



# STUDY GUIDE

## 2026-2027



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# WELCOME TO STUDY AT TURKU VOCATIONAL INSTITUTE!

The different staff members and services at [Turku Vocational Institute \(TAI\)](#) help and guide you throughout your studies – in finding employment or applying for further studies. Cooperation, equality, encouragement and support are important in guidance and teaching. At TAI, you will gain a vocational qualification and excellent readiness for working life and further studies.

# 1. STARTING VOCATIONAL STUDIES

**The Study Guide is your handbook and workbook.** At the beginning of your studies, start finding answers to the workbook questions with the guidance of your Coordinating Teacher. At the same time, you will become familiar with studying at Turku Vocational Institute.



# Coordinating Teacher

Your Coordinating Teacher advises you on matters related to your studies and everyday life at TAI. You can get more detailed information from them, for example about practical matters at your own campus. You can discuss all matters related to your studies personally with your Coordinating Teacher. At the beginning of your studies, together with your Coordinating Teacher, you will prepare your Personal Competence Development Plan (PCDP).

 **Name and contact details of your Coordinating Teacher:**

 **Group code:**

 **Address and contact details of your campus:**

 **What kinds of sports and leisure facilities are available for students at your campus?**

Holiday periods in the academic year 2026–2027 (autumn, Christmas, winter and summer holidays). These may vary depending on the qualification.

The academic year begins on 5–13 August 2026 and ends on 28 May–4 June 2027.

Autumn holiday: 12–18 October 2026

Christmas holiday: 22 December 2026 – 3 January 2027

Winter holiday: 22–28 February 2027

 **Do your holiday periods differ from those listed above?**

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

# Digital Applications and Services

During your studies, you will have access to digital applications.

Wilma is TAI's official communication channel. You will receive your user credentials at the beginning of your studies. [In Wilma](#), you can find your timetable, forms, instructions, etc., and you can follow the progress of your studies. Guardian access to Wilma is created through Suomi.fi authentication. Your guardian's information is updated automatically from the Digital and Population Data Information System. When you turn 18, guardian access to Wilma will end unless you grant your guardian access to your Wilma. This can be done in Wilma Forms when you are 17 years old. If you are already an adult when your studies begin, request credentials for your parent or guardian from the Student Services Office. It is important that you as a student, and the guardian of a student subject to compulsory education, check Wilma daily. Also check your institutional email regularly.

Instructions for using Wilma can be found in [TAI's Quality Manual \(in Finnish\)](#). You can find information by selecting the appropriate role, for example via the search field.

Signing in to the [Microsoft 365 learning environment](#) outside the city network

Outside the school network, the ability to use devices is more limited than before. The services can be used without two-factor authentication at the institution and on other City of Turku networks, such as in libraries.

Below are additional instructions for students who want to sign in to the services outside the city network.

- Browser access, for example on a Chromebook or your own computer: first, you must register for secure authentication on the school network, Turku Open. After that, you can sign in using your own device's browser with two-factor authentication (phone verification by text message) or with the Microsoft Authenticator application.
  - [Connecting your phone to the Turku Open network \(in Finnish\)](#)
  - [Activating two-factor authentication by text message \(in Finnish\)](#)
  - METKU [instructions](#) and instruction [video](#) (in Finnish)
- If you use mobile applications, installation of the Intune Company Portal application is required. Using the Intune management application, the City of Turku recognises the user's device as trusted and can, if necessary, remotely remove applications installed through Intune if the user's device is stolen.

Installing Intune Company Portal on iPhone or Android:

- [Instructions Intune installation Android \(in Finnish\)](#)
- [Instructions Intune installation iPhone \(in Finnish\)](#)
- METKU instructions for [Android](#) and [iPhone](#) (in Finnish)

[eTAI](#) (in Finnish) is a learning environment where you can complete online courses. Sign in to eTAI by clicking the "Sign in with your @edu.turku.fi account" button and use the user credentials received from the institution.

[MobilTAI](#) is a guidance platform. It is a tool for monitoring, guidance, documentation and assessment during workplace learning periods.

