

## Benefits for the student

- You learn working life skills from experienced professionals
- You get paid while training for an occupation
- You obtain a qualification and gain valuable work experience

## In addition, you get

- Wages based on collective agreement
- Fixed-term employment contract
- Benefits included in the employment contract (e.g. insurance, vacations)
- Free education and training
- Social benefits for students during theoretical studies

For more information:

→ [www.studyinfo.fi](http://www.studyinfo.fi)

→ [www.oppisopimus.fi/en](http://www.oppisopimus.fi/en)

→ [www.osaan.fi](http://www.osaan.fi)

Finnish and Swedish only

→ [www.te-palvelut.fi](http://www.te-palvelut.fi)  
and other employment sites

Opetus- ja kulttuuriministeriö

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Apprenticeship:  
**THE SPIRIT OF  
LEARNING,  
THE JOY OF  
WORKING**

If you believe that the best way to learn a job is by doing it, apprenticeship is for you. In apprenticeship training you learn in the workplace and only 20% of the study time is spent on a school bench. You can train for several different qualifications.

Remember that your own activity is essential. Decide what field you are interested in and find an apprenticeship place in a suitable company. If you are already employed, you can improve your professional skills without lowering your wage level.

# Find a good place and make a contract

Finding and apprenticeship place is like normal job hunting. Be well prepared for contacting a potential employer. Familiarize yourself with the company, think about what you would like to learn and how you would describe your strengths. Apprenticeship may be a new concept to the employer so be prepared to explain what it is. The apprenticeship office may pay training compensation to the employer. If you are an unemployed job seeker, ask in your local Employment and Economic Development Office (TE Office) if the company is eligible for a pay subsidy. This is important information for the employer.

When you find a suitable place, negotiate with the employer about work contract matters (e.g. wages, working hours, collective labour agreement followed and whether the employer will pay you for school days). Finally, make an appointment at the apprenticeship office to make a contract.

After the apprenticeship contract has been made, the apprenticeship office will find a place for you in a suitable educational institution for your theoretical studies. This means that your work and studies can begin!



## What is apprenticeship training?

- **Learning and vocational skills development in the workplace**
- **Goal: obtaining qualification**
  - on-the-job learning with the help of a workplace instructor and the work community
  - 80 % in the workplace and 20 % in an educational institution (school)
  - For youth and adults
- **Apprenticeship training also possibility for entrepreneur**
  - develop your business
  - develop your professional skills

## What qualifications?

- **Vocational (upper secondary) qualifications 2-3 years**
  - competence to enter employment in the field
- **Further vocational qualifications 1-2 years**
  - vocational skills required of skilled workers in the field.
- **Specialist vocational qualifications 1-2 years**
  - command of the most demanding tasks in the field and supervisory duties



### FIND OUT

- what apprenticeship means
- what the education and training will be like



### PREPARE

write a CV or a short pitch  
(= a "sales speech" about yourself)



### FIND a workplace



### CONTACT your local apprenticeship office



The apprenticeship office  
finds you a place in  
an educational institution  
(school)

WORK AND  
STUDIES BEGIN!