



## PRACTICAL TRAINING

Dear Sir / Madam,

Studies in a Finnish University of Applied Sciences provide undergraduate students with a higher education degree and develop applied professional skills. The degree programmes in Sports and Leisure Management at Kajaani University of Applied Sciences (UAS) consist of 210 credits accomplished during 3.5 years and leading to a **Bachelor's degree in Sports and Leisure Management**. The School of Health and Sports offers two Sports and Leisure Management degree programmes, one taught in Finnish and one in English.

The main emphasis of the Degree Programme in Sport and Leisure Management at Kajaani UAS is to provide students with a high quality, practical yet academic training in the field of health and sports. The programme emphasises the development of skills needed in sports instruction and coaching. In addition, a wide range of related subjects such as anatomy and physiology, exercise physiology, biomechanics, human motor skills and different sports are offered. The programme also provides studies in business and activity tourism: marketing, financing, business activities, product development and human resource management. Language studies also play a major role.

An essential element of studies at a UAS is practical training. Practical training is worth 30 credits (ECTS) which means 800 hours' of work. It is divided into two parts, the first two months are normally completed during the 2<sup>nd</sup> year and the latter, 3 months, called advanced practical training, can also be completed abroad during the third study year. The aim of practical training is to provide the student with an insight into the world of health and sports whilst equipping them with a variety of skills and qualifications required in the international job market of the future.

The studies also include a thesis worth 15 credits. It is recommended that during practical training the possibility of completing the thesis in the same company is discussed.

Successful practical training is an essential part of our Sports education. Your willingness to provide one of our students with a practical training opportunity in your enterprise is highly appreciated. We are prepared to do our best to make co-operation as fruitful as possible for both parties.

This is just a brief introduction and please do not hesitate to ask for more details concerning our degree programme and practical training policy.

We hope that this form of co-operation between your enterprise and Kajaani University of Applied Sciences will satisfy our mutual interests and provide the students with the qualifications required in his/her future career.

Yours faithfully

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**The following specifies some vital details to ensure the practical training period and its follow-up proceed smoothly.**

#### **Objective**

The objective of the work placement is to give students a supervised opportunity to become familiar with the essential practical tasks emphasised in professional studies and also to apply acquired skills and knowledge in working life. The placement deepens students' expertise, provides practical experience of the field, supports and complements degree programme studies. It offers students the opportunity to recognise and analyse development needs of their chosen field.

#### **Salary**

Salary issues are agreed separately by the student and employer.

#### **Working Hours**

Your trainee's working hours should be similar to those of your regular staff. The practical training period is worth 30 credits - 800 hours of work. In practice this means that the length of the practical training period depends on the amount of working hours per week, nevertheless lasting a minimum of 20 weeks. Since working hours can be 37.5 to 40 per week, the length of the practical training is 100 working days.

#### **Insurance**

If the student has no employment relationship with the workplace provider, the student's accident insurance will be paid by the University of Applied Sciences. If the student has an employment relationship, accident insurance is included.

#### **Guidance and Assessment**

The placement is supervised by a tutor at the University of Applied Sciences. The tutor's name is mentioned in the practical training agreement. The employer must provide an on-the-job supervisor, also mentioned in the placement agreement. The students have also been instructed to compile a report on their practical training. Your assistance in providing material and information will be highly appreciated.

#### **Tasks Specification**

The student's tasks should be defined within of a month of the beginning of the practical training period. Please fill in the Tasks Specification form with the student.

#### **Feedback from Practical Training**

The student will give you an assessment form, where you can make entries concerning his/her skills. This feedback is very important to us. It helps us to further develop co-operation and curricula. Please, do not hesitate to comment and state your opinions.

#### **Confidentiality**

If the information discussed during the practical training period includes confidentiality, a separate confidentiality agreement will be signed by employer and student.

#### **Further Information**

We shall be pleased to answer any questions concerning the practical training and studies at Kajaani University of Applied Sciences