Vantaa Osaamista

Instructions

February 2022

INSTRUCTIONS FOR GUARDIANS FOR COMPILING A WORK-BASED BASIC EDUCATION (TEPPO) APPLICATION

City of Vantaa
Education Department

Silkkitehtaantie 5
01300 Vantaa
firstname.lastname@vantaa.fi

www.vantaa.fi

Vantaa Osaamista

Instructions

February 2022

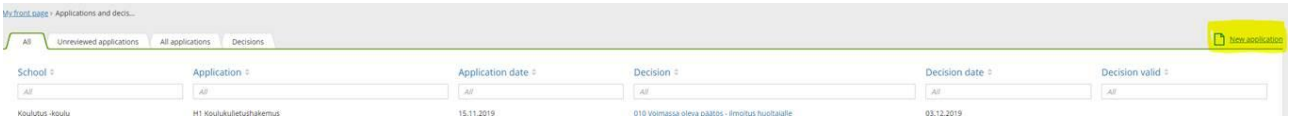
INSTRUCTIONS: Guardian makes a TEPPO application on Wilma

Electronic application forms for school's TEPPO activities can be submitted through Wilma from March 7 through March 20, 2022. The school's own 7th—8th-graders can apply for TEPPO activities. The Wilma application shall be filled in with the guardian's identifier. We recommend that guardians fill in the form together with their child. The guardian can edit the application during the application period up to March 20, 2022.

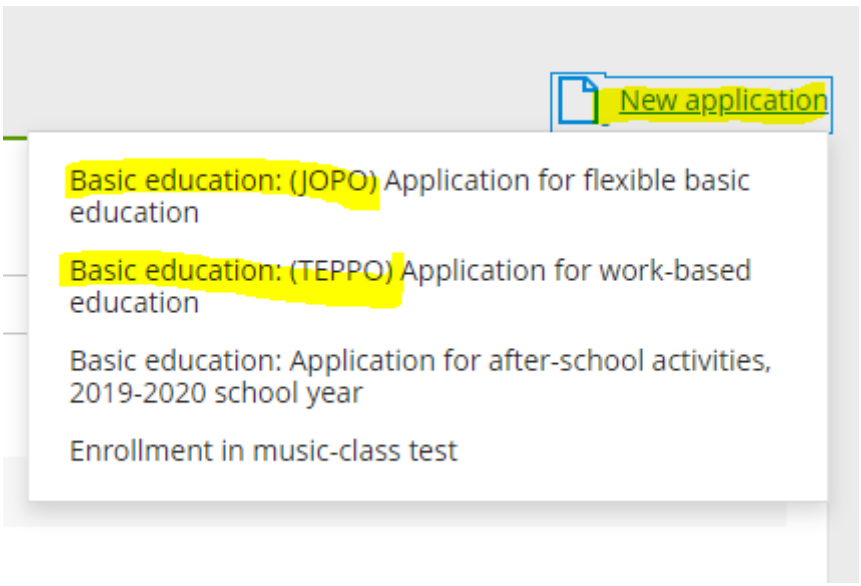
Instructions for filling in the application form on Wilma:

1. Chose **Applications and decisions** at the top bar

2. At the top right is **New application**



3. choose under it **Basic education: Application for work-based basic education (TEPPO)**



4. Application data

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At the beginning of the application is a link to a web site where you will find more information on TEPPO studies and on the criteria for choosing TEPPO students.

Student's name, identity number and class data will be automatically updated on the form.
Guardian's name, address and phone data will be updated from the population register, and they cannot be edited.
Into the **Grounds for application** field, the guardian and student shall together enter the grounds for applying for work-based basic education. The field is obligatory.
The **pedagogical documents** part includes information on a potential pedagogical assessment or account made for the student.
Both guardians' consent to making a TEPPO application is ensured by asking them to tick the box "Student's both guardians give their consent to the student's application for work-based basic education."
Students and their quardians, who apply for TEPPO, will be interviewed at school. If your family needs an interpreter in TEPPO interview, please tick yhte box "Our family needs an interpreter in TEPPO interwiew" and write language to "language of interpretation".
Consent to not having the TEPPO decision mailed to the guardians in May is ensured by asking them to tick the box "I give my consent to electronically informing me about the decision on work-based basic education for my dependent so that the decision can be viewed on Wilma on the "Applications and decisions" tab on May 13, 2022. The decision does not have to be separately mailed to me."
The **Application date** and **Filled out by** fields are obligatory.
Finally, press the **Save data** button. You will receive a confirmation that the application has been received.

