

FPT/FORM NO.3: INFORMATION FOR EMPLOYERS

What is a Field practical training?

A field practical training is a position, usually part-time, that is related to the student's academic goals and is pre-professional in nature. It is designed to give the student the opportunity for career exploration and development. A position consisting primarily of clerical tasks such as filing and copying would not be considered a field practical. Students should have the chance to learn new skills, explore career interests, and meet new social and intellectual challenges.

BENEFITS OF FIELD PRACTICAL TRAINING TO EMPLOYERS

Benefits to employers are numerous:

- # Students can create a pool of experienced candidates from which to hire.
- # The chance of a "fit" between the candidate and your company is increased.
- # The new employee who has completed a field practical training with you already has a better understanding of the work, world and your company.
- # Field practical training allows an employer to assign a project or task to students -- the project might not otherwise have been accomplished because regular staff does not have the time.
- # Students come in with a higher skill level than someone hired on a temporary basis.
- # Field practical training allows students to apply their theoretical skills in a practical environment -- they may contribute new ideas to the employer based on their recent learning.

THE BEST FIELD PRACTICAL TRAINING PLACEMENTS INCLUDE THE FOLLOWING:

- # A clearly delineated position description.
- # Duties and responsibilities which are not haphazardly determined or purely clerical in nature.
- # Provision of specific work area for the students.
- # Exposure to other professional staff, clientele, etc. (as appropriate) for professional growth.
- # Opportunities for mentoring as appropriate.
- # Opportunities for feedback and discussion.

PAY

Many employers compensate field practical training; others do not. The employing organization may provide a stipend or provide compensation on an hourly basis for students work. The Institute of Finance Management field practical training was designed to encourage students to work and enjoy world of work for career development. The cost associated with field practical training is payable by their sponsors therefore we discourage paying them. However, we do not restrict any hosting organization to pay students if they wish so. In a nutshell, there is no financial obligation on your part though we will appreciate for any support you may offer to the students.

EXPECTATIONS FOR AND RESPONSIBILITIES OF EMPLOYERS

By placing students, an employer is entering into a three-way mutual agreement with both the student and the Institute. The employer accepts the following responsibilities:

- # Making sure that the students are meeting the needs of field practical training experience
- # Completing and submitting a "Student Performance and behavior Evaluation" at the end of the field practical training that details the students accomplishments during the field practical training and suggests areas for improvement
- # Signing students log book on weekly basis

APPRECIATION

We appreciate your willingness to participate in training with the objectives of enhancing the theoretical training obtained in classes. We offer you our hand of cooperation for future engagements.