

Workplace training module in work centers

Ciclos Formativos de Grado Superior del Centro de Formación Profesional de la



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1. Conditions of the workplace training module in work centers (FCT)

Training in Work Centres (FCT) are unpaid training practices in companies, which are part of the curricular training program and carried out by the student through a collaboration agreement between the teaching center, the company, and the student.

The student does not have, in any case, a link or employment relationship with the company.

The student will not receive any economic status from the company or entity in the concept of remuneration for the realization of the FCT.

Objectives:

- Develop, in a work context, acquired curricular learning.
- Contrast skills and interests with a real work environment as a support for professional guidance.
- Integrate into the functions and processes of work and in the framework of social and labour relations that have a place in companies and entities.
- To increase new knowledge and skills related to the learning objectives established in the curricula of the teachings that are being studied.
- Acquire knowledge and skills that facilitate the transition to active life and work insertion.

The student is obliged to:

- a. Asistir a las prácticas acordadas, cumplir el horario establecido e informar de las actividades diarias ejecutadas de entre las previstas en el Plan de actividades, recogido en el aplicativo de seguimiento QBID.
- b. Fulfilling the four practices in the QBID: <https://www.empresainformacio.org/sBidAlumne/>
- c. Respetar las normas, la política de protección de datos y de confidencialidad y la imagen corporativa establecida por la empresa o entidad colaboradora.
- d. Respect the applicable legislation on the prevention of occupational risks.
- e. Maintain a fast and fluid communication with the tutor and the UDP.

The student during their period of practical training in the companies must have a practice tutor at the Educational Center that guarantees their approval.

The functions of the FCT tutor are:

- a. Collaborate with the identification of collaborating companies for the development of the FCT module.
- b. Inform students about the FCT.
- c. Carry out the programming of the FCT.
- d. Specify with the company the Plan of activities that the student must carry out.
- e. Provide the information to the Unit of Practices and Work Exchange (UPiBT) and the documentation necessary for the elaboration of the FCT agreement.
- f. To follow, evaluate and control the practical training phase in the work centres through the QBID database.

- g. Supervise the evaluation of the FCT module.
- h. Determine the forecast for the realisation of the FCT and exemptions.
- i. Evaluate the process and realisation of FCT by the student.

Practices are the first gateway to the world of work, so all selection processes must be overcome. The company, once the student is interviewed, can resume its candidacy. In this case, the UPIBT of the UAB Foundation will look for another place so that the student can carry out their practices.

The Centre undertakes to offer a place for the FCT to each student.

The agreements must be signed by the student, the company, and the management of the Centre before the start of the FCT. Academic Secretariat must keep a copy signed by all parties in the student's file. In the case of starting the training in the company without the agreement being signed by all parties and Academic Secretariat has the copy of the Center, the student will not be computed these hours to effect of FCT times.

No student, under any circumstances, can incorporate into a practice process without the appropriate agreement. This is the document that, among other things, guarantees the correct coverage in the event of an accident.

The Centre tutor must be informed of any aspect related to the development of the FCT. The student who does not communicate any change regarding the FCT, will be able to cancel the agreement, losing the hours made until that moment and / or can be evaluated negatively.

In the event of a conflict or incident between the student and the company, the Centre's tutor via e-mail will be contacted.

In case of illness or absenteeism for justified cause, the student will communicate it to the company, deliver the corresponding justification and collect absenteeism in the QBID.

Any modification of the FCT opening hours must be communicated to the Centre and will be included in a new agreement to be signed by the company, the Centre's management, and the student. They will not be counted in any case, hours of practices that do not extend collected in the agreement.

The abandonment of the FCT by the student or the proposal of termination of the FCT by the teaching team or the company due to behaviors or inappropriate attitudes of the student, can achieve the negative evaluation of the hours already carried out in the work center and the agreement will be finalized. It should be noted that the times of the agreements that have a negative valuation do not count.

In order to carry out the FCT, the student cannot have an open disciplinary file.

2. Exemption from the module

In the event that the student proves that he/she has achieved the basic objectives partially or totally through the work experience, he/she can request the total or partial exemption of the FCT module. Two partial exemptions cannot be added.

- The exemption of 100% of the total hours of the CFGS module is granted if the student accredits the professional experience corresponding to several hours equal to or greater than those of the FCT module related to the professional and work environment and the main occupations and work opportunities of the training cycle.
- The partial exemption of 50% of the total hours of the cycle module is granted if the student accredits the professional experience corresponding to several hours equal to or greater than 50% of those of the FCT module related to the professional and work environment and the main occupations and work puestos of the training cycle.
- The exemption of 25% of the total hours of the CFGS module is granted if the student accredits work experience in any professional activity. It must be accredited, as a minimum, twice as many hours of the CFGS practice module as requested by the exemption.

The student who wants to request the total or partial exemption from the FCT module must have read the necessary documentation to the Academic Secretariat and the management of the Center will solve it.

The request must be through the online procedures ([Online Traffic Service](#)) and must be accompanied by the corresponding accrediting documents.

2.1. Substitutes for 50% and 100% exemption:

In the cases of exemption of 50% and 100% it must be presented:

- Employment history report issued by the General Treasury of the Social Security.
- Certificate or report of the entity or company which contains the hours of work experience that detail the activity, functions and tasks that the student has carried out.
- Memory of the tasks carried out in your working life that prove that you have achieved the basic objectives partially or totally through the work experience.