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Application for work-based education

More information on TEPPO studies and the criteria for applying for TEPPO-studies can be found at www-pages

Name	Social security number:	Class:
Keijo Kuudesluokkalainen	010112A009Ä	6A

Guardians

Guardian's lastname	Guardian's given name	Guardian's street address	Guardian's ZIP code	Guardian's mobile phone
Kuudesluokkalainen	Kirsi	Silkkitehtaantie 5	01300 VANTAA	050 050050500
Kuudesluokkalainen	Kaarlo	Silkkitehtaantie 5	01300 VANTAA	050 030303030

Arguments for applying

*Why is the student applying for work-based education?

Pedagogical documents

- -
- -
- -
- -

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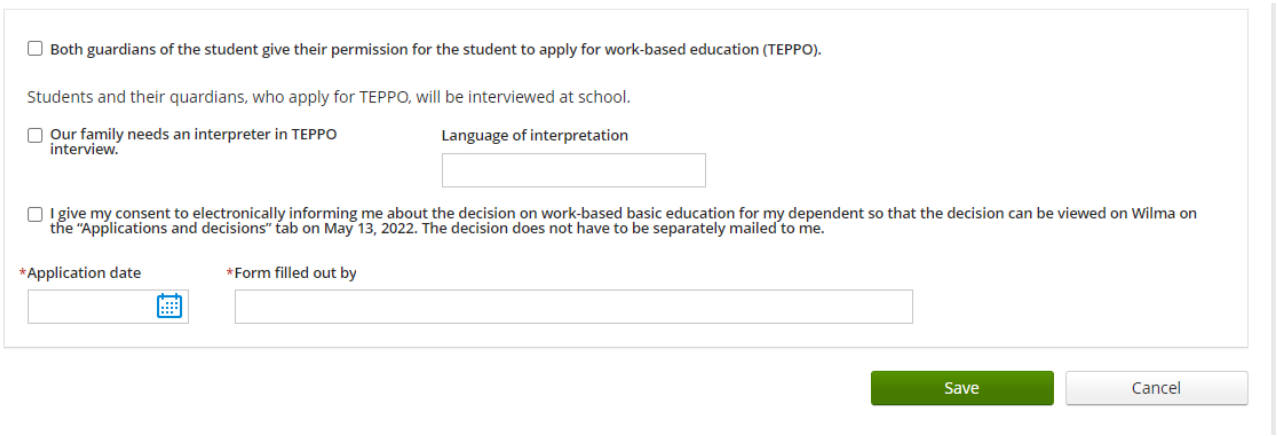
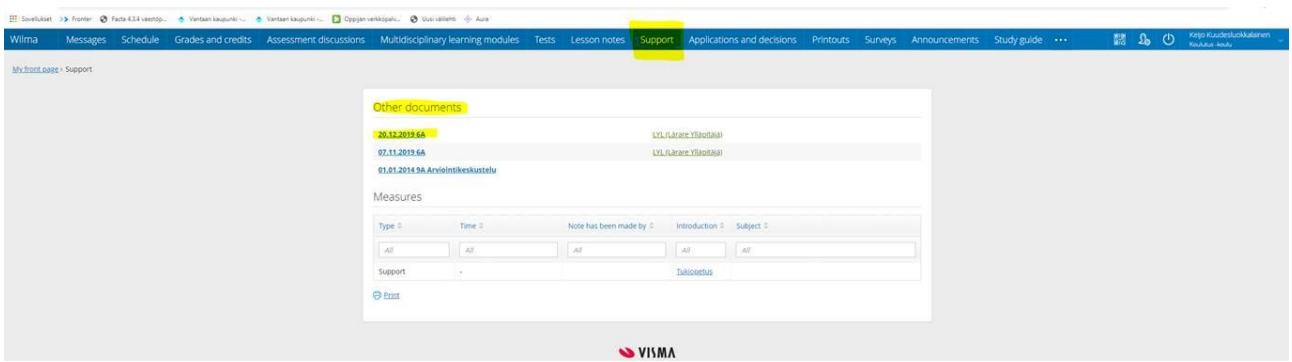


If the student does not have a valid support document at the time of compiling the application, the school will provide a statement to be added to the guardian's application. The statement is a short position on whether the student's application for TEPPO activities is seconded or not.

The guardian can view the statement on Wilma, on the student's Support tab as of the date set by the author of the statement:

1. Under the Other documents headline, the date of compiling the statement and the student's class are shown as a blue link. Open the statement by clicking this link.



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The statement on the application for flexible basic education

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Student

Name	Social security number:	Class	Academic year
Kuudesluokkalainen Keijo	010112A009Ä	6A	2018-2019

Application for work-based education:
04.12.2019

The guardian's answer to the question "Why is the student applying for work-based education?":
This is only a test.

The statement of guidance counsellor/tutor/the curator of the school

I am writing something....

Both guardians of the student give their permission for the student to apply for flexible basic education.
No

Supervising teachers
Yläpitäjä Lärare

Other responsible persons

Date of preparation	Publication date for guardians
20.12.2019	17.12.2019

VISMA

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