Other applications and services available to you:

- [Google Classroom](#)
- Paikkaoppi
- [TAI Digital Environment \(in Finnish\)](#)
- [Teams instruction videos \(in Finnish\)](#)
- Wordpress

## Student Meals

As a full-time student in an upper secondary vocational qualification programme or as a student subject to compulsory education, you are entitled to a free lunch in the student restaurant. As a student in labour market training or apprenticeship training, a student completing a vocational qualification or specialist vocational qualification, or a part-time student, you may eat at the student price.

 **At what time is your group's meal break?**

 **How are meals arranged during workplace learning?**

## Study Costs

**For students completing an upper secondary vocational qualification**, teaching is free of charge, but costs may arise from materials, supplies, tools and workwear. **For students subject to compulsory education**, studies are completely free of charge until completion of the qualification or until the end of the year in which the student turns 20. **Students completing a vocational qualification or specialist vocational qualification** also pay a tuition fee for the education. **For students in labour market training and apprenticeship training**, studies are free of charge, but field-specific costs may arise.

 **How much study-related costs may you incur and when must they be paid?**

## Extension of Free Education

If completion of your qualification is delayed, you may apply for an extension of free education. Further information is available from [Extension of Free Education \(in Finnish\)](#).

## Locker

In some fields, students are provided with a locker for storing workwear and change of clothes. Students subject to compulsory education receive a lock from the school; others must obtain their own lock. The school is not responsible for items stored in the changing facilities. The locker must be emptied within two weeks after the end of studies. The Head of Education and the teacher have the right to inspect the locker in suspicious situations. The student will be informed in advance of the reason for the inspection.

 **Does my field have lockers and, if so, where?**

## Safety

[TAI's code of conduct](#) apply to everyone and must be followed. The rules and regulations include instructions on, among other things, behaviour, the use of mobile devices, communication on social media and workwear.

**Compliance with occupational safety requirements** is mandatory. You must have the necessary tools and equipment with you and in use during lessons, in the workshop and at the workplace. You will receive detailed occupational safety instructions from your teacher and from your workplace instructor during your workplace learning period.

 **Which safety regulations are particularly important in your field?**

 **If you have a study-related accident, how should you act?**

**All forms of bullying and harassment are prohibited at TAI.** Instructions for these situations can be found in the student [welfare guidance \(in Finnish\)](#). At TAI, the campus Head of Education acts as the contact person for harassment and bullying.

 **How should you act if you see or experience bullying, harassment or behaviour that disrupts the learning environment?**

Read the [instructions](#) (in Finnish) on personal non-disclosure orders in more detail if you require one.

## For Guardians

The institution hopes for low-threshold cooperation so that the young person receives the support they need. Read more: [For guardians \(in Finnish\)](#).



## 2. PCDP

### PCDP – Personal Competence Development Plan

At the beginning of your studies, together with your Coordinating Teacher, you will begin preparing your Personal Competence Development Plan (PCDP).

**The PCDP specifies:**

- your personal goals
- the qualification units to be completed and how you will achieve the competence objectives and vocational competence requirements
- recognition of your prior learning
- learning methods that support your studies and learning
- the guidance and support you need
- any need for special support
- your career plan

The PCDP is updated throughout your studies, however at least every five months. Your prior learning may be identified and recognised as part of your qualification if it corresponds to the requirements of the qualification currently being completed. Your competence may be recognised on the basis of your previous certificates. You may supplement your prior learning or demonstrate your competence in a demonstration of competence. You will review your prior learning together with your Coordinating Teacher.

According to your PCDP, you have an attendance obligation in studies and workplace learning. Your Coordinating Teacher and your teachers monitor your attendance and absences.

**If your studies are not progressing** as agreed in your PCDP and you have absences (authorised or unauthorised), **discuss with your Coordinating Teacher or teacher:**



- factors affecting your absences
- how to acquire missing competence

If your studies do not progress according to the PCDP despite support measures and guidance, the institution is obliged to notify your guardians or legal representative through Wilma.

