

*Dear Sir/Madam*

## COMPENSATION FOR SUPPORTING TRAINEE TEACHERS

Planning and implementation of the teaching (10 ECTS) is a key part of pedagogical studies. It belongs to the broader Facilitating Learning study module worth 14 ECTS. At the beginning of the course, the students will learn about the learning environments and set their personal goals (3 ECTS). The course ends with the self-assessment (1 ECTS).

Every student plans and implements a meaningful teaching module of 3-5 ECTS or 2-3 weeks. It can be for example a course module or separate course, which may include group training, individual counselling, work-based instruction or we-based counselling. The teacher trainees are tutored by a supporting teacher from their own working community.

The School of Professional Teacher Education of JAMK University of Applied Sciences, is willing to support the educational institutions by providing a compensation of 250 € per student for a supporting teacher. This is under the condition that the student teacher receives at least 10 hours of instructions from the supporting teacher. In addition, we hope that our trainee teacher will be able to participate in the daily routines of the working community and receives assistance from other colleagues as well. If the teaching practise period takes place in institution where the teacher trainee is working, no compensations are disbursed.

The above-mentioned compensation is disbursed to the school based on an invoice after the trainee teacher's practical period is completed. The compensation includes also the social security expenses. Value added tax (VAT) is 0%. Schools and other administrative bodies should use their own invoice forms. **Billing address:** Jyväskylän ammattikorkeakoulu, Talouspalvelut, PL 207, 40101 Jyväskylä.

It is also possible to disburse the instruction compensation directly to the supporting teacher. In case the supporting teacher is the recipient of the compensation, the forms provided by JAMK University of Applied Sciences are used. The student teacher will take along a compensation form and filling instructions. In the case of direct compensation, we would prefer if the invoice can be made separately for autumn and spring terms. **Billing address:** Jyväskylän ammattikorkeakoulu, AOKK/ohjauspalkkiot, PL 207, 40101 Jyväskylä.

The invoice/compensation form should clearly state the names of the supporting teacher and the student teacher and the name of the teacher educator of the School of Professional Teacher Education, including the precise timing of the practise, as well as the time used for guidance. The compensation is to be billed immediately after the completion of the training period.

When the teaching practise period takes place at JAMK University of Applied Sciences, no compensations are disbursed. The hours of instructions are included in the supporting teacher's standard yearly working hours.

***We sincerely thank you for your valuable input to the implementation and development of teacher education.***

JAMK UNIVERSITY OF APPLIED SCIENCES  
School of Professional Teacher Education  
Head of Department  
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