

What do the employees need to do?

Employees work and carry out their tasks as usual. Occasionally, a supervisor may ask them to observe the participant's skills and performance in various tasks.

Who can I contact during the studification process?

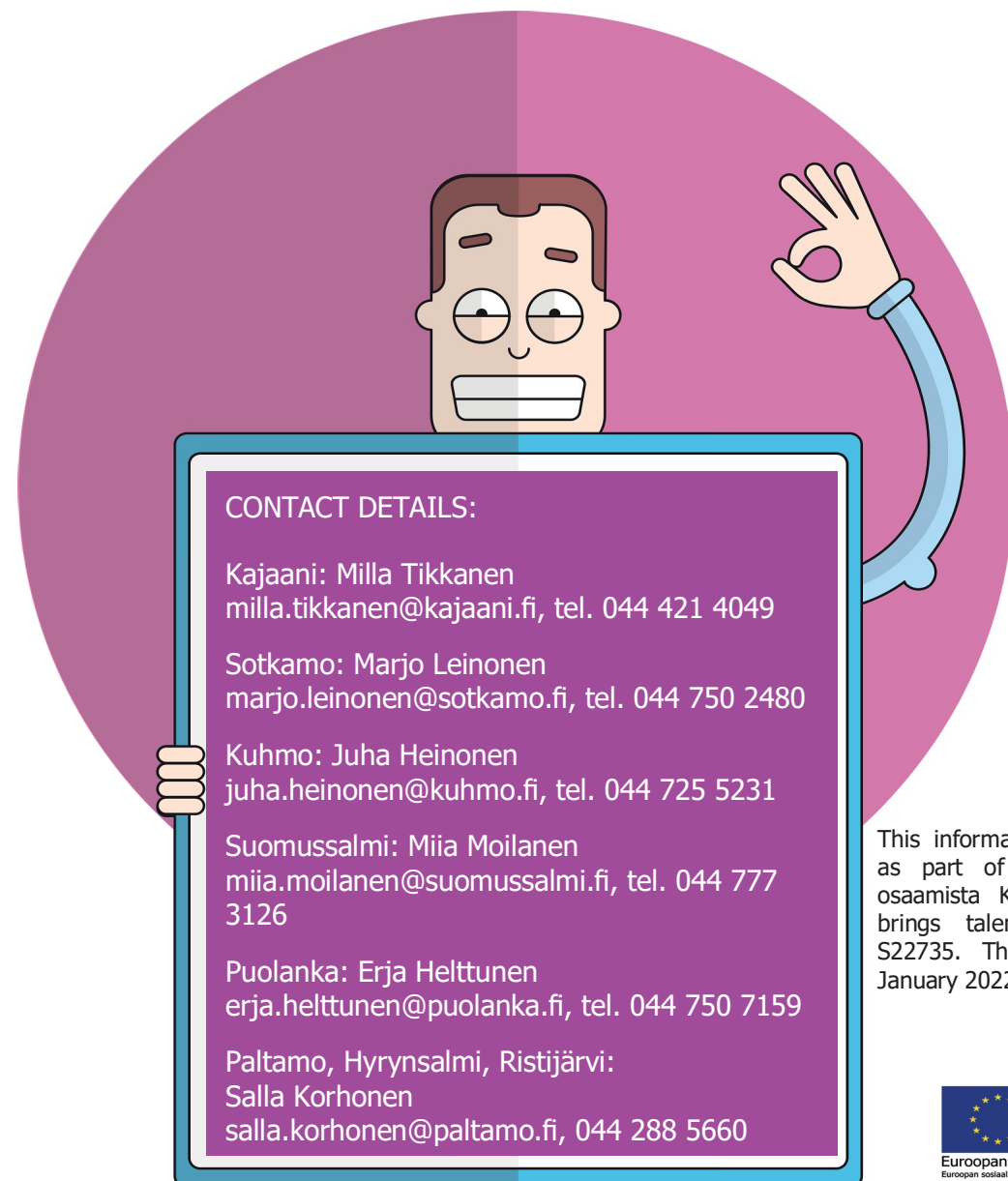
Employment services offer support and guidance for studification.

Is it possible to hire the participant?

Absolutely. Nothing prevents the employer from hiring a participant.

What happens if the company's situation changes?

Studification is not binding on the company.



