

# Skive Technical Institute

## Everyone has a talent

Welcome to the multifaceted world of Skive Technical Institute.

We know that everyone has a talent and our most prestigious task is to participate in developing this talent in the best possible way, whether it is a dream of a vocational education, a natural science based upper secondary education (HTX).

Our courses are developed in close co-operation with the business community and the institutions of higher education.

We train for different professions and for several higher educations. Therefore we see it as an honour to train the whole person, to participate in making the individual realize his/hers full potential be that professionally, personally or socially.

It also means that we offer different programmes that can help overcome difficulties in achieving the students' goals.

We insure that the students, in our exciting professional environments, obtain the qualifications that are needed in business in Denmark as well as world-wide.

At the same time we always keep in mind that the student must thrive and develop all the other competences needed in a changing society.

Skive Technical Institute

## Table of contents

- Education areas at Skive Technical Institute
- The Danish structure of a vocational education
- Basic programmes at Skive Technical Institute
- Main programmes at Skive Technical Institute
- Upper Secondary Education (Technical College – called HTX)
- EUX - vocational education and training with extra study skills
- Supplementary training
- Internationalization
- Study guidance
- Mentor setup
- The boarding house
- Administrative co-operations
- Facts about Skive Technical Institute

## Education areas at Skive Technical Institute

Skive Technical Institute offers education and further training in the areas mentioned below:

- Vocational Educations (Basic and Main Programmes)
- Upper Secondary Education (Technical College – called HTX)
- EUX - vocational education and training with extra study skills
- Supplementary Training – varied course concept courses for the labour market

## The Danish structure of a vocational education

The vocational educations are carried out according to the interchange principle. I.e. the training interchanges between periods at work in a company and periods at the college.

A vocational education is composed of a basic programme and a main programme. When you decide to start a vocational education, there are three approaches.

### Practical

You sign an apprenticeship contract with a company and start your training by working in the company. Then you are called to attend the basic programme at the college.

### College

You start directly with the basic programme.

During or immediately after the basic programme, you need to sign a training agreement with a company in order to continue the education. You are employed and paid as an apprentice in the company, and the school will call you for the needed main programmes at school.

### “New Apprentice”

The practical training starts in the company. “New Apprentice” replaces the whole of the basic programme and the first practical period. The duration is one year.

The company and the institute offering your main programme agree on the contents of the “New Apprentice” course, including which learning competences is the responsibility of the company, and which learning competences the institute is expected to take care of.

## Basic Programmes at Skive Technical Institute

The Vocational Education and Training program are built around a basic course, which is divided into two parts.

The basic course Part 1 (GF1) and the basic course Part 2 (GF2), each of these basic courses requires half of a school year. Age and background have some influencing factors on the training program.

Starting from the 1<sup>st</sup> of August 2015, it is required that all applicants must enroll the basic course to start the VET program. The requirements also include the following:

- Applicants must have a minimum grade point average of 02 in the subjects of Danish and Mathematics, which are equivalent to the test or examination grades of the 9<sup>th</sup> or 10<sup>th</sup> grade
- Applicants must be evaluated ready for the VET program.

If the applicants are not able to meet these requirements, they have the possibility to go for an audition at Skive Technical Institute, which consists of a written test and an interview.

### Information about the Basic Course 1 (GF1) and the Basic Course 2 (GF2)

GF1 is divided into two main study fields, which Skive Technical Institute offers.

These two main study fields are:

- Technology, construction and transportation.
- Food, agriculture and experiences of different events.

Each of these main study fields is divided into areas of specialization, which introduces the students to various study programs. A specialized subject is a theme that points at a group of the vocational studies that have something in common professionally.

During the Basic Course 1 (GF1), the applicants are able to choose one of the offered main study fields and which training they wish to take and continue on the Basic Course 2 (GF2).

GF2 aims for the study the applicants wish to take.  
GF2 completion period is half a year.

The program of the main study starts on the completion of GF2.

