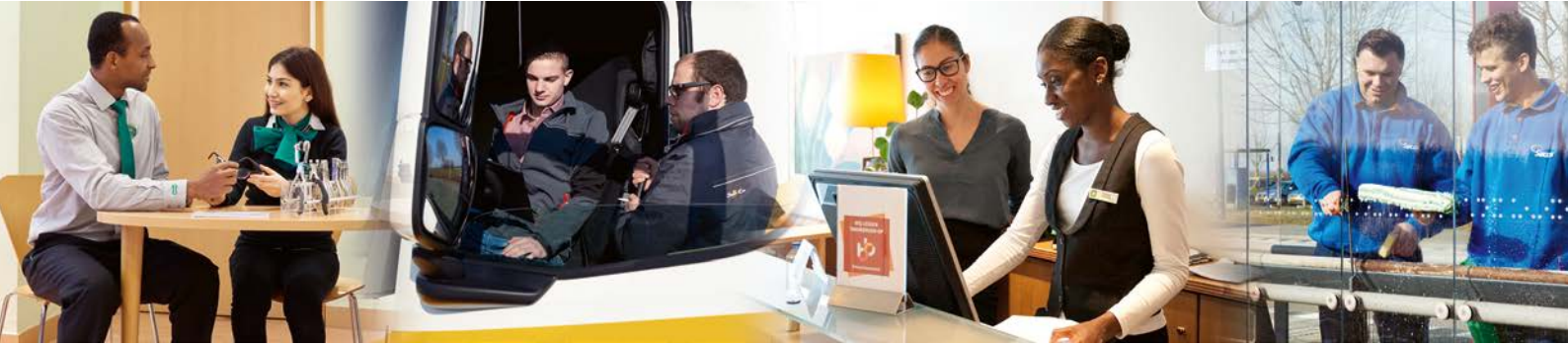


The role of the workplace trainer



The workplace trainer makes sure the working environment is safe. (S)he know the requirements of the training course and organises as many practical situations as possible that the student will also encounter in their future profession. The workplace trainer coaches the student to become an independently functioning employee.

A good workplace trainer has a feeling of responsibility, organisational talent and a sense of working with people. In addition to contact with the student, the workplace trainer maintains contact with the work placement supervisor from the student's school and the SBB work placement advisor.

Core task 1

The workplace trainer organises the student's learning process in the workplace. This includes the following work processes:

- Conducting the selection interview with the student.
- Preparing an onboarding programme.
- Establishing the student's initial situation and learning needs.
- Determining the learning activities in consultation with the student.
- Preparing a practical learning plan, adhering to the sequence and timeline of the learning activities.
- Maintaining contact with the school's work placement supervisor and SBB's work placement advisor.

Core task 2

The workplace trainer trains the student in practice. This is done on the basis of the following work processes:

- Training the student in the workplace.
- Monitoring and directing the student's learning process.
- Conducting coaching or progress interviews with the student.
- Assessing the student's learning process.
- Evaluating the work placement period.