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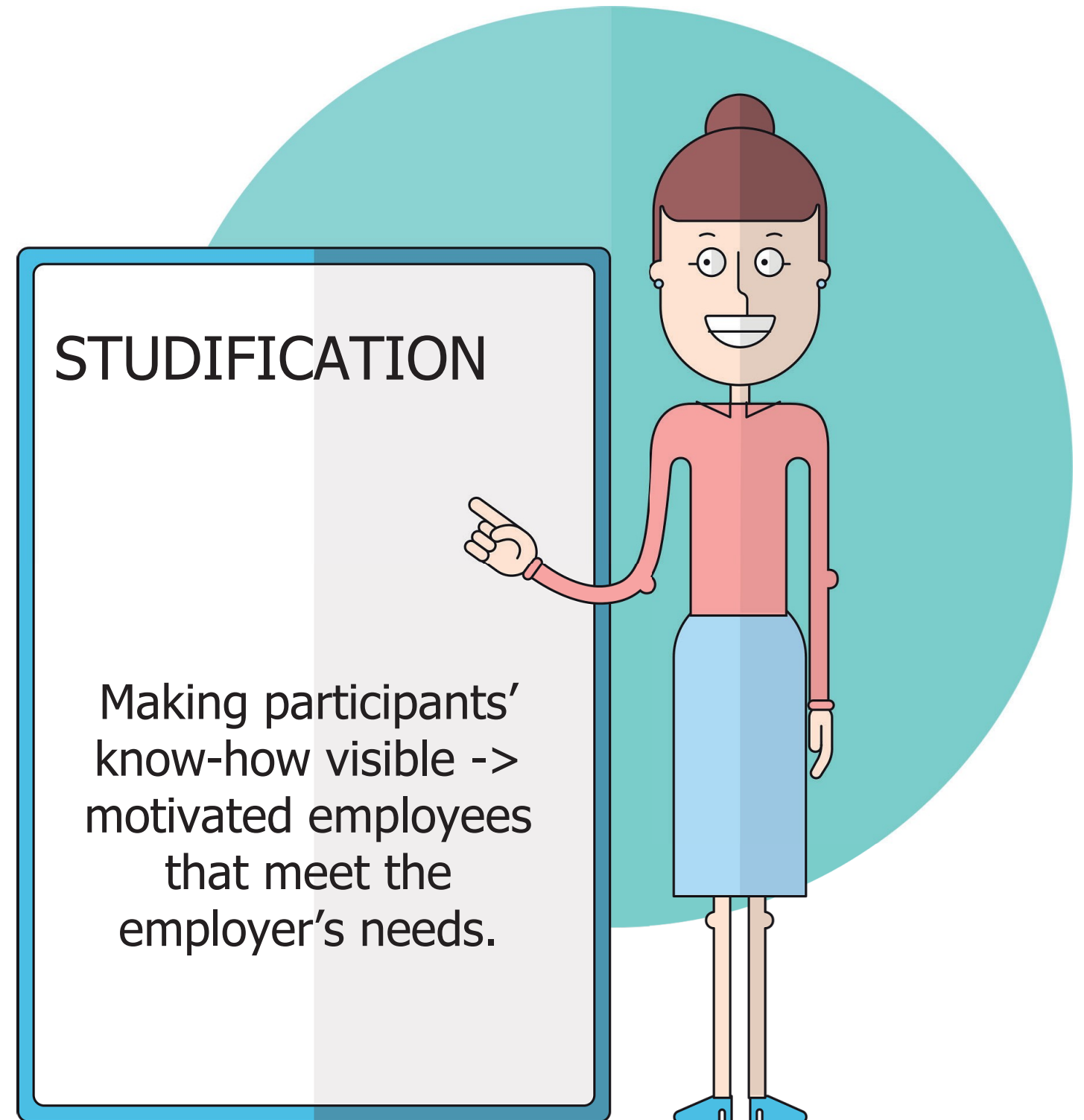
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