Below is a brief description of the specialized subjects offered at Skive Technical Institute:

#### Construction and interior design

Construction and interior design is for those who have the interests in building houses, power installation, arranging or designing the interior and making furniture. The teaching is based on different projects. Construction and interior design is a good choice if one would for example want to become an electrician, carpenter, cabinet maker, machine joiner, upholsterer, supply operator or similar.

#### Mechanics and metal

Mechanics and metal is for those who are interested in cars, technology, robots, and other sophisticated machines and those who like the scent of oil and metal. The teaching is based on different projects. Mechanics and metal is a good choice if one would for example want to be a car mechanic, smith, toolmaker, industrial technician, technical designer, industrial operator or similar.

#### Food and service

Food and service is for those who love to cook. If one is curious to know about the ingredients, preparation and health, and if one likes to provide service and work with people - the food and service is a good choice. The teaching is based on different projects. Food and service is a great choice for those who want to become chef, nutrition assistant, waiter, baker, caterer, sandwich maid, service assistant or similar.

## **Main Programmes at Skive Technical Institute**

As mentioned above the program of the main study starts on the completion of GF2.

In the main programme, you specialize within a specific profession. In order to continue to the main programme, you are required to sign a training agreement with a company. After having signed the training agreement you will work and receive training in the company a part of your education and parts of your theoretical study period is done at the college.

The duration of the Main Programme varies depending on the education you choose.

It is your responsibility to sign an agreement with a company. We can assist you with information about vacant apprenticeships at the companies, as well as advice about applying for an apprenticeship and the regulations for these.

At Skive Technical Institute we carry out the theoretical part of the following Main Programmes:

### **Toolmaker**

Toolmakers produce tools for the moulding of plastic and metal units or tools for cutting or bending metal units.

Modern technologies including CNC controlled machines are used.

Skive Technical Institute is the largest toolmaker institute in Denmark, with a market share of more than 90%.

The institute receives apprentices from about 100 different tooling companies, like Grundfos, Danfoss, Lego, Sonion, Primo Plast and others from all over Denmark.



This makes the institute one of the leading competence centres in the country, based on close co-operation with a long row of institutions and suppliers, such as the Tribology centre at the technological institute, the plastic business' profession college, Uddeholm, Agie / Charmilles by AVN Machines, Zeiss by Brock & Michelsen, CIMCO, EdgeCAM by EdgeTeam, Cam-tech, NTI CAD and others.

The toolmaker department is staffed by a group of professional teachers; together they make up the competence centre within tool making.

The institute carries out both specialities in the Danish toolmaker education step 1: Toolmaker (4 years) as well as step 2: Tooling technician (5 years). Skive Technical Institute is the only institute in Denmark offering the tooling technician education.

## Electrician

The education takes between 4 and 4½ years in total.

You learn to carry out high and low current installations in homes, and smaller companies that are connected to the main grid.

You also learn about alternating current engines, how they are connected and how to set up smaller relay controls.

You are taught to scale an installation according to current regulations and to validate the quality of the work through the required documentation (drawings and lists) as well as by testing the installation before start-up.

At the college we also focus on teaching you how to act safely in a workplace, by focusing on electrical safety and lifesaving first aid.

There are five specialities within the Electrician education: Installation technique, controlling and regulation technique, communication technique, building automation and electrician.



## Supply Operator

The education takes 2 years in total.

You are taught to perform all kinds of tasks in connection with distributing electricity in the supply grid.

You learn to use different kinds of monitoring equipment; to monitor and handle equipment for electrical distribution; to perform conduit techniques on all kinds of supply cables; to attach high power conduit stations and transformers as well as a long row of other tasks to establish and maintain the power grid.

At the institute we also focus on teaching you how to work safely in a workplace, by focusing on electrical safety and lifesaving first aid.

This education is only offered at two institutes in Denmark, one of them is Skive Technical Institute.



## The wood professions building education (Carpenter)

Carpenters typically work with erecting roof constructions, putting up ceilings, doors and windows.

