

## Profile of VET organisation

**Name of organization:** Laatukeskus Excellence Finland

**Country:** Finland

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**Type of VET institute:** Further education and training

### Good practice title

Classroom specific practical issues checklist

### Baseline / problem

There are plenty of things to remember when starting a training in our classroom that the delegates need to be informed of. Fire exits, emergency procedures, toilets, parking, eLearning environment etc.

A large part of our trainer base is not on our payroll (they are entrepreneurs and we buy their services) and even if they were, it cannot be expected that everyone can remember such a long list of things that need to be remembered to be said. Especially since some of the trainers may only hold one or two trainings annually.

### Good practice: (Measures, instruments, criteria, indicators)

We implemented a class room specific checklist that lists all of the things that the trainer should tell the delegates before the training starts. As some things might vary depending on the room used (such as emergency exits) the checklist is class-specific.

### Problems and constraints encountered and solutions found:

Although quite simple, the checklist has worked well and created a more standardized way to make sure that each delegate gets the necessary information they need regarding safety and other practical matters. The trainers have found this to be an improvement as well, as the checklist exists physically in the classroom and as long as they remember to start with all proper protocol will be followed.