**Rotation Plan**

***Monitoring check:***

* + - *Here, the two rotational plan for the trainee need to be attached, at the beginning of the training. They must be counter-signed by all company instructors, and the company manager.*
    - *For each company, a separate individual rotation plan needs to be made. Adjustments are possible, but need to be justified by the instructor.*
    - *Compare the real work activities mentioned in the weekly work reports (Chapter 1.4 of trainee report book) versus the planned activities, and identify possible gaps in the training, and strategies to make them up.*

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

The quality of the DCT training in the company crucially depends on an appropriate planning, in order to assure that each trainee is de facto exposed to all necessary work activities.

The **individual rotation plan** serves as a tool to plan the best possible **timing** of the work activities for each individual trainee. At the same time, in combination with the work reports, it is used to monitor the work activities against the planned activities.

The name rotation plan refers to the system of rotating a trainee over a set of key work stations, wherein the company has the freedom to determine the best time for the allocated instructor and the work station.

Each company has its own seasonal patterns and internal staff and work planning. Therefore the timing of the work activities needs to be done by the management of each company, considering the appropriate seasonal work, the availability for specific company instructors, and the general planning of work loading.

However, as companies are often confronted with sudden changes of weather situations, or seasonal work patterns, the management has still the necessary freedom to change the rotation plans accordingly.

In this context, the training plan (chapter 1.2 of the trainee report book) needs to be translated into a time-bound rotation plan of work activities, for each individual trainee.

**At the beginning of the training** on the company, the company manager will provide the trainee with the rotation plan, which specifies intended work activities and the time period in which these work activities will take place.

If deviations from this rotation plan are necessary (e.g. due to changes in the weather situation), the rotation plan *can be adjusted*. However, the company instructor has to inform the trainee about the reasons for the changes, and the new schedules.

More so, the company instructor is responsible to make up missed work activities during a future point in time.

**At the end of the training** all planned activities need to be covered, confirmed with a cross **** and a signature by the trainee in the training plan.

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