

EDUCATIONAL PROGRAM:
SUBJECT "ON THE JOB TRAINING (FCT)"

IES GRAN CAPITÁN (CÓRDOBA)
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INDEX:

1. AIM.
2. LEARNING OUTCOMES.
3. ACTIVITIES.
4. METHODOLOGY.
 - 4.1. ORGANIZATION OF THE JOB TRAINING.
 - 4.2. JOB TRAINING'S FOLLOW-UP.
 - 4.3. UNIFORM.
5. ASSESSMENT.

1. AIM.-

Royal Decree 1147/2011, of 29 July, Article 25.2, which contains the general legislation of vocational training within the current Educational System, it establishes the following objectives to achieve within the professional module named "On the job training (FCT)" :

- a) To acquire the professional competences of every Diploma, in this case, Higher Technician in Tourist Accommodation Management, in the educational centre.
- b) To acquire an identity and professional maturity that empower students to a lifelong learning and a to adapt continuously to changes in the labour market.
- c) To acquire knowledge in production, marketing, financial management and social-labour relations of businesses to facilitate their labour integration.
- d) To assess the most important details of the professional skill gained by the student in the educational centre as well as to prove all items required for employment.

2. LEARNING OUTCOMES.-

- Identifies the company's structure and organization relating them to the production and selling of the tourist accommodation services.
- Applies labour and ethic habits in his/her professional activity according to the characteristics of the job position and the procedures established by the company.
- Carries out and coordinates the different activities of the Housekeeping department identifying and using control means, equipment and tools and applying techniques and procedures in accordance with the established instructions and norms.
- Carries out and coordinates the different activities of the booking, reception and management areas identifying and using monitoring means, equipment and tools and applying techniques and procedures in accordance with the established instructions and norms and customers' situation.
- Carries out the different activities of the sales department or events marketing using monitoring means, equipment and tools and applying techniques and procedures in accordance with the established instructions and norms.

3. ACTIVITIES.-

The activities to be carried out by students in the different functional areas of the workplace are as fo:

• Housekeeping, laundry and linen areas:

1. To accompany cleaning ladies and/or chambermaids in their daily tasks in order to know the production process of the Department.
2. To supervise the servicing of guest rooms and common areas, issuing the relating report.
3. To prepare and present inventories of material and technical equipment of the department.
3. To collaborate in the washing, storage and distribution of linen and clothing of the establishment.
4. To identify risks associated with the use of equipment, cleaning agents and laundry and linen products.
5. To observe and check the implementation of legal safety and hygiene standards and those other set by the workplace.
6. Filling of coverage requests.
7. To collaborate in the preparation, decoration and setting up of meeting rooms.

• Commercial-booking department.

1. To make reservations of the different services being marketed by the establishment.
2. Updating of the “plannings” of reservations.
3. To elaborate tables and statistics requested, through the compilation of data.
4. Filling, classification and file of the department’s internal documentation.

• Reception Area (Front-desk).

1. To update the client file.
2. Filling, classification and filing of the department’s internal documentation.
3. To carry out check-in and check-out of guests.
4. To process and review the documentation, checking its correctness in form and substance.
5. To offer all the services of a reception.
6. To register and charge the services consumed by guests.
7. Handling of internal and external communication.
8. To attend and advice guests, and report on all the services on offer that best meet clients’ needs.
9. To inform and advice clients on the facilities, entertainment services and means of transports that the locality has on offer.
10. To start and handle technical equipment and tools of the department.
11. To use, when applicable, a foreign language within the reception department.

4. METHODOLOGY.-

The duration of the subject of “On the job training (FCT)” for the student of the present training course is of **370 hours (22 ECTS credits)**. The working day will last 7-8 hours at the most from Monday to Friday. Saturday and Sunday will usually be the rest days.

This job training will commence between 14th and 18th March 2016, and will last until completing the mandatory number of hours, never beyond mid-June 2016.

Regular job training attendance is compulsory over the time period above.

Student’s work absence for a day due to illness must be reported to the labour tutor as soon as possible. If this work absence goes beyond two days, the student will have to hand the labour tutor a doctor note.

In compliance with the Order 11 of September, the educational centre and the workplace will sign a training programme for each student developing the job training,

This training programme agreed with the workplace’s labour tutor, must be drawn up by the educational tutor who is to monitor the job training. Such a document must comprise the following key points:

a) All the training activities related to the learning outcomes of the subject “job training” and the General Competence of the Diploma. These activities must meet the following characteristics:

1.º To be realistic and reachable, being adapted to the characteristics of the position.

2.º To empower the student to use the devices, facilities and technical documentation related to the company’s production processes.

3.º To facilitate student’s rotation among the different positions of the establishment, in accordance with the professional profile of the diploma. In particular, student’s rotation should be carried out among the following functional areas of the establishment:

a) Housekeeping.

b) Commercial and booking.

c) Reception and communications.

4.º To avoid recurrent and irrelevant tasks to the acquisition of the different skills.

b) Calendar and timetable of the job training.

c) Assessment criteria which enable students to show the achievement of each learning outcome included on the diploma.

4.1. ORGANIZATION OF THE JOB TRAINING.-

Prior to the start of the job training period, the school will conduct a full selection procedure among the different applicants, in order to select the students that will be awarded a Erasmus scholarship for work placements.

4.2. JOB TRAINING'S FOLLOW-UP .-

The monitoring of students' job training will be developed in line with the article 13 of Order of 11th septiembre:

1. Second year training course's teachers will comply with the follow-up of students' job training.
- 2.. The monitoring will be carried via videoconferencing (skype) and emailing. The education tutor will contact the student once every two weeks at least through.
3. Student will count on their corresponding training programme before starting their job training.

4.3. UNIFORM.-

The company will provide the student with the mandatory uniform to dress when in the workplace. Failing that, the student will use a uniform that meets the company's requirements in line with its dress code. Moreover, they will have to pay special attention to their personal image when in the workplace.

5. ASSESSMENT.-

The assessment of the professional subject "Job Training" will be developed in accordance with the article 16 of the Order 11th September, which includes as follows:

1. The assessment of this professional subject will aim to determine that the student who studies it has acquired the General Competence of the diploma through passing the different learning outcomes of the subject.
2. The student will count on two calls at most to pass this subject.
3. The outcome assessment of this subject will be conducted by the same teacher responsible for job training's monitoring.
4. To control and assess all the different training activities, both the educational and the labour tutors will review students' weekly monitoring sheets which include all the different activities carried about by the student and the time spent on them. The educational tutor will hold liability for the correct filling of these sheets. Once the the professional subject of "job training" is over, students have right to get these sheets back.

5. Besides the information included on the weekly monitoring sheets, the assessment of the professional subject of Job Training (FCT) will take into account the labour tutor's report.
6. Once the student's job training is over, an assessment session will take place to work out students' promotion.