



## Practical Assignment 2 First supervisor meeting and planning

From the start of the work placement it is important that the student is aware of what is expected of him. To focus on this as soon as possible it is vital to make a planner. After you and the student have studied the Practical Workbook (PWB) the two of you have a meeting about the goals that need to be achieved and products to be produced.

### *Assignment*

Make a planner for the work placement together with the student and discuss it with him. In this meeting you have to agree on the feasibility of the planner.

The result should be:

- Make a planner together with the student about the work during the work placement;
- The report of the meeting is put in Report form 2.

### Report form Practical assignment 2

Report of the meeting with the student concerning the planner
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1. What subjects did you discuss with the student?  
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2. How was the planner constructed (in what order)?  
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3. Did you come across items that cannot be achieved in your organisation. If yes, how did you deal with this?  
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4. What is the timing within the planner, timing per task?  
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5. What was discussed and agreed related to:  
Frequency... , date....., whose initiative....., what to discuss....., check on  
the progress, who adjusts when the planner is not correct anymore....., daily  
supervision, who, where....., where to work on the assignments in the  
workbook, on the job or at home

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