



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



## INSTRUCTIONS: Guardian makes a TEPPPO application on Wilma

Electronic application forms for school's TEPPPO activities can be submitted through Wilma from January 7 through March 15, 2026. The school's own 7th—8th-graders can apply for TEPPPO 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 17, 2026.

### Instructions for filling in the application form on Wilma:

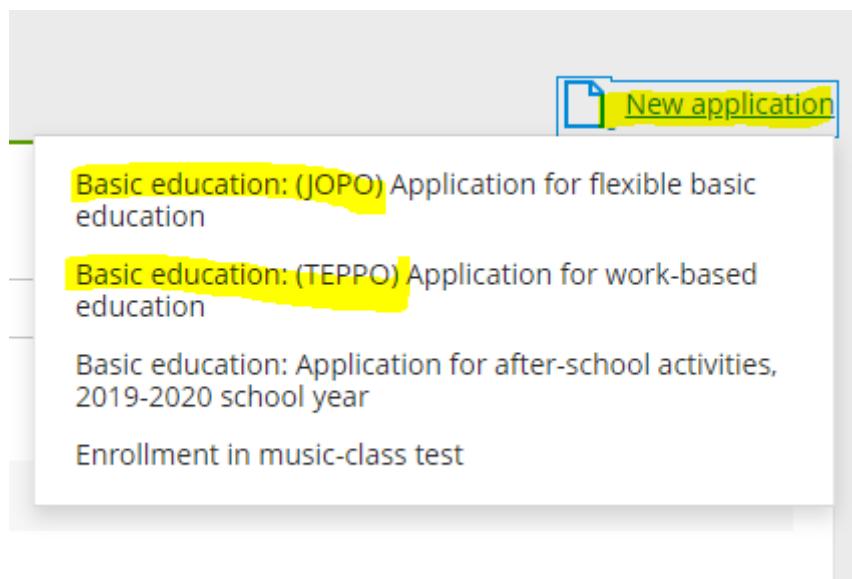
#### 1. Chose **Applications and decisions** at the top bar



#### 2. At the top right is

#### **New application**

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



#### 4. Application data



At the beginning of the application is a link to a web site where you will find more information on TEPOO studies and on the criteria for choosing TEPOO 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 TEPOO 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 guardians, who apply for TEPOO, will be interviewed at school. If your family needs an interpreter in TEPOO interview, please tick box "Our family needs an interpreter in TEPOO interview" and write language to "language of interpretation".**

**Consent to not having the TEPOO 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 8, 2026. 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.



Application for work-based education

[More information on TEPO studies and the criteria for applying for TEPO-studies can be found at www-pages](http://www-pages)

Name  
Keijo Kuudesluokkalainen

Social security number:  
010112A009Å

Class:  
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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Both guardians of the student give their permission for the student to apply for work-based education (TEPPO).

Students and their guardians, who apply for TEPPO, will be interviewed at school.

Our family needs an interpreter in TEPPO interview.

Language of interpretation

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.

\*Application date

\*Form filled out by

Save

Cancel

Both guardians of the student give their permission for the student to apply for flexible basic education.

No

Supervising teachers

Ylläpitäjä Lärare

Other responsible persons

Date of preparation

20.12.2019

Publication date for guardians

17.12.2019

