

Tutor information LIA 1 (Learning at work)

International Business Logistics - Green Management, 400YHP, 2023

LIA period: 18/03/2024 – 21/06/2024

Week. 12 - 25 (14 weeks)



Four good reasons why you and your workplace should accept an LIA student

- LIA can become a way to find new employees for your workplace.
- As a supervisor, you get the opportunity to reflect and develop yourself as a person and coworker.
- As a supervisor, you get the opportunity to find new inspiration in your everyday life and challenge yourself.
- The student becomes an "extra resource" for your workplace.

Thank you for showing interest in cooperation regarding LIA

Hermods and its students are very happy that you, as a representative of a workplace, show an interest in cooperation regarding LIA, Lärande i Arbete. This makes you and your workplace one of the most important pieces of the puzzle in our students' education.

Contact information

Hermods

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Education leader

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About our education – International business logistics - Green management, 400 YHP, 2023

The logistics industry is a growing industry with various professional roles as an opportunity. As a business logistician, you have the opportunity to work with companies and organizations' foreign affairs with a focus on the environmental impact of logistics.

Courses included in the education

• Logistics and goods flow control •	30 YHP
Project management and business communication •	25 YHP
Sustainable transport and distribution development •	25 YHP
Business economics	25 YHP
• International trade, payment and financing • LIA 1	30 YHP
	70 YHP
• International purchasing and sales • Quality	25 YHP
and process development • International	25 YHP
trade law with environmental law • Transport law	25 YHP
and logistics agreements • Degree	25 YHP
project	25 YHP
• LIA 2	70 YHP

Total

400 YHP

(5 YHP corresponds to 1 week of full-time study)

LIA – Learning in work

LIA is the workplace-based part of our education and is there to give the student a deeper and practically anchored competence. In education, it is seen as a course with course objectives to be assessed based on performance.

It is completely free of charge to receive an LIA student. What is required is commitment, good tasks, the right work tools and a supervisor. This is because all parties must get as much out of the time as possible.

About the LIA course

The purpose of the course is for the student to function as a full-fledged employee at the company and be assigned concrete tasks. The tasks must, as far as possible, reflect the training steps completed before the LIA period starts.

The goal of the course is for the student to have a practical anchoring of most of the theoretical knowledge acquired before the LIA period.

After completing the course, the student must have:

skills in applying theories and methods to perform commonly occurring work tasks in the professional field.

What duties are appropriate under this LIA?

Possible tasks that reflect the goals of completed courses are as follows:

- Plan and design product and material flows with economic and environmental considerations
- Lead and work in projects and communicate with external parties
- Motivate environmental improvement solutions linked to logistics
- Analyze and evaluate various environmental problem areas within transport and logistics
- Calculate shipping cost based on weight and volume for different types of transport
- Make your own assessments for foreign transactions based on payments, financing and customs handling
- Create budget and calculations and manage Excel
- Choose the right payment method and form of financing in relation to business risk
- Analyze and plan for financial profitability in international trade
- Assess and produce relevant documents based on different countries of origin
- Apply purchasing and sales strategies as well as negotiation techniques
- Lead and develop business through purchasing and sales as well as carry out negotiations on a constructive and ethical way
- Identify, map and measure processes
- Evaluate situations and identify the applicability of legal rules
- Assess legal situations and evaluate agreements
- Apply theories and methods to perform commonly occurring work tasks within professional field
- Make situational analyzes and propose solutions to problems

The role of the supervisor

- as a supervisor, you are the bridge into working life for the students in a new professional role
- you are a role model for the student in the new profession
- you are a personal support for the student and a person who can become the key to it student career development
- you are the student's support when it comes to translating theoretical knowledge into practice reality

What do you do as a supervisor?

- keeps in touch with the school and the student before the internship - check with the student by phone, email or in another way a few days before the introduction
- defines and adjusts expectations and requirements for the student
- sets up a schedule for the student
- introduces the student to the workplace
- gives tasks of a simpler nature to the student so that he/she gets started with the work and feels that there is something to do and then increases the level of difficulty
- guides the student in the practical tasks
- answer questions and help the student

Cooperation agreement

Before the LIA period begins, a collaboration agreement must be issued that is signed by the student, you as the supervisor and the education director. In this collaboration agreement, Hermod's, the student's and your obligations and commitments appear. We also agree on an action plan for the LIA period, i.e. goals and tasks, which is specified in the cooperation agreement.

The important first meeting

As a newcomer to a workplace, it is extremely important to get off to a good start. Some tips for the first meeting:

- Take your time
- Go through the Cooperation Agreement • Plan the LIA period
- Agree on reconciliations

Mid-term assessment

When half the period has passed, a follow-up meeting must be held between you as the supervisor, the student and the education leader, when we will, among other things, agree on the basis of the action plan. This meeting can take place digitally via Teams. The education leader gives suggestions for days and times for the meeting in connection with the beginning of the LIA period.

Feedback and assessment

When the student finishes the LIA period, it is usually appreciated to receive one.

- A closing call
- Assessment based on the basis from Hermods
- Separate certificate from the LIA site

Rate the LIA course

LIA is a graded course. The grade must be either VG, G or IG. It is Hermods who sets the grade, not you as a supervisor. As a supervisor, however, you have the important task of handing over an assessment document that shows the degree to which the student has achieved the goals for the LIA course. In the documentation, you should make an assessment of the student's efforts and learning development during the LIA period.

In connection with the start of the LIA period, you will receive the assessment documents and can reconcile during the period. No later than 7 working days after completion of the LIA, the assessment form must be sent to the education manager at Hermods.

Practical information

For the student, it often feels important to become "one of the gang" as quickly as possible. As a supervisor, you can facilitate and speed up adaptation by informing about how it is done in your particular workplace with:

- Working hours, the LIA period is **full-time** according to the workplace's regular working hours
- In case of illness, the student must call and report in sick to the workplace. Show medical certificate according to rules for sickness benefit. In the case of recurring sick leave or absences longer than 5 working days, the supervisor at the workplace must contact the training director.
- Any wish for leave longer than 2 days must be granted by the education director.
- Special confidentiality rules
- "Unwritten rules" and safety procedures

Many workplaces have special confidentiality rules. It is important that the student is immediately informed of this. If a written assurance is required, arrange for it immediately.

Costs for the student in connection with LIA

The LIA course must be free of charge for the student. The student must be able to complete the LIA course without costs for equipment, such as protective equipment, which is needed to be able to complete the course adequately. Hermods informs the student that costs for travel and accommodation may arise if the LIA workplace is located outside the place of study.

Workers' protection and insurance

The workplace is responsible for ensuring that the general occupational safety regulations prevailing in the industry and the workplace's own occupational safety regulations are followed during the LIA period. The student is insured through his studies on Hermod's corresponding personal injury insurance according to the conditions at <http://www.kammarkollegiet.se>.

The insurance is valid in Sweden during the course period (LIA) during school time, and when traveling between home and "the place where school time is spent" (LIA place).

About us

Today, Hermods University of Applied Sciences conducts 35 university of applied sciences courses in the fields of Construction, Real Estate, Healthcare, Economics, Logistics, Technology for almost 1,800 participants.

We are located in 8 locations with permanent establishments (Gothenburg, Helsingborg, Karlskrona, Lund, Malmö, Stockholm, Östersund and Örebro), but work nationally as several educations are distance-based. See www.hermods.se/yh