



## The municipality of Piteå, Sweden

### Structured introduction and evaluation of work skills

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## How does it work?

The mentors and the workplace managers decide which work tasks are important to know and learn for the ability to work in the workplace. They also decide on the order in which these work tasks are to be taught. This list helps the mentors know that they have not forgotten to teach something to a trainee, and it helps the trainee to know what he or she has to learn for being able to work in the relevant profession. Below is the list of work tasks in the elderly-care setting where this project was implemented.

### First period

1. Introduction in the first week
2. Trainee checklist – welcome, introduction to the workplace, keys, etc.
3. Legislation, the trade union, and financial support from the trade union for unemployment
4. Professional confidentiality
5. Documentation
6. Personal hygiene
7. Communication with elderly people
8. Introduction to the language-support method and evaluation of skills

### Second period

9. Making the bed / a daily overview of the condition of the apartment
10. Dressing
11. The food situation
12. Washing and cleaning
13. Personal hygiene – showering
14. Personal hygiene – the upper body (hair care, shaving, oral hygiene, and hearing aids)
15. Personal hygiene – the lower body (the toilet, incontinence aids, and constipation and diarrhoea)
16. Contact with next of kin

### Third period

17. Management of tools in the medical area
18. Fever
19. Falling and fall-related accidents
20. Cognitive disabilities and dementia
21. Leg swelling
22. Stroke and TIAs
23. Angina

### Fourth period



- 24. Drugs and delegation
- 25. Making oral and written reports
- 26. The contact person / other responsibilities
- 27. Activities for the elderly

Simultaneously with learning the work task, the trainee trains in and learns the Swedish working language of that work task. This is where the language-support method is used.

Also, during the internship, the work skills are evaluated by the labour-market consultant, to measure the progress of the learning and how much the trainee has to learn before he or she can be employed. For conducting this evaluation, a documentation form with all the work tasks is used. Below, you can see a little example of what this template looks like.

0 = **not done**

1 = **received information** about the task/skill/area

2 = completed the task/skill/area **with guidance**

3 = completed the task/skill/area **with less guidance**

4 = handles the task/skill/area **independently / 'job-ready'**

Task/skill/area	Date	0	1	2	3	4	Sign
Personal hygiene							
Communication							
Making the bed / a daily overview of the condition of the apartment							
The food situation							
Washing and cleaning							

At the end of the internship, the trainee gets a certificate of the skills learned that (s)he can show to employers.