

**Check list n. 4 – How to organize a study visit - Workplace Tutor**

*Before study visit*

- ✓ Give to the school tutor the main contacts for the study visit and the main logistical information
- ✓ Organization of the study visit in all its aspects / sectors / departments
- ✓ Determine a study visit structure that allows students to move in small groups
- ✓ Consider how students can talk to employees with different levels of responsibility within the company

*During the study visit*

- ✓ Provide all information regarding safety
- ✓ Briefly highlights the skills used in the Work and helps students understand the connection between these skills and what they learn at school

*After the study visit*

- ✓ Give feedback to the school tutor so the program can be improved in the future
- ✓ Stay in touch with the school tutor and with the students for the next steps
- ✓ Presents a relationship to the HR / employer for further improvement of the study visit