 **When is your first PCDP discussion?**

 **How does the PCDP benefit you?**

 **What prior learning do you already have related to your qualification (e.g. through education, experience or hobbies)?**

 **What should you do if you want your prior learning to be taken into account?**

 **What kind of support might you need for your studies?**

# 3. ATTENDANCE DURING STUDIES

## Taking Responsibility Is Important

**Make sure that your studies progress as agreed – this is achieved by taking responsibility for your own studies.** Unauthorised absences (in-person teaching, distance learning, workplace learning) will be addressed. [Responding to absences and preventing interruption of studies at Turku Vocational Institute \(in Finnish\).](#)

Your guardian or legal representative must explain/confirm the absences of a student subject to compulsory education in [Wilma](#) (in Finnish) even though students are also instructed to report their absences themselves to their Coordinating Teacher and 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.



# Follow These Steps if You'll Be Absent

## **If your absence is short (less than four days) and unexpected**

- Inform your Coordinating Teacher, the teacher supervising your workplace learning period or your workplace instructor as soon as possible
- Make sure that you acquire the required competence

## **If your absence is due to illness**

- If you repeatedly have absences due to illness, your Coordinating Teacher may ask you to present a certificate for sickness absence
- Report your absence to the workplace of your workplace learning period according to the instructions provided there
- Make sure that you acquire the required competence
- Contact your Coordinating Teacher or teacher if you need support for your studies

## **If the absence is due to a compelling reason, e.g. tutor activities, family matters or obligations**

- Inform your Coordinating Teacher, teacher or workplace instructor as soon as possible
- Make sure that you acquire the required competence

## **If the absence is due to a reason other than illness or a compelling reason**

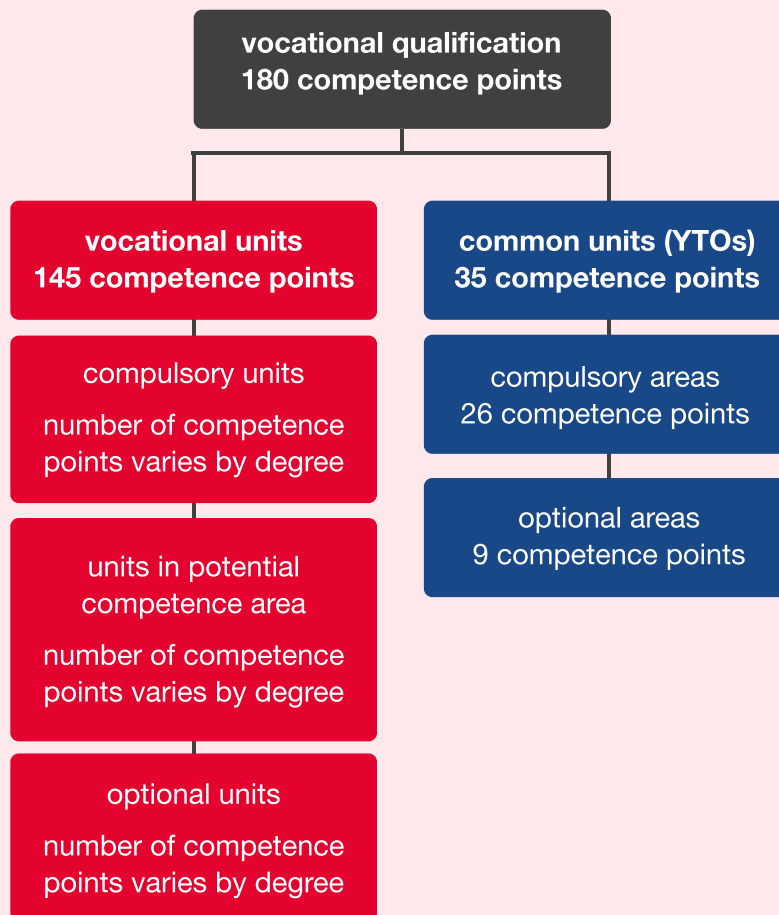
- If your absence is less than four days, discuss the matter with your Coordinating Teacher
- If your absence is more than three days, your Coordinating Teacher will advise you to apply to the Head of Education for permission for the absence
- Notify the workplace according to the instructions provided there
- Make sure that you acquire the required competence

## **If the absence is longer than two weeks**

- You may have to interrupt your studies temporarily and this may affect the progress of your studies and the benefits you receive
- Contact your Coordinating Teacher; they will help you submit an application in Wilma under Applications and Decisions.