The carpentry trade is one of the oldest in Denmark.

The carpenter can, in principle, perform all kinds of work with wood both in houses and industry buildings. Typically, the carpenter works in teams of 2-6 people.

The work places vary a lot and they need to feel good about different places of work as the tasks progress. The work is very often carried out in the open, in all kinds of weather.

Carpenters often work at great heights on large constructions, roofs and scaffolding.



## The wood professions joiner educations (Building Joiner and Cabinet maker)

The Cabinet maker makes different types of furniture in many kinds of wood, working with product development and the manufacturing of prototypes.

Some tasks include manufacturing furniture based on the customer's specific wishes.

The building joiner manufactures, assembles and mounts parts for buildings, doors, windows, stairs and shop fixtures and fittings and works partly in the company's workshop, partly on building sites and in buildings where the manufactured products are mounted.



## Machine Joiner

This good old craft goes hand in hand with the use of advanced CNC controlled machines and CAD/CAM drawing systems.

A machine joiner takes part in the production of quality products in wood: doors, windows, different storage furniture and kitchens.

The production mostly takes place on advanced CNC controlled treatment machines but you are also taught to use smaller standard machines.

The machine joiner sets up the machines for production, chooses the tools and is doing test runs to fine-tune the settings.

Often it is the machine joiner who is in charge of programming the machines.

During the training you are taught about wood as a natural material, treatment methods, tools, safety and IT. The machine joiner is often the key figure in an industrial production.



## Home decoration (Furniture Upholsterer, Car Upholsterer, Curtain Hanger)

These educations are being taught only in Skive, nowhere else in Denmark.

In the home decorating education you learn to repair and upholster furniture to sew and hang curtains and to make upholstery for cars, trains and busses.

An important part of the work is to know which materials to use. A sense of colour and design is needed as well as knowledge about fashion in order to guide the customer. You are taught to use tools and machines.



When fully trained you can work in industry and private companies or start your own company.

The furniture upholsterer designs and makes upholstery for furniture in order to then produce them in different materials.

The curtain hanger advises customers, prepares and hangs all types of curtains which may also include stage curtains.

The car upholsterer makes and repairs upholstery for cars, trains and planes.

## Service Assistant

Being a service assistant you learn about cleaning, hygiene, environment, cooking and other practical work. An important part of the work is to service other people in a good and positive way. The work is carried out in hospitals, schools or in private companies.

The service assistant education is available in two variations: The ordinary vocational education for young people and the vocational education for adults.



The education for young people takes two years of which 43 weeks are schooling. The education varies between trainee periods and schooling.

We also offer the vocational service assistant education for adults of duration of one year (credit education). Here the schooling is 28 weeks. When attending the vocational education for adults, you need to be at least 25 years old and to have at least two years of relevant work experience. The school puts together a personal education plan on the basis of a clarification of skills to enable your teaching to be based on exactly what you need to learn.

## Upper Secondary Education (Technical college – called HTX)

The education HTX allows you to enter university and other higher learning institutions.

The education takes 3 years and is completed with a leaving examination.

The college has its own study environment where you have opportunities to be together with your classmates doing homework and preparation, during parties, social arrangements, or when just hanging out after school.



The teaching is not just hard-core theory, loads of lessons and mile long reports, as the work is based on experiments and projects to which the theory then is added.

The time table and study lines at HTX Skive reveal that this is a very special upper secondary college, not for everyone.

It is however, the best upper secondary college for you who find it exciting to make discoveries in nature and to take on some of the technologies of the world.

HTX Skive offers different study lines, meaning one has college mates with wide spread interests, sharing that special curiosity and sense for the mysteries and wonders of natural science, which is so unique to students of a technical 6th form college.



### The study lines

.. offer a wide range of opportunities for further educations within **the humanities** in general and within **medicine and other scientific** higher educations in particular or within **the medias**.

