



STUDY GUIDE

2024-2025



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WELCOME TO STUDY AT TURKU VOCATIONAL INSTITUTE!

The various actors of [Turku Vocational Institute \(TAI\)](#) help and guide you throughout your studies – all the way up until your employment or further education. The guidance and teaching are based on cooperation and equality, encouragement and support. TAI provides you with a profession and prepares you for the transition to employment and further studies in an exemplary fashion.

1. AMIS ALKAA – INTRODUCTORY PERIOD

This Study guide is your manual. Read the guide at the very beginning of your studies under the guidance of your teacher in charge.



The teacher in charge takes responsibility

The teacher in charge will advise you on matters related to your studies and everyday life at TAI. They will provide you with more detailed information on practical matters related to your school building, amongst other things. You can discuss all matters related to your studies on a personal basis with your teacher in charge. At the beginning of your studies, you will start preparing your personal competence development plan (PCDP) together

 **Name and contact details of your teacher in charge:**

 **Your group ID:**

 **Address and contact details of your school building:**

TAI's operational period runs from 1 August 2024 to 31 July 2025. The holiday periods may vary depending on the field of study, form of education, or what is agreed in the PCDP. More detailed information on the days of work can be found in [Wilma](#) and [the website of your school building](#) (in Finnish only).

 **When will your/your group's holidays take place (autumn, Christmas, winter and summer holidays)?**

As a student, you are entitled to a free Slice digital student card. The card serves as an official proof of your studies at TAI.

Learning platforms and websites

You will receive a [Wilma](#) login name and password at the start of your studies. In Wilma, you can find your timetable, different forms, instructions and so on, and you can monitor the progress of your studies there. Wilma is also TAI's official communication channel. Keep your contact information up to date and follow Wilma daily, and your school email on a regular basis!

Office 365 Office 365 programmes will be available to you for the duration of your studies. TAI uses the [Moodle](#) learning environment. Some studies can be completed independently online ([eTAI](#)). You can get help for using them from your teachers and the Oppimo learning centre in your own school building.

You can use the following websites to support your studies and transition to employment: [Open Vocational Studies](#), [ForeAmmatti service](#), [Paikkaoppi learning environment](#). (last two in Finnish only).

Lunch from a student restaurant

If you are studying full-time for a vocational upper secondary qualification or a part of it, or if you are of compulsory education age, you are entitled to a free lunch at a [student restaurant](#) on a daily basis. If you are studying in labour market training or apprenticeship training, or if you are a part-time student or studying for a vocational or specialist vocational qualification, you can eat for a discounted student price in the school building. You can get the free lunch by showing your personal identity card or permit card with your personal identity code in the bar code. In autumn 2023, the option of registering a meal with the Slice student card will probably also be introduced.

Use a form to inform the kitchen of your school building of your [belief-based diet and/or health-related special diet](#). You can receive the form from your teacher in charge. The food services are provided by Kaarea Oy (Aninkainen school building, Peltola, Kuormakatu and Ruiskatu campuses) and TAI (Lemminkäisenkatu and Juhannuskukkula school buildings).

 **What time is your group's lunch break in the school building?**

 **How can lunch breaks be arranged during work-based learning?**

You may incur expenses related to studies

For those studying for a vocational upper secondary qualification, the studies are free of charge, but materials, supplies and tools involve some costs. Those studying for a vocational or specialist vocational qualification also pay a study fee for their education. For those studying in labour market training or apprenticeship training, the studies are free of charge regardless of the degree level, but there may be some sector-specific costs.

If you are struggling to make ends meet financially during your studies, please contact your school social worker. They will advise you on how to apply for grants etc.

 **What costs can you accumulate and when do you have to pay for them?**

Your safety is assured

[TAI's regulations](#) apply to all and must be followed. The regulations include instructions on, for example, manners, use of mobile devices, communication on social media, and security.

It is mandatory **to ensure occupational safety**. You must have the necessary equipment and tools with you during the lessons and at the workplace. You will receive detailed instructions on occupational safety from the teacher and the workplace. Non-compliance with the occupational safety regulations will be addressed, for example, by preventing participation in teaching or work-based learning. You are also obligated to notify the teacher or a representative of your workplace of any shortcomings that endanger occupational safety, such as deficiencies/defects in machinery, tools, personal protective equipment or work methods.

As a student of TAI, you are covered by an accident insurance policy. If you experience an accident at work, notify the teacher or your workplace immediately.