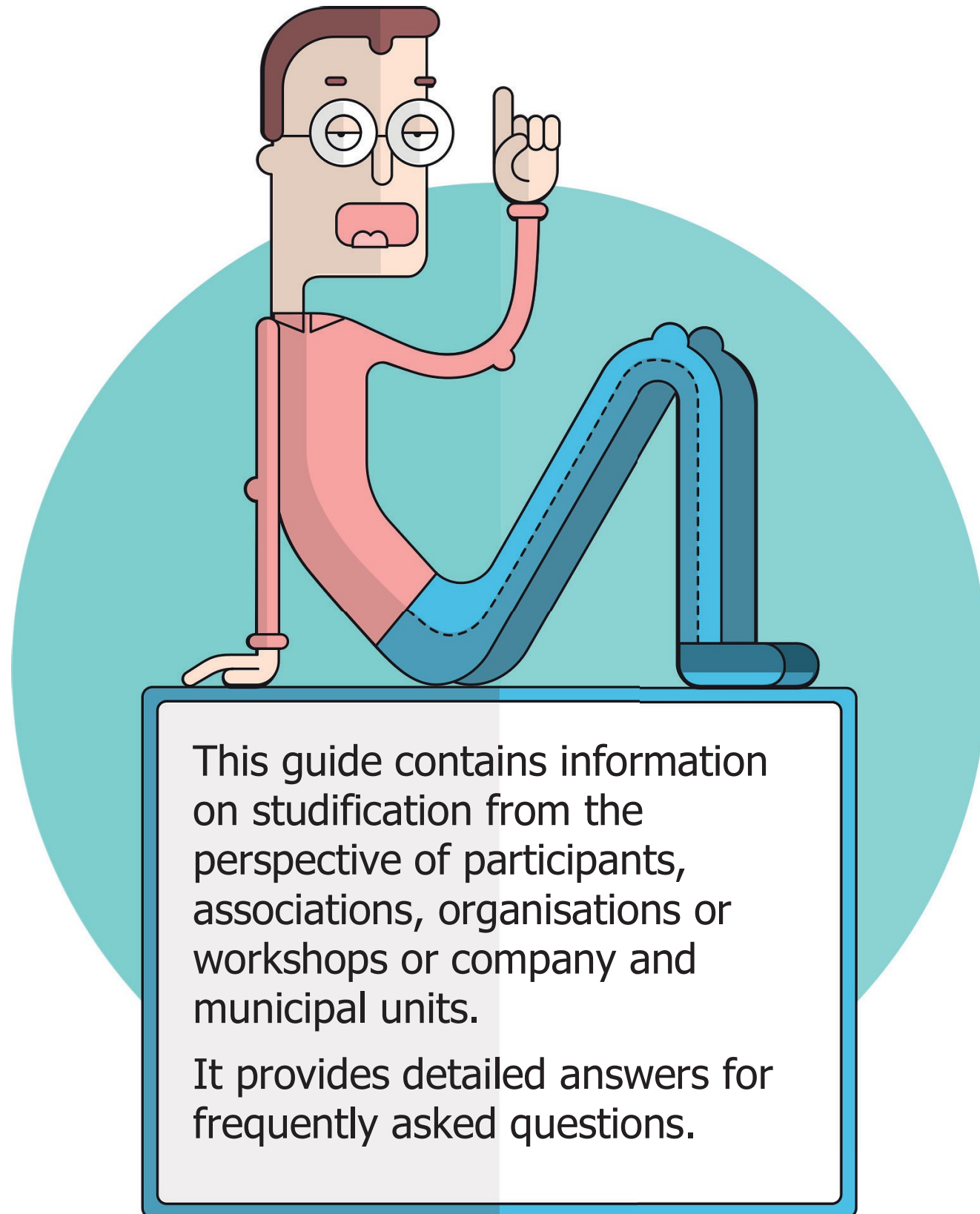
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**STUDIFICATION**