# 4. QUALIFICATION STRUCTURE

## Vocational Qualification Units and Common Units



**Qualifications consist of compulsory and optional qualification units. The scope of an upper secondary vocational qualification is 180 competence points (cp). It consists of vocational qualification units (145 cp) and common qualification units required for all upper secondary vocational qualifications (Common Units, 35 cp). You can familiarise yourself with the national qualification requirements for your qualification in the [ePerusteet service](#) on Study-info and in the [TAI Studies service](#).**

Qualification units and competence areas of the common qualification units are assessed on a scale of 0–5. A student's competence is assessed by comparing it with the competence defined in the qualification requirements.

✍ What are the compulsory competence areas of the Common Units for all upper secondary vocational qualifications?

- 1.
- 2.
- 3.

✍ What are the compulsory vocational qualification units in your own upper secondary vocational qualification?

**Vocational qualifications and specialist vocational qualifications** include only vocational qualification units. The scope of a vocational qualification is 120 or 150 cp and the scope of a specialist vocational qualification is 160–180 cp. Units in vocational qualifications and specialist vocational qualifications are **assessed on a pass/fail basis**.

✍ Who are vocational qualifications and specialist vocational qualifications intended for?

## Acquiring and Assessing Competence

**You acquire competence through studying.** You can acquire competence in many ways through **in-person teaching, distance learning and workplace learning**. In workplace learning, training agreements (unpaid) and apprenticeship agreements (paid) of varying lengths are used.

You receive feedback on your learning, study progress and competence from your teachers and workplace instructors. Once you have acquired **sufficient competence in a qualification unit**, you demonstrate it by carrying out practical work tasks in working life. **Once you have learned and acquired sufficient competence, you may demonstrate your competence in a vocational skills demonstration.** Your competence is assessed jointly by a workplace representative and a teacher.

If you feel that the assessment should be changed, you may request a review of the assessment from your teacher. You may submit a request for rectification of the assessment decision. You may also improve your grades.

You may retake the vocational skills demonstration if you feel that you were unable to demonstrate your best competence and are dissatisfied with the assessment you received. Grades for competence areas of the Common Units may also be improved. You may ask your teacher for an opportunity to retake the assessment. Before improving your grade, you must acquire additional competence, and your teacher who assessed your competence will guide you in this.

**Competence points indicate the progress of your qualification.** You can follow the accumulation of competence points on the Studies page in Wilma. Participation in studies and attendance do not directly accumulate competence points. Competence points accumulate through competence, and grades are recorded only once you have demonstrated your competence in a vocational skills demonstration. Monitoring student progress in Wilma opiskelijanetenemisenseurantawilmassa.pdf

Studies in a qualification unit are marked as S = studies completed and SK = studies incomplete

✍ **If your studies are marked SK, what should you do?**

✍ **What should you do if your qualification does not progress according to your plan?**



# 5. GUIDANCE AND SUPPORT

## Guidance Staff

**The purpose of guidance is to support and encourage you** in many ways in your professional development and in completing your qualification or education. Guidance is based on early support and is positive, encouraging and preventive. Guidance and support are provided at the campuses by various responsible staff members, most often in cooperation. The learning support reform in vocational education and training that entered into force on 1 August 2026 means changes to how support is provided to students during studies and completion of studies. The essential principle is that support is provided as soon as the need arises. Support is low-threshold support and no administrative decisions are made in order to provide it.

