

Preparation before the first day of work

	Tasks		Person responsible/ date
	Start		
☐	• Date and time when learner starts		
☐	• Inform all employees and line managers as well as the executive board about the learner: Duration of programme, absence (VET school), etc.		
	Welcome meeting		
☐	• Allow sufficient time		
	Provide information material		
☐	• Organisational chart		
☐	• Manuals, regulations, ordinances, checklists		
☐	• Use of email and internet (regulations)		
☐	• Important dates (company event, etc.)		
	Prepare the workspace		
☐	• Clean and tidy workspace		
☐	• Systems and equipment at the workspace must be in working order		
☐	• Phone number, computer password		
☐	• Office supplies, work equipment		
	Clarify access authorisations		
☐	• Badge		
☐	Prepare the cloakroom		
	Work instruments		
☐	• Machines, prepare own tools		
	Work and safety clothing		
☐	• Provide personal work or safety clothing (apron, suit, helmet, shoes, glasses, etc.)		
	Prepare individual training plan (Basis: VET ordinance, training plan of the occupation, plus documents as per appendix, company training plan)		
☐	• Employees (mentors) who supervise, assign and inform the learner		
☐	• Plan and write up the programme for the first day of work		
☐	• Create weekly programme		
☐	Organisation of operational management		