

Welcome to work at Arbis

We have compiled some useful information for all teachers working at Arbis. This is a short summary in English. If you want any information in detail, if you have any questions or suggestions, please remember that you can always turn to the principal, Moa Thors, anyone in the office or your responsible teacher. We'll be happy to help you.

What is Arbis?

The Swedish Adult Education Centre of Helsinki is maintained by the city of Helsinki. Every year we offer roughly 700 courses of various length in subjects representing art and handicraft, gymnastics and dance, ICT, music, domestic science, navigation, Open university courses and languages, as well as lectures and many different types of activities. Last year more than 6000 persons registered, but as many of them enrolled for several courses, the number of participants rose to 14000. The age of participants ranges from 0 to 90.

Arbis Östra is our branch in eastern Helsinki i.e. in STOA, Itäkeskus with some activities also in Nordsjö (Vuosaari) and Botby (Puotila).

Our values and vision

Our main purpose is to offer the inhabitants of Helsinki the possibility to gain new knowledge and skills and to develop individually and together. Arbis also functions as an important cultural centre for Swedish-speaking Finns and for those who want to share our language and culture.

Values:

- Learner in focus
- Knowledge as such is valuable
- Flexibility
- Freedom from prejudice
- Cultural diversity
- Sustainable development

Vision:

- Arbis for everybody

Practical information

Photo-copying

On the first floor you can photo-copy material for your students. You can hand out 1–2 papers/student/lesson without charging them.

Planning and evaluation

Before the beginning of the term all teachers should write a course description. Together with the participants you can then make minor changes according to the students' wishes and needs. At the end of a course you are asked to hand out an evaluation form to your students.

Audiovisual equipment

In all classrooms you will find a document camera, a pc and a pc projector.

Fire

There is a rescue plan and fire-extinguisher in all corridors.

The library

Make sure you visit the library on the second floor. There are about 16000 volumes covering a lot of subjects and a great number of newspapers and magazines, also in several foreign languages. Our librarian Johan Lindberg will be more than happy to show you around and also to receive your suggestions for books that could be added to the selection. During the terms the library is open Monday to Thursday from 10 noon to 7 p.m. and on Fridays from 10 a.m. to 1 p.m.

Phone: 310 49484, e-mail: biblioteket@arbis.hel.fi

Cafeteria and gallery

During the terms you cannot help noticing the tempting smell of cinnamon buns from the cafeteria on the second floor. There you can also buy a light lunch or a snack. Opening hours: Monday – Thursday from 10 a.m. to 8 p.m. and Friday from 10.a.m. to 3 p.m. The gallery presenting various kinds of exhibitions is adjacent to the cafeteria.

The staff room and attendance lists

In the staff room on the first floor there are computers at your disposal.

You will register student attendance on the computer using the KURSORS software. Just click on the Kursor icon on the desktop of the computer in the classroom. If you use your own computer the address is

<https://www.kursor.fi/Kursormangement>

At the end of this guide there are instructions for finding your attendance list on Kursor. These instructions are also found in every classroom on the teachers' desk. If you need help, the janitor will be glad to assist.

Please note that every participant has to register at the office, you can't register or fill in names on the list yourself.

Multimedia classroom

MUM, the multimedia classroom is situated on the fourth floor. All language teachers can take their students there for listening and pronunciation practice or for planned activities on the Internet. Remember to book time on the list outside the staff room. If you want to learn how to use the equipment, contact Anna Långstedt-Jungar (tel. 310 49482).

Parking

There are only a few parking places in the courtyard. Please tell the caretaker your registration number. He checks regularly that no outsiders use the place.

Terms of employment

Concerning terms of employment and salary, please turn to the principal or your head teacher for individual information. (The legal text would need a professional translator.)

Most of the regulations concern teachers who work at least 14 hours a week. Here are only a few points concerning all:

Your salary is paid on the last day of every month.

If you have not handed in your tax card, 60 % of your salary will be withheld.

If you are ill, you will be paid for your classes during nine days after your illness started.

If you live further than 6 km away from Arbis, you get an allowance for travelling expenses both ways.

All employees are insured during working hours (incl. travel home-Arbis-home).

Due to the kilpailukyky-agreement you are expected to work – but not teach – 4 hours extra per academic year if you have less than 10 hours/week and are employed for the entire academic year. If you have between 10 and 16 hours a week, the extra work is 10 hours a year. You can for instance use these extra hours for attending meetings at Arbis or for a course at Arbis or somewhere else.

Perks

As a teacher at Arbis you can register for one course at Arbis for free (except cooking and aqua-aerobics).