 **Which safety regulations should be particularly taken into account in your field?**

 **If you experience an accident in connection with your studies, what should you do?**

At TAI, any form of bullying or harassment is prohibited. If you experience or see any form of bullying or harassment, contact your teacher in charge or the school social worker of your school building. If the bully is a member of staff, contact the Head of Education. Everything you tell us will be dealt with in confidence and we will agree on how to handle the matter together.

2. YOUR STUDIES ARE GUIDED BY YOUR PERSONAL COMPETENCE DEVELOPMENT PLAN (PCDP)

PCDP makes you commit to your studies

At the very beginning of your studies, you will start preparing a personal competence development plan (PCDP) in cooperation with your teacher in charge. It will be updated as necessary.

In the PCDP, you will agree about

- your personal goals
- units to be completed, and how you will achieve your learning outcomes and professional competence requirements
- accreditation of your prior learning
- learning methods that promote your studies and learning
- your guidance and support needs
- your potential need for special support
- your career plan



If you have prior learning that meets the requirements of the degree you are now completing, it can be recognised and accredited as part of the degree you are completing. You will determine your prior learning with your teacher in charge. Your prior learning can be verified on the basis of your previous certificates. If necessary, you can supplement your prior learning or present it in a competence demonstration.

In accordance with the PCDP, you are obligated to attend your studies and work-based learning. The teacher in charge and the teachers of particular courses monitor your attendance and absences. If you are not making progress in your studies as agreed in the PCDP and you have absences (authorised or unauthorised), discuss the following with the teacher in charge/teacher:

- matters affecting your absences
- acquisition of missing competence

Note! If your personal information changes (account information, address, telephone number, etc.), please remember to update it on the personal data form in Wilma's Forms.

 **When will your first PCDP discussion take place?**

 **What prior learning related to your degree do you have (through education, experience, hobbies, etc.)?**

 **What action will you take to ensure that your prior learning is taken into account?**

 **What kind of support will you potentially need for your studies?**

3. ABSENCES HAVE THEIR EFFECTS

It is important to assume responsibility

Make sure that your studies progress as agreed – you can do this by assuming responsibility for your studies! Unauthorised absences (contact teaching, distance learning, work-based learning) will be addressed. If you do not proceed as agreed in your studies, the educational institution is obligated to notify the provider of financial support. You may have to pay back unjustified benefits already paid to you.

Always agree on all absences in advance with your teacher in charge or teacher/workplace instructor. **Notify** your teacher and/or teacher in charge of absences and even delays in advance in Wilma. Notify your workplace instructor according to the instructions you have received from your workplace.

If you are in labour market training or studying independently while receiving unemployment benefits, carefully follow the instructions you have received from the TE Office/local government pilot regarding matters such as advance notification of absences. Absenteeism may affect financial support. Failure to report absences may affect the continuation of your financial aid and you may have to pay back benefits already paid to you.

If you are in apprenticeship training, follow the instructions of your workplace, and on study days, the following instructions.



Do this if you are absent

If your absence is short (less than four days) and caused by a compelling reason, such as an illness, family matters, other obligations, etc.

- Notify the teacher/workplace instructor as soon as possible.
- Make sure that you acquire the necessary competence.

If you are absent for a non-compelling reason, such as a holiday trip

- If you are absent for less than four days, negotiate the matter with the teacher in charge.
- If the absence is longer than three days, the teacher in charge will advise you to apply for permission from the Head of Education for your absence.
- Notify your workplace instructor according to the instructions you have received from your workplace.
- If you are studying while receiving unemployment benefits, negotiate your absence with the TE Office/local government pilot according to the instructions you have received.
- Make sure that you acquire the necessary competence.

If you are absent due to an illness

- Notify your workplace instructor according to the instructions you have received from your workplace.
- If you are studying while receiving unemployment benefits, notify the TE Office/local government pilot about your absence according to the instructions you have received.
- Make sure that you acquire the necessary competence.
- Contact Student Health Care and the teacher in charge/teacher if you need support for your studies.
- If you are repeatedly absent due to an illness, the teacher may ask you to present a sick leave certificate.