## EUX - vocational education and training with extra study skills

EUX combines vocational education and training with a high school graduation program, providing high school level study skills and competences. If one is both for the practical side and wants to ensure the possibility of getting into a higher education, then the EUX is the good choice.

The EUX certification allows the opportunity to work as a skilled professional in the vocational life if that is what one wishes to do for a certain period. However, the EUX gives the possibility to pursue further and higher vocational training academy or university as well, which one might prefer to do.

With an EUX in the trunk, one is well and fully equipped.

Skive Technical Institute offers fx EUX within:  
Electrician, Machine joiner, Toolmaker, Nutrition Assistant and Carpenter.

## Supplementary Training

Skive Technical Institute has a varied course concept, which is based on the system of courses for the labour market (AMU-kurser) which are continuously renewed. This comprises both professional technical courses as well as soft skill courses that develop human resources and support change processes.

We have specialised in the areas of leadership, communication and co-operation, LEAN, work environment and job satisfaction.

We offer educations and courses that give the companies the knowledge and tools they need.

We have many years of experience helping the transformation from theory to practice and finding useable solutions within the public and private sector.



Within the wood industry area Skive Technical Institute covers all Denmark and performs the largest part of supplementary training in Denmark.

We offer open courses that reflect the tendencies applicable to business life and the public sector, and focuses on competence development, knowledge and the development of human resources.

The courses aim at preparing managers and employees to face new challenges and we offer professional advice and are able through close co-operation with the companies to develop the right course to fit their needs and wishes.

## Internationalization

At Skive Technical Institute internationalisation is part of everyday life. Be it:

- Study trips
- Exchanges
- Work placement abroad.  
A purely Danish system administered and paid by AUB (Employers' Reimbursement System).  
There are two types of work placement abroad:
  1. With Danish training agreement
  2. Without Danish training agreement.More or less free of charge for students and employers. Great professional, language, cultural and personal benefits
- International competitions:  
Euroskills [www.euroskills2008.eu/en](http://www.euroskills2008.eu/en)  
Worldskills [www.worldskills.org/](http://www.worldskills.org/)
- International school networks, e.g. AEHT [www.aeht.eu](http://www.aeht.eu)



## Study guidance

- The study counsellors can help with advice and guidance about:
  - Choice of education and profession
  - Finding apprenticeship agreement and work placement
  - SU (Government study grant)
  - Personal problems
  - Social problems
  - Job seeking at home and abroad
  - Special educational support
  - Mentor setup

## Mentor setup

Skive Technical Institute offers a voluntary service in which you may have a personal mentor. The mentor's task is to support you during the course of the education, and offer assistance if needed e.g.

- Problems at the institute
- Help with homework
- Personal talks / Guidance
- Help with practical problems
- Assistance when contacting the local municipality, student grants etc.

## The boarding house

The boarding house can become a major part of your life whilst attending Skive Technical Institute, though some requirements need to be fulfilled in order to live in the boarding house.

In the boarding house we only accommodate our own students or participants in courses at Skive Technical Institute.

During the stay the boarding house offers breakfast, lunch and dinner from a 'green kitchen'.

There is a possibility to indulge in and strengthen interests in sports, music and IT.



The social interaction is similar to other boarding type situations. Extra help is available if you need it.

The institute expects that you take an active part in life in the boarding house and that you comply with a few rules.

## Administrative co-operations

Skive Technical Institute is the host institute for an administrative co-operation between three other vocational institutes in Skive covering canteens and cleaning. Tasks within these two areas are carried out by Skive Technical Institute.

Skive Technical Institute deliver food and provide cleaning and maintenance of outdoor areas for our neighbours – the three vocational institutes in Skive.

## Facts about the institute

Total number of employees in 2015: Approx. 180.

Total number of teachers in 2015: Approx. 90.

Turnover in 2015: approx.: 110 million DKK

Number of full year students in 2015: Approx. 855 calculated from students that attend the institute for shorter or longer periods of time between their training in companies.

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