Making participants' know-how visible -> motivated employees that meet the employer's needs.





This guide contains information on studification from the perspective of participants, associations, organisations or workshops or company and municipal units.

It provides detailed answers for frequently asked questions.

## Studification from the perspective of companies and municipal units:

What is studification?

When a company or a municipality's field of activity has been identified as a learning environment under the guidance of a vocational teacher, the participant – who may be in salary-supported work or work try-out, for example – may receive a certificate of competence. This certificate makes competence visible and helps to demonstrate vocational competence in various work tasks. A certificate of competence also helps the participant to gain employment in the future. This way, the company contributes to the availability of a competent workforce now and in the future. Identifying a work environment as a learning environment also facilitates the induction of new employees.

What does it cost?

For more information, please contact the experts in your municipality's employment services.

Do we get paid for this?

Studification is a method for building and identifying competence, and companies are not paid for participating.

How do we benefit?

Identifying a work environment as a learning environment facilitates the induction of new employees, and the current employees get a better picture of the work tasks.

What do we need to do?

Your task is to employ, induct, instruct, guide and observe and to identify the skills of the participant.

How do you start studification?

To start the process, the place of work or work tasks have to be identified as a learning environment and the participant has to be willing to participate in the studification process. During the process, the participant demonstrates their competence at work, which is counted towards qualification as part of the official vocational qualification units and vocational competence requirements. The participant's work is observed and their skills identified, and they may receive a certificate of competence after a certain period of time.

Who belongs to the network and what are their tasks?

Studification requires an interested, committed and cooperative network consisting of the employer, the participant and employment services.

What is a concrete example of studification?

Depending on the workplace, studification is possible in all fields and work tasks for which you can attain a vocational upper secondary qualification provided that the required vocational competence can be acquired at the workplace. For example, workshops can be used to study several different fields, such as restaurant and catering services, cleaning and facility services, and construction.

How much time does it take?

Learning work tasks and competence building is individual. However, a certificate of competence requires several months of working and developing competence at work.

How do you prepare a certificate of competence?

Certificates of competence are created in the PAIKKO® system, which includes templates for all qualification requirements.

## Studification from the perspective of the participant:

What does studification mean?

Studification means identifying competence in work tasks and making it visible. It gives you the opportunity to receive a certificate of competence gained in work tasks, hobbies or association activities.

How long does it take?

Developing competence is individual but as a rule, a certificate of competence requires active participation in work for at least 2 months because your skills need to be observed at work.

How does it benefit me?

You develop vocational competence and have the opportunity to learn more about the work. A certificate of competence can be used to support finding new employment or applying for studies, for example.

What is an example of studification?

1. A work try-out or wage-subsidised work as a cleaner without vocational qualification in a cleaning company identified as a learning environment
2. After the work try-out period or wage-subsidised work, you will receive a certificate of competence for the qualification and vocational competence requirements in cleaning and facility services in which you have demonstrated competence. The certificate of competence also lists the strengths you have demonstrated that are relevant for coping in working life.
3. When looking for a job, a certificate of competence increases your chances to find employment.
4. When applying for education and training to complete a qualification, you can be accredited for the qualification units included in the certificate of competence.

What do I need to do?

1. If you already have a job or are working in a company, association or municipality that is identified as a learning environment, let your immediate supervisor know that you want to receive a certificate of competence for your work and the competence you have acquired. If the workplace has not been identified as a learning environment, you may request its identification. Contact the local employment specialist with your employer.
2. At the workplace, you have to follow their instructions as well as general guidelines and participate in the designated work tasks.
3. You acquire and develop competence while you work.
4. Be interested and active and take initiative. Ask for instructions, when necessary. You learn by doing!

Do I have to go to school in Kajaani or elsewhere?

Studification does not require going to school.

What does it cost?

Studification does not cost you anything.

Does it include theoretical studies?

No

Will I receive guidance or advice?

Employment services and the workplace provide guidance and support.

Will I need to follow the same instructions and guidance as the other employees?

Yes

What type of a certificate will I get?

A certificate of competence is a document based on qualification units and vocational competence. It makes your competence visible, similar to a vocational qualification or further vocational qualification. It also supports future job seeking or applying for education. A certificate of competence can shorten the duration of studies. A certificate of competence is not an official qualification certificate.

## Studification from the perspective of associations, organisations or workshops:

What is our role?

Your role is to serve as an employer, induct and instruct the participant and observe their competence and performance.

What do we need to do and what competence is required?

No special competence is needed. You act as an employer and have the same responsibilities that employers have in all employment relationships.

What training is needed?

Studification does not require any special training. The workplace instructor is recommended to have a vocational qualification and workplace instructor training, but these are not mandatory.

Do I have sufficient competence for assessment and observation?

That depends on your role in the association, organisation or workshop, but if you instruct or perform the same work tasks, you have sufficient competence.

How do I find time for this?

Inducting and instructing a new employee always require time and resources. Studification does not take any more time than inducting and instructing usually does.

How can I assess someone else?

Observation and assessment of competence should be carried out by someone who is familiar with the work tasks and is able to assess the participant's competence and performance.

Where and how can we learn about the qualification requirements?

You can find all vocational qualifications and the related vocational competence on the eRequirements website. You can visit the website at any time.