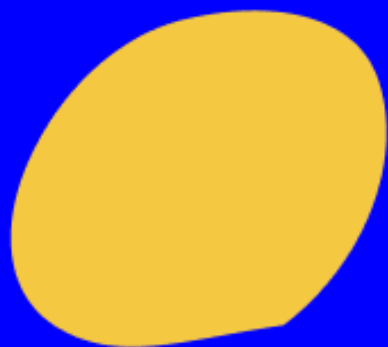




... for you as a  
**LIA Supervisor**





# Hello!

Thank you for welcoming our student for the practical component of their Higher Vocational Education (YH) program: LIA (Learning in a Work Environment).

We appreciate the time you dedicate to supervision and for sharing your knowledge and experience by offering a LIA placement. This makes you and your workplace one of the most crucial parts in the student's education.

## About Technigo

Technigo is a Swedish tech school, teaching worldwide. We help people change careers to Web Development and UX Design, and start working in tech. We offer live remote bootcamps within JavaScript Development (YH program), as well as online self-paced courses within JavaScript development and UX/UI Design.

We have a holistic approach to tech studies that focuses on friendship, inclusivity, trust, and personal growth. Teamwork, creative workshops, Slack discussions, and fun activities are included during and after the boot camps.

95% of students land a new job within six months after graduation with the help of a Career Coaching Program included in the boot camps.

## About the LIA Course

See the attached document for the LIA course syllabus.

## Suitable Tasks During LIA

There are many opportunities for meaningful and developing tasks during the LIA period. Tasks must be adapted according to the course syllabus and also to what suits your operations. Before the LIA, the student has completed several courses;



- Frontend Development with JavaScript (20 YH credits)
- Advanced JavaScript Technologies and TypeScript (20 YH credits)
- Web Accessibility (10 YH credits)
- React and Global State Management (30 YH credits)
- Backend Development with Node.js (15 YH credits)
- Fullstack JavaScript Projects (25 YH credits)
- Technical Recruitment Processes (10 YH credits)

*Remember! It's not legal to work for free. The purpose of LIA is to facilitate learning, not to let the student do free labour for your company.*

Feel free to contact the program coordinator for guidance on tasks, etc. In case of any issues during the LIA period, always contact the school.

## **Workplace Safety and Insurance**

The workplace is responsible for ensuring that general occupational safety regulations within the industry and the workplace's own safety rules are followed during the LIA period.

The student is insured through their studies under the terms provided by Kammarkollegiet (personal injury insurance). The insurance is valid within Sweden during the LIA period, during school hours, and for travel between home and "the place where school time is spent" (the LIA placement). For international students, an insurance permit will be provided by the school. More information about the insurance is available from Kammarkollegiet and Myndigheten för Yrkerhögskolor.

## **Costs Associated with LIA**

The LIA course is free of charge. The student should be able to complete their LIA without incurring costs for equipment necessary to complete the course adequately. The school informs the student that costs for travel and accommodation may arise if the LIA workplace is located outside the normal study area.



## **The Supervisor – The Student's Most Important Reference Person**

As a supervisor, you become a role model and have the opportunity to share your professional experience. The supervisor needs to be familiar with the program structure, have up-to-date knowledge, and be able to guide within the profession.

- You are the bridge into working life for the student in their new professional role.
- You support the application of theoretical knowledge into practical reality and are key to the student's career development.
- You introduce the student to the organization's work, equipment, routines, rules, confidentiality, and other responsibilities.

### **One or Multiple Supervisors?**

To optimize collaboration between the company and the education provider, a primary contact person, the "main supervisor," should be appointed. This person is responsible for coordinating and communicating LIA-related matters during check-ins and the final assessment.

Nonetheless, it can be beneficial to have multiple supervisors on-site to support the student during the LIA period. Supervisors can be responsible for different aspects or areas during the period.

