of for your personal use.

The workbook has five parts:

PART 1 contains the summary of the Training Plan agreed between the educational centre and the company, including the personal and contact details of the student and their tutors in the company and in the educational centre, and the learning outcomes for which the company is responsible and which must be developed during the training period in the company.

PART 2 briefly includes the job description, its objectives, the working hypotheses, the equipment to be used, etc. These cells, like all the rest of the notebook, must be filled in yourself. Your tutor in the company will explain all these aspects of the work and then you will be the one to write this description once you have made sure that you understand all the details, asking the necessary questions to the tutor himself or to other staff of the company.

We consider it essential, both for your training and for the work to be effective, that you delve into the scientific and technical principles on which the production processes in which you are going to be involved are based. PART 2 of this workbook also contains a series of questions, exercises or technical issues that want to guide you in this study and that you must answer or solve. To do this, you will have to look for information, organize it and understand it, your tutors will guide you on how to decide on the appropriate sources of information that sometimes will be notes of the subjects of the center itself, other books available in the educational center, in a library or in the company and in other cases internet pages or technical documentation of the company's teams. The issues are classified into three sections: some are more conceptual, others are related to technical characteristics and others refer to the treatment of data of physical magnitudes and their presentation in the form of graphs and tables.

PART 3 is the one in which the results of the experiments, or of the production or in general of the student's activity in the company are collected day by day.

PART 4 of the workbook deals with concepts and exercises related to the contents of the degree that we are going to cover during the stay in the company. Theoretical questions are posed, which try to help you understand the fundamental concepts of the subjects you are studying. You should look for bibliographic information on these concepts, understand it and write in your notebook the answer to the questions that are posed. You must write with your words, it is not useful to copy literally from a text on the internet or from a book, doing that you will not learn anything. There are also questions or problems that you must solve. You are asked for an analysis of the result you obtain, what reasons if that result is logical. Try not to leave an answer written in the notebook that has no head or tail. Of course you can consult the answers with your fellow students, with teachers, with colleagues in the company or your tutors, again, what is not worth is copying. This part of the workbook will also contribute to your evaluation at the end of the course.

In **PART 5** you are asked for your impression of your progress in acquiring the competences and learning outcomes expected in your training cycle. The questions that are raised have been drafted following the recommendations of the evaluation guides that are contained in the regulations that regulate your training cycle. That is, what those who prepared the curriculum expect you to understand or know how to do. It is interesting to look at these questions from time to time to see if you are making progress in these aspects with your study and your work in the company. If you see that any of these points is not sufficiently covered in the material you have or in the tasks you do, you can consult your tutors who will guide you with their explanations or give you complementary information to the one you have found or suggest other exercises. This will also help us to improve our teaching materials for classmates who come in successive years.

TEMPLATE

PART 1		TRAINING PLAN		
Course		Company		
Training degree/specialization course/professional certificate				
Student			Email:	Telephone
Training Center			Email:	
Tutor at the training center			Email:	Telephone
Tutor in the company			Email:	Telephone
Particular features				
In company training period		Calendar/Schedule/Period		
Total hours				
Learning outcomes in in-house training periods				
Professional Module	Code	Learning Outcomes	Activities	
		Lo1		
		Lo 2		
		Lo 3		
Signed: Tutor in the company		Signed: Student		Signed: Tutor at the training center

PART 2.- Workplace. Overview		
Task Title:	Folder/Server:	Date:
Short Description		
Area of the company or project in which it is framed:		
Objectives		
Hypotheses, solutions that can be anticipated and expected results.		
Equipment / Machinery		
Elements of occupational risk prevention:		
Waste management.		

Available procedures (include a brief summary or notes of the documents already available, include the documents in annexes in the work folder indicating here the name or reference of the file)

Include pages as needed

PART 2.- Workplace. Conceptual issues.

Explain the concepts clearly and concisely and solve the exercises collected in the following cells.

Question 1. Explain in 4 or 5 lines what you mean by...

Question 2. Why does it happen that...?

Question 3. How is xxxx different from yyyy?

