

## **Instructions – Project tasks and feedback for the on board training**

A part of the instructed on board training is to complete tasks in the on board training record book and for the instructor to sign them. To support some of the tasks in the on board training record book and at the same time help the instructor and the student, HAKE2 project tasks have been made. The student can work with the project tasks under the supervision of the instructor on board or independently with the instructor's permission.

### **Project tasks**

The projects tasks have been made according to the STCW-structure and standards. The HAKE2 project tasks have listed direct references to the on board training record book and which tasks in the book the sign after completing the project task. All HAKE2 projects tasks are collected on this internet platform.

1. Choose the right level for the student
2. Choose section and tasks in the on board training record book that have not been completed
3. Choose one or more suitable project tasks from the platform
4. It is possible to complete the project task in Excel or you can also print it out
5. The student can work with the HAKE2 project tasks under the supervision of instructor on board or independently with the instructor's permission.
6. When completing the HAKE2 project the instructor and the student check it together
7. The onboard training record book should be filled in and signed accordingly

### **Feedback evaluation**

It is very important that the instructor and the student fill in the feedback evaluation form for the on board training period together. The evaluation should be held as a performance review discussion. The instructor can use the project tasks as a support for the discussion. The evaluation is done online through the link below. It is recommended to fill out the whole feedback evaluation form, especially the open comments are important for the student's development and next on board training periods. Through the evaluation form HarjoitteluMylly, school and the instructor onboard receive valuable information about the on board training and the student's strengths and which areas that still needs improvement.

Link to the evaluation form: <http://bit.ly/2CPrP9D>