## **Collaboration Agreement and LIA Planning**

Before the LIA period begins, a collaboration agreement must be signed by you as the supervisor and the student. The collaboration agreement outlines the obligations and commitments of Technico, yours, and the student's. Together with the student, you should also plan intended tasks and set goals for the LIA period.

To have a good start in your role as a supervisor and to make the student feel secure, it's advisable to consider the following questions:

- What are your expectations of yourself and the student?
- Are your expectations reasonable considering the time you're prepared to allocate?



## Before LIA Start: Checklist

- **Understand the Program to Identify Suitable Tasks:** Evaluate your existing projects and tasks to identify suitable assignments for the student. Also, review the course content and objectives in the syllabus. This helps create meaningful and educationally relevant tasks.
- **Communicate Expectations and Goals:** Be clear about what the student can expect and vice versa during the LIA period. Get to know each other by asking about the student's background, interests, and goals. Ensure both parties agree on what needs to be achieved during the LIA period.
- **Prepare the Workplace:** Provide necessary resources, such as work equipment, access to tools and software, so the student can work effectively and feel welcome. Make sure there is somewhere the student can sit at the office.
- **Plan for Supervision and Follow-Up:** Create a plan for how supervision and follow-up will be conducted during the LIA period. Schedule regular meetings to discuss progress, challenges, and questions that may arise. Be receptive to questions and provide constructive feedback and guidance when needed.
- **Communicate Workplace Policies:**
  - **Working Hours:** The LIA period is full-time according to your regular working hours.
  - **Placement:** The LIA will either be held on-site or hybrid remote, a fully remote placement is not preferable.
  - **Illness:** The student should report illness to the supervisor and provide a medical certificate according to the rules for sick pay. In case of recurring sick reports or absence longer than five working days, the supervisor must contact the program coordinator.
  - **Leave:** Any request for leave longer than two working days must be approved by the program coordinator.
  - **Confidentiality:** Inform about any confidentiality rules that apply at your workplace.



## **During LIA: Follow-Up and Assessment**

### **Follow-Up**

During the LIA period, a follow-up between you as the supervisor, us as the school, and the student should be conducted. This can be a digital meeting, call, or LIA visit carried out by the program coordinator or another person from Technigo.

The follow-up is a very important part of our dialogue with the industry, where we capture your and the student's thoughts and opinions about the LIA and the YH program. As a supervisor, you can always contact the program coordinator if questions arise.

### **Assessment of the LIA Course**

As a supervisor, you have the important task of assessing the student's efforts and learning development during the LIA period. The assessment template will be provided to you at the start of the LIA period, and the completed form should be sent to the program coordinator no later than seven working days after the end of LIA. We encourage you to fill in the template together with the student as a step in their learning/personal development.

When the student completes the LIA period, they usually appreciate being acknowledged by you as the supervisor. Have a concluding conversation with the student, and feel free to share the assessment you will submit to Technigo.

### **Demos and Retros**

Every Friday, the students have demos and retros with their teams in the program. This will continue throughout the LIA period as well, in order for them to share knowledge and insights, and support each other. These sessions are mandatory for the student and any other task or meeting on the workplace should, if possible, be planned around it. If the student's team agrees on moving these to a different time, that is alright. It is important that you communicate with the student regarding what information is confidential and should not be shared with other students during these sessions.



## **Gender Equality**

Technigo actively works on gender equality, based on the principle that everyone, regardless of gender, should have equal opportunities and influence regarding studies, jobs, careers, work, and employment conditions. We work for an open and positive climate at the program. Ideas and opinions should be freely expressed, and everyone should feel involved. We work from an individual perspective, and our students should experience that they have the same rights regardless of gender, sexual orientation, ethnic background, or disability.

We see a gender-equal workplace as something natural and positive, and value that students encounter staff, consultants, and management representatives of both genders during their education.

## **Contact**

Let us know if you have any questions or concerns. Reach out to us at:

Email: [student@technigo.io](mailto:student@technigo.io)

**Thank you once again for your time and dedication!**

/Team Technigo