- **The Coordinating Teacher** guides your studies and career and monitors the progress of your studies and implementation of your PCDP.
- **The teacher** teaches, provides guidance and feedback on your studies, and assesses your competence.
- **The vocational counsellor** supports and assists the teacher.
- **At Oppimo**, you can receive support and guidance for your studies. At Oppimo, you can study independently or under the guidance of a teacher. At Oppimo, you can also demonstrate your competence in the competence areas of the Common Units. TAI has several Oppimo facilities.

 **Contact details of your Oppimo:**

- **The workplace instructor** guides workplace learning in accordance with what has been agreed in the training agreement or apprenticeship agreement.
- **The Guidance Counsellor** supports you in your studies and future plans. The Guidance Counsellor listens, encourages and guides you in transition situations and future planning.

 **Name and contact details of your Guidance Counsellor:**

- **The Special Needs Teacher** supports challenges related to learning and provides support for studies and learning readiness.

 **Name and contact details of your Special Needs Teacher:**

- **The Head of Education** is responsible for educational activities at the campus and in the field of study and acts as the immediate supervisor of teachers.

 **Name and contact details of the Head of Education:**

- **The Study Secretary** assists, among other things, with matters related to certificates and Wilma passwords. **The electronic Student Services Office** provides electronic services for certificate-related matters whenever it suits you best.

 **Name and contact details of your Study Secretary:**

- **Student tutors** advise and help new students at the beginning of their studies and as their studies progress, and represent their field of study and the institution at various events.

- **The Community Educator** supports student wellbeing and sense of community, for example by building group cohesion, organising themed and break-time activities, and meeting students in everyday situations with a low-threshold approach.

**Student welfare services** are available to you if you are a student subject to compulsory education or an upper secondary vocational qualification student. Apprenticeship students primarily use municipal social services and occupational healthcare services. An apprenticeship student subject to compulsory education may use student welfare services. The service provider is VARHA, the Wellbeing Services County of Southwest Finland.

- **The Student Welfare Officer** provides help with social and financial matters. They support independence, studies and overall wellbeing and are involved, for example, in investigating bullying cases.

 **Name and contact details of your Student Welfare Officer:**

- **The Public Health Nurse** supports you in matters related to health, wellbeing and treatment of illnesses.

 **Name and contact details of your Public Health Nurse:**

- **A Psychiatric Nurse** is available to support you in matters related to mental health if needed.

- **The Student Psychologist** guides and supports students in matters related to psychological wellbeing and study ability. They provide support, for example, with stress, mood, coping, motivation, relationships, time management, performance anxiety, and support learning and wellbeing.

 **Name and contact details of your Student Psychologist:**

- **The Chaplain** and **Caretaker** are available to help you if needed.

## Early Support

If your situation requires discussion, you will be invited to **VARTU**, an early support discussion. You may also request a VARTU discussion yourself. Your Coordinating Teacher and Guidance Counsellor will participate in the discussion. If you are under 18, your guardian or legal representative will also be invited.

**Possible solutions** may include:

- Adjusting your PCDP to better correspond to your situation and needs
- Services provided by the Special Needs Teacher
- Referral to student welfare support services
- Assembling a multidisciplinary expert group (**MAR**) to assess your situation

✍ **What student welfare services are available at TAI?**

Our institution has many professionals and experts who can support you in different challenging situations during your studies.



# 6. BENEFITS DURING STUDIES

Your benefit has been granted for full-time studies. Continuation of the benefit is also subject to other conditions, such as income limits. If the conditions for your benefit are not met during your studies, the benefit may be reduced, recovered or discontinued.

It is important that you monitor whether you continue to meet the conditions for your benefit during your studies. You can follow the progress of your studies on the Studies page in Wilma. If it is unclear whether your studies qualify as full-time studies, discuss the matter with your Coordinating Teacher or Guidance Counsellor. You can ask the Student Welfare Officer for help with benefits and financial matters, for example regarding the effect of sick leave on your benefit.