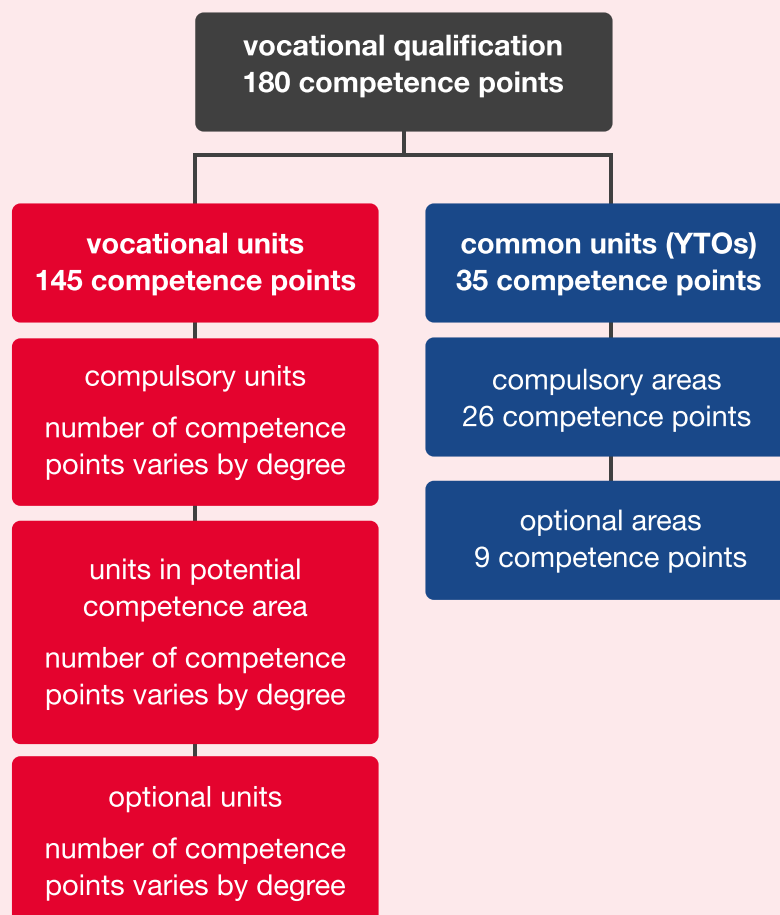
If you are absent for longer than two weeks

- You may have to interrupt your studies temporarily and this may affect the progress of your studies and the benefits paid to you.
- Notify your workplace instructor according to the instructions you have received from your workplace.
- If you are studying while receiving unemployment benefits, notify the TE Office/local government pilot about your absence according to the instructions you have received.
- Contact your student counsellor or teacher in charge. They will help you with matters such as filling in the change form.

4. THE QUALIFICATION CONSISTS OF UNITS

The qualifications are national

The qualifications consist of compulsory and optional units. Formation of the vocational upper secondary qualification:



The scope of the **vocational upper secondary qualification** is 180 competence points. It consists of both vocational units (145 competence points) and units common to all vocational qualifications (YTOs, 35 competence points). You can familiarise yourself with the national requirements for your qualification here: <https://eperusteet.opintopolku.fi/#/en/> and <https://tai-opinnot.edu.turku.fi/en>

The units and common units are assessed on a **scale of 0-5**. The student's competence is assessed by comparing it with the competence specified in the qualification requirements.

After completing a vocational upper secondary qualification or work experience, you can acquire more in-depth and specialised competence **in further or specialist vocational qualifications**. They include only vocational units. The scope of a further vocational qualification is 150 or 120 competence points, and the scope of a specialist vocational qualification is 160-180 competence points. Individual units can also be completed. The units of further and specialist vocational qualifications **are assessed on a scale of pass/fail**.

Competence is acquired in a variety of ways

Studying involves acquiring competence that is part of a qualification. There are many ways to acquire competence in contact teaching, distance learning and work-based learning. Training agreements (unpaid) or apprenticeships (paid) of varying lengths are made with employers.

By learning something new and acquiring competence, you will gain proficiency to participate in a demonstration of competence. You can get feedback on your learning, the progress of your studies, and your competence from the teachers and workplace instructors. When you have achieved **the competence required for a unit**, you will demonstrate it by performing practical tasks in the world of work. A representative of your workplace and a teacher will assess your competence together.

If you feel that the assessment needs to be changed, you can ask your teacher to check the assessment. You can submit a request for a rectification of the assessment decision. Grades can also be raised.

Competence points indicate the progress of your studies. You can follow the accumulation of competence points on the Wilma Studies page. Participation in studies and attendance do not directly result in competence points. You accrue competence points from your competence, and the studies will not be recorded until you have presented your competence in a demonstration.