2.2. Substitutes for exemption from 25

In the suppositions of exemption of 25% and 100%:

- Employment history report issued by the General Treasury of the Social Security.
- The Management of the Centre may request other documents, to check the competences or experience corresponding to the work related to the respective professional studies.

The exemptions will be processed no later, during the month of December of the course in which the student is enrolled in the FCT. In the case of obtaining the total exemption from the FCT module, it is qualified as **Exempt**.

3. Evaluation of module

The evaluation of the FCT module corresponds to the evaluation board of the Center. The evaluation of the FCT module will be continuous during the student's stay in the company.

At the end of the FCT, the person responsible for the training of the company, tutor of the company, will assess the evolution of the student, through a report that will be incorporated into the practice room recognized in the QBID.

The evaluation will be carried out between the tutor of the center and the company, each representing 50% of the grade.

The evaluation of the FCT module must consider the assessment made by the company and take as a reference the learning results, the evaluation criteria and the reference training activities agreed with the collaborating company or entity.

The evaluation by the tutor of the center will consider the process taken by the student, the attitude, the fulfillment of the obligations, etc.

It should be borne in mind that accepting a proposal by electronic mail is sufficient to establish the obligation to carry out the practices in the assigned company. **Once the company assignment has been accepted, the student will not be able to refuse to sign the agreement.**

The tutor of the FCT Centre and the person responsible for this training in the company will take into account the assessment that the student makes when determining their suitability and correcting, if necessary, the possible deficiencies, which will be included in the QBID's four practices.

4. Module Qualifications

El mòdul de la FCT se califica como Apt or **Not Apt**. The qualification will be accompanied by a guiding assessment of the level of achievement of the professional competences collected in the four practices, in the terms of MUY BUENA, BUENA or BIEN, SUFICIENTE in the case of **Apt**, and **Passive** or **Negative**, in the case of **Not Apt**. Observations can also be made.

If, to complete the FCT period, the expected dates for the final evaluation of the CFGS are rebased, the FCT module must be recorded in the final evaluation report as an evaluation pendiente. Once the FCT has finished, it must take the corresponding evaluation session and call it in ordinary call.

In the calculation of the final qualification of the CFGS, the **qualifications of Apt or Exempt** will not be considered.

5. Calls for applications for the module

The student **can only be evaluated** from the FCT module **two times** in the same Educational Center.

6. Calendar

The objective of the Professional Training Center of the UAB Foundation is to maximize the approval of the student's stay in the company and, therefore, it is sought that the student knows the reality of the business world once they have completed their knowledge and competences in the academic field, in this way they can better focus their project for the professional future and their possibilities of labor insertion.

The effects for the realization of the FCT were marked by the academic calendar. The teaching in the classroom of the UF of 2nd year corresponds to the 1st and 2nd term of the course and the 3rd term is reserved for the realization of the FCT and, therefore, the stay of the **student in the companies will be developed between the months of March and July of the 2nd year of the CFGS.**

The student will adapt to the practice schedule (tomorrow and/or afternoon) that the company indicates according to its availability and needs.

The students who have to take some UF of 1st year must attend the classes established in the academic schedule of the Center. The Center may cancel the agreement for those students who do not attend classes regularly.

For students of 2nd year who have not passed all the UF of first year, the corresponding evaluation board will have an individualized assessment of the degree of achievement of the objectives of the UF, of the reasonable possibilities of recovery and of the foreseeable approval that the student can obtain from the FCT.

The FCT has a duration of 416 hours for the new plan, and 350 hours for the old plan. The duration of the practices can be extended to 30% of the total scheduled times.

The practices will be carried out from 8 a.m. to 10 p.m. and can be carried out at the end of Mondays in Saturday, except on festive days.

Practices can be done with a maximum of 8 hours a day and 40 hours a week. It must be guaranteed that the student will have a month of vacations, in the month of August.

The student repeating or registering for ueltas subjects can do up to eight hours a day of practice, as long as they do not exceed the nine hours/day and the four and five hours a week in the whole of the FCT and school hours. It must be guaranteed to attend class of those UF that you are studying.

Students of 1st year of the CFGS who have achieved the positive evaluation of all the UF taken in the 1st year of the CFGS, in ordinary or extraordinary call, can request the tutor of the FCT of the Center to carry out a part of the FCT during the summer months, from the end of the teaching period and evaluation of 1st year to the beginning of the teaching period of 2nd year, it is excluded in August.

7. Assignment of companies

The UAB Foundation has the UPIBT) in order to find companies so that students can take the FCT module.

The companies with which the Centre has signed an agreement have been assessed with quality criteria and cover the area of influence of our Centre: Barcelona and its metropolitan area and the Vallès.

The assignment of practices is made considering the preferences of the student.

The student can propose a company for the realization of the FCT that will be evaluated by the Management of the Center and tutor of the FCT in order to decide on its suitability.

The FCT cannot be carried out in family businesses of 1st or 2nd degree of consanguinity.

If the student rejects the FCT offer made by the Centre, he has no obligation to look for another. The student will be responsible for seeking an offer by himself, which must be validated by the Management of the Center and tutor of the FCT in order to decide on its suitability.

If for reasons attributable to the student, either due to non-compliance with the rules of the company, the Center or due to inappropriate attitudes, the agreement will be annulled, the student must seek a new place for his account, which must be validated by the Management of the Center and tutor of the FCT in order to decide on his suitability.