

Welcome to NBI/Handelsakademin as a LIA Supervisor!



Being a supervisor is both educational, stimulating, and responsible. We hope that you will gain new and fresh competence for your company by supervising one of our students. LIA also provides you with a unique opportunity to get to know the student's development potential for your future recruitment needs.

This information includes:

- What is LIA?
- The supervisor's role and tasks
- Insurance for YH students
- Contact information for the education manager

Create your own future

www.nbi-handelsakademin.se

What is LIA?

LIA (Learning in Work) is the LIA (Learning in Work) is the involvement of the workplace in Higher Vocational Education. LIA is a practical course with course objectives that must be achieved and graded involvement of the workplace in Higher Vocational Education. LIA is a practical course with course objectives that must be achieved and graded.

The course constitutes 25–30% of the total education time and aims to give students practical experience in a workplace. The content of the education should be applied in concrete work situations with practical problem-solving.

The course should combine practical orientation with deep theoretical knowledge, and students should be trained to take responsibility for the components included in their professional role. It is therefore not a traditional internship but active learning in the workplace. It is arranged so that students act as participating students full-time but also serve as a resource for your company and participate in the ongoing work.

During their LIA period, the student should also carry out an independent task, which preferably should be based on a project you provide.

The supervisor's role and tasks

Being a supervisor also contributes to updating competence in the workplace and the industry, and in your role, you can develop yourself and your work through reflection.

Each LIA course has its educational goals, which should be communicated to you as a supervisor and your LIA company. The LIA course, like all courses at NBI/Handelsakademin, consists of full-time studies (40 hours/week).

The supervisor is important for both the student and NBI/Handelsakademin. You will be a support and role model for the student and get the opportunity to share your professional experience.

It is important for you as a supervisor to have up-to-date knowledge and be able to guide within the profession and understand the structure of the education.

The supervisor's tasks include:

- Introducing and informing
- Showing, instructing, practicing
- Reflecting and assessing
- Organizing and adapting LIA
- Planning and following up
- Filling in a supervisor's assessment

You and the student jointly develop a plan for intended tasks and set goals for the period. You agree on working hours and the setup of supervision with review and evaluation.

As a supervisor, you introduce the student to the tasks and equipment of the operation, as well as routines, rules, confidentiality, and other responsibility issues.

During the LIA course, the student should follow the company's working hours, ethics, and policies. The education and the LIA course are eligible for student aid, and the student is covered by liability and accident insurance through the Yh authority.

For the student, it is important to "become part of the team" as quickly as possible.

You can facilitate this by explaining how things work regarding:

- Working hours and breaks
- Lunch routines (times, lunchroom, etc.)
- Reporting illness and to whom
- Confidentiality rules
- Unwritten rules

LIA visits/Digital meetings are conducted by the Education Manager to capture your and the student's thoughts and views on the LIA course and education.

The visit/meeting is an important part of our dialogue with the industry and a part of the education's systematic quality work.

If any problems or questions arise, contact the education manager or the school.

At the end of the LIA course

You and the student arrange a meeting to review how the LIA course and cooperation have worked and what the student has accomplished.

As a supervisor, you are expected to reflect on and assess how the LIA period has functioned. It is good if you continuously provide feedback to the student.

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At the end of the period, you will also submit a supervisor's assessment. This, together with the student's LIA task, forms the basis for the education manager or teacher at the school to grade the course.

Another good way to document and follow the student's learning is to use a logbook or diary – it is an excellent tool for reflection and facilitates your work.

Learn more about us:

www.nbi-handelsakademin.se

Supervision at the workplace

- LIA visits
- At the end of the LIA course

You will receive an assessment form from us to describe the student's performance, how the skills matched the tasks you had to offer, and how you perceive the supervision process for you and your company.

The evaluation is an important part of the assessment and useful feedback for the student. We gratefully accept your ideas, tips, and suggestions for improvement.