Studies in the core curriculum units are marked with S= completed and SK= incomplete.

It is not possible to succeed every time! You can repeat a competence demonstration if you feel that you failed to present your competence the best possible way and are dissatisfied with your grade. The grades of the common units (YTOs) can also be improved. You can ask your teacher for a resit.

Oppimo provides you with support and guidance for your studies. In Oppimo, you can either study independently or under the guidance of a teacher/vocational study counsellor. There, you can also demonstrate your competence in the common units (YTOs).

 **Contact details of your Oppimo:**

5. YOU WILL BE GUIDED AND SUPPORTED

The purpose of guidance is to support and encourage you in your professional development and in completing a qualification or an education programme. The guidance is positive and encouraging in tone, and it promotes your studies. Persons responsible for different areas provide guidance and support in the school buildings. If necessary, you will be directed to other services provided by the Wellbeing Services County of Southwest Finland (Varha) or your local authority.



Study counselling, support and health services | Turku Vocational Institute

- In cooperation with the teacher, **the vocational study counsellor** helps, supports and guides students in acquiring competence, both in groups and individually, at the educational institution and during periods in work-based learning.
- **The special needs teacher** helps you in matters related to learning, and provides you with support in your studies and learning skills.
- **The Head of Education** is responsible for the teaching activities in the school building and the field, and is the immediate supervisor of the teachers.
- **The school social worker** provides help in social and financial matters for those in compulsory education and those completing a vocational upper secondary qualification.
- **The youth worker** provides comprehensive support in student well-being, also in leisure time and in everyday skills.
- **Teachers** teach, assist, support and guide you in your studies and assess your competence.
- **The guidance counsellor** guides you in your studies and future plans, and supports you in matters related to student well-being. The guidance counsellor guides you in the transition phases of your studies.
- **The student affairs secretary** assists you in matters such as benefits, certificates and matters related to Wilma passwords.
- **The student psychologist** guides you in matters related to mental health and offers help in the form of discussion.
- **School chaplain**
- **The public health nurse** takes care of you in matters related to your health (physical and mental).
 - » You can book an appointment with **a doctor** or **a psychiatric** nurse through the public health nurse.
- **The workplace instructor** guides you in work-based learning as agreed in the training agreement and apprenticeship agreement.
- **The career counsellor** helps you in matters related to employment.
- **The caretaker** provides guidance and maintains and monitors the safety of the learning environment, such as the condition of the facilities and equipment.
- **The teacher in charge** guides you in your studies and monitors your progress in accordance with the PCDP. They will provide you with more detailed information on the policies and practical matters related to your school building. You can discuss all matters related to your studies on a personal basis with your teacher in charge.



If you have concerns

If your situation requires discussion, you will be invited to, or you can request, an early support discussion (**VARTU** in Finnish). The teacher in charge and a guidance counsellor will take part in the discussion.

The solution can be, for example:

- Modifying the PCDP to better meet your situation and needs
- Services of a special needs teacher
- Referral to support services provided by the student welfare services
- Compiling a multidisciplinary group of experts to investigate your situation

With your consent, a **multidisciplinary group of experts** can deal with your situation from many different perspectives, as necessary. In addition to the educational institution's guidance and support personnel, the group may also include participants requested by you. The multidisciplinary group of experts will prepare a plan to support your studies.

If you are aged 18 or over, the educational institution may, if necessary, make a notification of the need for social welfare.

If you do not act as agreed, you may be invited to appear before a group that provides intensified support (**TEHO** in Finnish). If necessary, you will be directed to services outside the educational institution, or an agreement may be made to suspend or discontinue your studies.

If you (under the age of 30) cannot be contacted, the educational institution is under the obligation to notify the outreach youth work of your municipality of residence.



6. SECURE YOUR BENEFITS

Your financial benefits have been granted for full-time studies. (Exceptions include adult education allowance and engaging in part-time studies while receiving unemployment benefits.) There are also other conditions for the continuation of financial benefits, such as income limits. **If the conditions of your benefit are not met during your studies**, the benefit may be reduced or recovered, or it may be discontinued.

It is important that you monitor the fulfilment of the conditions for your benefits during your studies. You can follow the progress of your studies on the Studies page in Wilma. If you are not sure whether your studies are full-time, clarify the matter with the teacher in charge or the guidance counsellor. **You can ask the school social worker for help in matters to do with support and finances**, such as the effects of a sick leave on your benefits.



