**Individual Training Plan**

***Monitoring check:***

* + - *Here, the individual training plans need to be attached, after the signing of the training contracts.*
    - *A cross* **** *in the respective box indicates all work activities, which the trainee will be exposed to during the training. The training plans must be signed accordingly by all company instructors and the company manager, before the training starts.*
    - *At the end of the training, the trainee will specify, all work activities that he has been exposed to, by a cross* **** *for each work activity, and by his/her signature.*

***Purpose and utilization of the training plans:***

The quality of the DCT training on the farm crucially depends on an appropriate planning, in order not to assure that each trainee is de facto exposed to all necessary work activities.

The **individual training plan** serves as a tool to plan the learning contents and and to monitor the learning progress during the modules.

The individual training plan is integral part of the training contract between the trainee and the company. With the signature of the training contract the company manager confirms, that the trainee will be trained along the agreed contents in the training plans.

At the beginning of the training, the company manager is expected to assign the trainee to specific set of work activities, which are linked to specific work stations in the company.

For each work station he/she will also assign a specific instructor, who is responsible to instruct and supervise the trainee in these work activities. This instructor will also be held responsible, if the student is not able to be exposed to the indicated work activities during the training.

It must be understood that the work activities are related to competencies which will be assessed during the final practical assessment. Missing out one of the work activities would mean that the trainee may not have enough experience to master the final practical assessment.

The work activities are linked to up to xx work stations. The company manager is free to decide about the length of the period of each station, as long the minimum period of time at each work station is kept.

The rotation plan (see chapter 1.3 of trainee report book) will help the company manager to specify the period, in which the trainee will be exposed to which work station / set of work activities.

**At the beginning of the training** in the company, the intended work activities and the time period will also be explained to the trainee.

Some company may not be able to cover all work activities. In this case, the DCT coordinator may need to arrange that the trainee for at least 2 weeks will be trained in another company.

**At the end of the training** in the specific company, the trainee has to confirm with a cross ****, which work activities have been covered during the training.

The company instructor from each work station, together with the trainee has to continuously monitor the training plans, and to identify missing work activities, and make them up.