



**RÄPINA
AIANDUSKOOI**
nutikas looduslähedane elu

course..... student

Individual Work Practice Report

(florist)

Venue of the practice and period

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Student's Self Assessment - professional knowledge and skills

(To be filled in by the student **BEFORE** their work practice)

Assessment scale:

A – I am highly competent

B – I am generally competent but make some mistakes, but am able to identify them

C – I make some mistakes, because I don't remember the right way to do things

D – I make many mistakes and don't understand much about the task

E – I have never done this before

No	Knowledge and skills	A	B	C	D	E
1.	Growing and taking care of bedding plants Goal: the student is able to grow and to take care of bedding plants (including cut flowers, cut greenery and houseplants in flowerbeds, greenhouses and indoors), following the growing requirements and agro-technology, to collect and store the production.					
	Explains agro-technology of growing bedding plants and the classification of plants					
	Prepares surface for seeding and planting, seeds and plants seeds/plants following agro-technological requirements					
	Takes care of plants following the demands of agro-technology					
	Harvests and stores the production and prepares it for sale					
	Knows the requirements of environmental protection and work safety as well as first-aid procedures					
	During the work practice develops professional knowledge, skills and attitudes acquired at school					
	Comments (optional):					
2.	Making flower arrangements Goal: the student is able to implement the principles of composition and design while making different flower arrangements, to develop one's knowledge and skills through continuous professional development.					
	Understands and compares different designs of flower arrangement and uses design elements based on rules of composition in their own work					
	Knows and chooses different plants and technical tools and uses them keeping in mind the goal					
	Chooses the correct techniques and working methods, is able to make different flower arrangements based on calculations					
	Uses flowers and other materials skilfully considering the particularities of the room and occasion as well as etiquette					
	Uses and develops knowledge and skills through continuous professional development, open-mindedly acquiring new techniques, methods and work tasks					
	During the work practice develops professional knowledge, skills and attitudes acquired at school					
	Comments (optional):					
3.	Decorating rooms and indoor greenery Goal: the student is able to design and decorate rooms, using plants and other materials, progressing one's knowledge and skills via continuous professional development					

	Specifies and chooses different plants, technical and decorative additions and uses them to meet the wished results					
	Chooses the correct technique, methods of work and materials, makes various decorations following work instructions					
	Is able to make a design plan and decorate the room according to it					
	Takes care of indoor plants according to care instructions					
	Uses and develops knowledge and skills via continuous professional development					
	During the work practice develops professional knowledge, skills and attitudes acquired at school					
	Comments (optional):					
4.	Selling to and advising a client Goal: the student is able to service clients according to the good service practice and is using communication skills creatively to deal with clients from different cultural back-round in various language and work situations					
	Prepares goods, tools and materials for sale					
	Designs floral displays in a shop and on shop windows according to the sales strategy and interior design					
	Discovers clients needs and requirements, advises clients and recommends goods in a professional way					
	Sells goods and conducts transactions with clients, packs goods according to their specific requirements, follows the principles of good service					
	Is the mediator of a clients problems and complaints, analyses feedback					
	During the work practice develops professional knowledge, skills and attitudes acquired at school					
	Comments (optional):					
5.	Managing, instructing and arranging sales Goal: the student develops understanding of managing and arranging sales following the future goals and interests of the company, uses these skills to arrange sales and instructs co-workers according to his/her expertise.					
	Understands the basic principles of economics, enterprise and marketing generally and in the context of the floristry business, has an overview of competitors and co-workers and also trends in economics					
	Manages supplies, composes and manages documents related to the order, including calculations and prices					
	Understands human resources basics, instructs co-workers according to his/her expertise, following the needs of the company					
	During the work practice develops professional knowledge, skills and attitudes acquired at school					
	Comments (optional):					

2. Diary of the work practice: description of works and assessment of supervisor

(To be filled in by the student and submitted to the supervisor on daily basis)

Date	Working hours	The description of implemented tasks, amount (pc, m ² etc) and opinion about the work done	Supervisor's assessment and signature

Working hours in total:

Student (name, signature):

Supervisor (name, signature):

3. SUPERVISOR'S assessment

EVALUATION	Excellent	Good	Fair	Needs improvement
Preparation of work place				
Following the rules of safety at work				
Knowledge of tools and equipment				
Proper methods of work				
Knowledge & application of materials				
Knowledge of work sequence				
Vocational knowledge				
Level of vocational skills				
Working speed				
Punctuality of work performance				
Responsibility of work performance				
Sustainability and diligence at use of tools and equipment				
Use of work time				
Cooperation				
Teamwork skills				
Sense of duty and diligence				
Tension and stress tolerance				
Mastering new situations				
Showing initiative				
Communication skills				
Suitable appearance at work, work attire				
Reliability				
Eligibility for occupation				
Environment friendly behavior				

Comments and recommendations

Evaluation of organisation of the traineeship

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Evaluation of the topics of the traineeship

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Evaluation of the trainee's beforehand knowledge and training (level of theoretical and practical skills)

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Evaluation of the successfulness of the trainee (analyzing how the trainee managed different work tasks)

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Traineeship rate (5-point system, from 1 to 5)

Would you employ a worker with such qualities and experience?

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Name of the company:

Name of the supervisor:

E-mail address:

Supervisor's signature:

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	Comments (optional):					

5. INDIVIDUAL WORK PRACTICE REPORT

(To be filled in by the student)

1. General opinion of the venue of the individual work practice: a) Description of the company b) The field, products and services offered by the company c) the structure of the company and the position of the trainee in it

2. The description of the main work tasks during the individual work practice: a) list of the tasks b) the equipment and technologies used c) new skills, techniques and technologies acquired

3. Assessment by the trainee: a) assessment of the company as a venue to achieve the goals of the individual work practice b) the trainee's self-assessment of fulfilling the tasks c) assessment of the work culture and safety in the company

4. Summary of the period of the individual work practice