If you are studying on student financial aid from Kela and/or receive school transport subsidy

- Make sure that your studies progress as agreed in the PCDP.
- Monitor that your income stays below the income limit. Notify Kela if your income exceeds the income limit. This affects the financial aid for students and the possible housing supplement. If you do not notify the authority, you may have to return the excess benefits/subsidy already paid for you.
- You can apply for the school transport subsidy from the [OmaKela e-service](#). The service requires strong identification.
- For more information on financial aid for students and the school travel subsidy, visit the Kela.fi website

If you are studying in labour market training or independently while receiving unemployment benefits, carefully follow the instructions you have received from the TE Office/local government pilot, such as:

- Notify the TE Office/local government pilot in advance of any changes related to your studies, such as absences and changes in the duration or scope of your studies.
- Make sure that the average number of competence points accrued in independent studies is at least 4.5 points per month of support. Labour market training must take place on a daily basis.
- Notify the TE Office/local government pilot if you are working alongside your studies. Monitor your income. If your income exceeds the permitted monthly limit, it will affect the amount of benefits and any other subsidies. If you do not notify the authority, you may have to return the excess benefits/subsidy already paid for you.
- Changes and earned income may affect the terms and conditions of the financial support, and failure to report them may result in a request for clarification. In such cases, you may have to pay back the subsidy already paid to you.

If you are studying on adult education allowance

- Monitor that your studies include, on average, 3 competence points per month of support.
- Notify the Employment Fund of changes related to your studies.
- Monitor your income. If your income exceeds the permitted amount, it will affect the amount of the benefit (adjusted adult education allowance) and any other subsidies. If you do not notify the authority, you may have to return the excess benefits/subsidy already paid for you.
- For more information on adult education allowance, visit <https://www.employmentfund.fi/>

If you are studying on an apprenticeship

- Notify the apprenticeship office of any changes related to your studies.
- Fill in the form Invoice for students' social benefits for your days in the educational institution, if you are applying for a daily allowance, family allowance, travel or accommodation allowance for your unpaid days.
- Learn more: <https://oppisopimus.turku.fi/en>
- Note! Ensure your livelihood if you move from an apprenticeship to full-time studies or vice versa.

Jos opiskelet kuntoutusrahalla

- The decision on your rehabilitation allowance includes a list of changes that you must report to Kela.
- Notify Kela of any changes via the OmaKela e-service on Kela's website, or by calling the service number of Kela's rehabilitation services.
- Learn more: <https://www.kela.fi/rehabilitation>

7. YOU CAN MAKE A DIFFERENCE

Participate in student activities

Your group will select its **group representatives** during a lesson taught by your teacher in charge. The selected students will represent your group in the feedback sessions of the Head of Education. The tasks of the group representatives also include participating in the autumn meeting of the student union in your school building and voting in the selection of the student union board.

You can stand as a candidate for **the student union board (OPKU in Finnish)**. The aim of OPKU is to increase the well-being of students and strengthen the community spirit in your school building, and to take a stand on topical issues. The Student Association TAIKA aims to promote and monitor the common interests of students in the entire TAI and to organise recreational activities. The board of TAIKA consists of the chairpersons and deputy members of the student union boards. As a member of the board, you can also participate in TAI's activities as a student representative in a variety of working groups.

By actively participating in the above-mentioned activities or tutor activities, you will accumulate competence points in the optional studies common to all vocational qualifications (YTOs).

Your feedback is important

The goal of TAI is to create a climate of trust, and an open and positive study atmosphere. In order to achieve and maintain it, it is important to receive and provide **supportive and constructive** feedback. Feedback is requested in various ways: teachers collect feedback on their teaching and the Head of Education organises feedback sessions for group representatives.

The national **Amis feedback** measures students' satisfaction with their studies and the completion of a qualification. Feedback is collected at the beginning of studies and immediately after the qualification has been completed.

All feedback is processed at the educational institution. It is used for developing the activities.

8. GOOD LUCK FOR THE FUTURE

Follow the progress of your studies in Wilma throughout your studies. This way, you will make sure that you have not missed any study attainments, as this may prevent you from graduating within the target time. The teacher in charge will also check that all parts of the degree have been completed. After graduation, you will receive a certificate with a transcript of records attached. You can view your study information on the Studyinfo.fi website after your studies have ended.

You will be supported in finding employment and applying for further studies. Good luck for the future!

Be ready for everything – prepare for the best!



Follow TAI's social media channels!



@TAIturku



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