### **If you receive Kela student financial aid and/or school transport subsidy**

- Make sure that your studies progress as agreed in your PCDP.
- Remember to notify Kela of changes in your circumstances so that school transport subsidy can be paid correctly. You may be entitled to school transport subsidy during workplace learning if the travel distance and other conditions are met. Apply for the benefit and report changes in [OmaKela. School transport subsidy \(KELA\)](#).
- Monitor that your income remains below the income limit. Notify Kela if your income exceeds the income limit. This affects your student financial aid and possible housing allowance. If you do not report changes, support may be recovered. See information on student financial aid on [Kela's website](#).

### **If you study with unemployment benefit in independent studies or labour market training**

- Monitor that in independent studies your studies progress at an average of at least 4.5 competence points per month of support. In labour market training, studies must be daily.
- Report all study-related changes to Employment Services.
- Monitor your income. If your monthly income exceeds the permitted amount, it affects the amount of the benefit (adjusted unemployment benefit) and possible other benefits. If you do not report this, overpaid benefits may be recovered.
- More information is available from Employment Services.

### **If you study through apprenticeship**

- Report study-related changes to Turku Vocational Institute Working Life Services.
- For institution days, complete the Invoice for Financial Benefits During Studies form if you apply for daily allowance, family allowance, travel compensation or accommodation compensation for unpaid days.
- See the [TAI Working Life Services pages \(in Finnish\)](#) for more information.
- Note! Make sure your livelihood is secured if you transfer from apprenticeship studies to full-time studies or vice versa.

### **If you study with rehabilitation allowance**

- You may apply for rehabilitation allowance if you have an illness or disability (medical certificate B) that limits your ability to work in the field. Further information on rehabilitation allowance is available from the Student Welfare Officer and on Kela's website.



# 7. YOU CAN INFLUENCE

## Student Activities

During Coordinating Teacher sessions, **group representatives** are selected from among the group to represent your group at feedback events organised by the Head of Education. The duties of a group representative also include participating in the annual meeting of the student union at your own campus and voting in the election of the board.

### Who are your group representatives?

You may stand as a candidate for the **student union board**. The aim of the board is to promote student wellbeing and a sense of community and to take a position on current issues. The aim of the student association **TAIKA ry** is to promote and safeguard students' common interests and organise recreational activities. The TAIKA board consists of the chairs and vice chairs of the student union boards. As a board member, you can participate in TAI activities as a student representative in different working groups.

By actively participating in the activities mentioned above or in student tutor activities, you accumulate competence points in the Common Units of the upper secondary vocational qualification.

TAI campuses have their own student wellbeing group, **OHRY**. Promoting student wellbeing is the group's main task. OHRY prepares an annual plan for promoting student wellbeing. The group includes students, possibly guardians and TAI staff.



✍ What issues would you like to influence and how?

✍ Who from your campus are members of the student union board?

## Feedback

TAI aims to provide an open, trusting and positive study environment. To achieve and maintain this, it is important to receive and provide **encouraging and constructive feedback**. Feedback is collected in different ways: teachers collect feedback on their teaching and the Head of Education organises feedback events for group representatives.

The national **Amispalaute survey** measures students' satisfaction with studying and completing their qualification. Feedback is collected at the beginning of studies and immediately after completion of the qualification.

All feedback is handled confidentially within the institution and used to develop operations.

✍ How is feedback provided?

✍ How is feedback processed?

# 8. SUCCESS FOR THE FUTURE

It is important that you **follow the progress of your studies in Wilma throughout your studies**. This helps ensure that you graduate within the target time. Your Coordinating Teacher also monitors the progress of your studies and, before graduation, checks that all studies included in the qualification have been completed. When you graduate, you will receive a certificate and a transcript of studies as an attachment. After your studies have ended, you can view your study records in [Studyinfo](#).

You have the opportunity to receive follow-up guidance from a [Guidance Counsellor](#) after graduation. Also familiarise yourself with the [Employment and Further Studies](#) page.

If you are applying to higher education, it is recommended that you familiarise yourself with the [study voucher \(in Finnish\)](#).

Success for the future!

**Graduate ready for anything – prepare for the best!**



**Follow TAI's social media channels!**



**@TAIturku**



**Turun ammatti-instituutti**



**Turun ammatti-instituutti**