

**Guidelines for the
obligatory practical training, part one
of the Technical Forestry High School (Försterschule)**
4 weeks **between the first and second** grades of the **three-year program**

1. Legal Foundations:

According to the enactment of the curriculum, BGBl. II 331/2004, for the Technical Forestry High School (Försterschule) a four-week practical training between the first and second years is mandatory.

2. Educational aim:

The aim of the practical training is to improve and complement acquired knowledge accordance and skills in discussion with the job reality. This should refer to the job operation and the process in the enterprise which they are assigned to. Furthermore this should involve the management and planning as well as the involvement of the enterprise with outside institutions. It should also include discussions with the market, the governmental departments and public authorities as well as other professional organisations.

3. Table of contents:

The practitioners should be confronted with the following scope of duties within the frame of the organisational facilities:

- Seedling nursery
- Crop establishment
- Tending of stocks
- Forest protection and treatment of problem areas
- Wood processing and timber grading
- Dimensions, marketing strategies, handing over and haulage of logs
- Facilities supporting the hunting grounds and forest ranges and hunting in general
- Valuation survey for forest management and evaluation of damage
- Various paper and office work
- Participation in negotiations and meetings

The enterprises are kindly requested to consider the fact that our students are beginners and have to be instructed specifically.

4. Didactic fundamentals:

Students should be given necessary instructions and explanations beforehand. They are to wear protective equipment and clothing. Emphasis should also be given to manual work carried out by the student. Nevertheless students, should not only do one-sided jobs, but they should be given the possibility to get an insight into as many different activities and working processes as possible.

5. Report:

5.1. Diary:

Students are required to keep a diary in which they document the daily routines (date, place of work, tutor and a detailed description of the jobs, weather and other observations). Sketches, prints, images or photographs, brochures and similar things should complement and visualize the written report. There should be a minimum of one page a day. In case the activities do not change over a certain period of time there could reports up to and including three days per page.

5.2. Description of the enterprise:

In addition to the daily reports the students are supposed to describe the enterprise they do their training at. The report has to have a minimum of 5000 words.

The report will be checked by the school and can be referred to and used during the school lessons. The enterprise will be requested to inspect and verify the report.

6. Organisation:

Every student is assigned to an enterprise with whom they have to make an agreement as far as mutual obligations are concerned during the practical training.

The introduction and work plan are in the hands of the manager respectively his substitute. During the complete duration of the practical training the students are obliged to abide by the schools' rules and regulations. In case of complaints, please contact the principal of the Technical Forestry High School (Försterschule) or one of the tutors.

At the beginning of the second year the students are supposed to hand in a letter of confirmation to the school. Should students stay away from work for more than a fortnight the teachers' conference will have to decide whether the training is to be recognized (if the absences are justified, this may be considered).

7. Changeover from one enterprise to another:

An unanticipated changeover within the four weeks can only take place after consultation and agreement with the principal of the Technical Forestry High School (Försterschule). The changeover can only be agreed on if the duties have been attended to.