Question 4. Mark the correct answer to the following questions among the 4 options that are posed:

.....	
<p>Bibliographic search: <i>Include in this cell the reference where you have studied these concepts, it can be a website or a chapter of a textbook or some notes from a subject of your training center.</i></p>	<p>Think and write very briefly how you have decided on one type of bibliographic source or another</p>

<p>PART 2.- Workplace. Technical Information.</p>
<p>Look for the following data or technical characteristics.</p>
<p>Question 1. Look for the value of</p>
<p>Question 2. Find a procedure to...</p>
<p>Question 3. Find a supplier for</p>
<p>Question 4. Mark the correct answer to the following questions among the 4 options that are posed:</p>

.....	
<p>Bibliographic search: <i>Include in this cell the reference where you have studied these concepts, it can be a website or a chapter of a textbook or some notes from a subject of your training center.</i></p>	<p>Think and write very briefly how you have decided on one type of bibliographic source or another</p>

<p>PART 2.- Workplace. Processing and storage and presentation of results.</p>
<p>Do the following exercises.</p>
<p>Exercise 1. Plot the following data...</p>
<p>Exercise 2. Perform the following operations on your server folders....</p>
<p>Exercise 3. Data operations.</p>
<p>Exercise 4. Mark the correct answer to the following questions among the 4 options that are posed:</p>

.....	
Bibliographic search: <i>Include in this cell the reference where you have studied these concepts, it can be a website or a chapter of a textbook or some notes from a subject of your training center.</i>	Think and write very briefly how you have decided on one type of bibliographic source or another

PART 3.- Activities. Task 01

(any tasks will be added as needed)

Task Title:

Folder/server *:

Date:

Short Description

The problem that arises.

Hypotheses, solutions that can be anticipated and expected results.

Methodology and work plan:

Initial information available (include a brief summary or notes of the documents already available, include the documents in annexes in the work folder indicating here the name or reference of the file)

Include pages as needed

PART 3.- Results of task 01		
Title:	Folder/server :	Date:
<p>Additional information obtained during the performance of the task: Alternative test methodologies, sources in which to compare the data obtained, etc. Include the related files as annexes in the folder, indicating here the name or reference of the file.</p>		
<p>Experimental protocol (if there is already a written protocol in the company, simply indicate its reference, if not briefly detail the steps of the experimental procedure)</p>		

PART 3.- Results of task 01		
Title:	Folder/server *:	Date:
<p>Experimental results (if taken by hand or printed by the team, can be photocopied or scanned and copied here as an image. Videos, photographic images and other material will be added as attachments to the working folder, with the name or reference of the file here.)</p>		
<p>Add as many pages as needed, copying the entire table</p>		

PART 3.- Analysis of the results of task 01

Title:

Folder/server *:

Date:

Assessment of the result: Assess the reproducibility of the trial, does it match what was expected? If so, what is the reason why a result very different from the one found was expected?

Is the result accepted?

Notes on conversations with supervisor or other team members

Conclusions (here the solution to the problem posed must be proposed, but also detailed conclusions about the task itself, about the experimental procedure, suggestions for new tests, etc.)

PART 4.- Training content

Explain the concepts clearly and concisely and solve the exercises collected in the following cells. The questions are sorted by topics related to the training outcomes we hope to achieve during your time at the company. Before you start writing, you'll need to look up information about the topic and study that information.

Topic 01 (Module xxxxxxxxxx learning outcome RA01)

Bibliographic search: *Include in this cell the reference where you have studied this topic, it can be a web page or a chapter of a textbook or some notes of a subject from your training center.*

Think and write very briefly how you have decided on one type of bibliographic source or another

Conceptual question: Explain in 4 or 5 lines what you mean by...

Conceptual question: How is xxxx different from yyyy?

Conceptual question: Build a table with the following material properties....

Mark the correct answer to the following questions among the 4 options that are posed:

Problem: Calculate....

Characterization protocols: Look for the test standard... and briefly explains the shape and preparation of the test specimens and the magnitudes that are measured.

Technical Information Search: Find the value of..... (e.g., of the electrical conductivity of copper)

To program this part of the training plan, it is suggested to include one topic per learning outcome. The concepts and exercises admit enormous variability, the types of content of the question and exercise cells are just a few examples of the types of questions that can be raised.

PART 5.- Self-assessment

The following questions are based on the evaluation criteria set out in the Royal Decree establishing the title of your training cycle. Think about whether what you have studied in relation to each question and the exercises you have done seems sufficient for you to master each of these aspects. Enter a comment to this effect in the box on the right.

Evaluation criterion CA1

CA2

CA3

.....

**Download the modifiable
training plan**



