

For   programme advisors

***Ten great tips for following up on participants at work practice***

1. **Participation in Hurtigspor (Fast-Track to Working Life programme)**

Accepting your spot in the Fast-Track to a Trade Programme at Oslo VO Rosenhof is a binding agreement. The purpose of this trade course is to shorten the path to paid employment. The coarse is intensive and focused on one objective; to provide a thorough introduction into a trade and the working culture for that trade. The participant will come to work practice three days a week and take classes at school two days a week to learn Norwegian for working life.

**2. Work experience practice**

Find a place for the participant to start work experience practice as quickly as possible so he or she knows where he/she will be going to work. The traineeship contract must be signed before work practice starts.

The workers need to actively train the participant in the knowledge and skills needed to be able to carry out the work assignments and enjoy working in this trade.

**3. Providing guidance to the participant**

Read and understand the course documents and objectives. Consider the user's point of view during your conversations about participating in the Fast-Track programme. Provide information about what you and the participant are obligated to cooperate on throughout the course. The participant will benefit very much from the course if he or she attends every day. Compelling reasons are required for ending this binding agreement with a participant.

**4. Show interest**

Ask the participant how the course is going. Stay updated and get information about progress to make sure the participant's needs are met.

**5. Visiting the work experience practice**

Set up meeting dates for follow-up conversations at the workplace with the teacher and the employer.

**6. Guidance along the way**

Encourage the employer to have a low threshold for notifying you if he or she needs help. What needs changing? Does the participant need additional follow-up? Do you need an interpreter? What is missing to make the participant employable?

**7. Constant follow-up**

The fast-track model requires close monitoring if we are to succeed. Have a low threshold for contacting the teacher and the employer if a problem should occur, and before a problem can get worse. We want to be available for one another and thus cooperate on training and follow-up of the participant.

**8. Be available**

If you are on vacation or gone for other reasons, please leave your cell phone number with a colleague who can show up on short notice.

**9. Paid work**

Our final objective is to find gainful employment for the participant. If the participant fails to get a contract after the work practice ends, you need to talk with the employer and the participant to find an alternative path and activities suited to his or her education programme and occupational skills.

Make a plan for individualised follow-up and find out what skills are still needed. Do this together with the participant. Everyone needs a coherent and comprehensive path to follow into working life.

**10. The Road Ahead**

If the participant does get a job offer:  Make sure the participant is being called by the employer for work shifts. Stay in touch with the employer to make certain everything is going as planned. It is important that the participant understands the significance of accepting any offer for work shifts or part-time work. The participant needs to show interest if he wants to keep the job.

**Your engagement counts!!**

Disclaimer:

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