

# 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 your course co-ordinator/teacher, the deputy principal Pia Nybom, the principal Moa Thors or anyone in the office. 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 16000. The age of participants ranges from 0 to 90.

# 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 pc and a pc projector. Should you need a document camera for a single lesson, please contact the janitor in advance.

## Fire

There is a rescue plan and fire extinguisher in all corridors. In case of a fire alarm, please lead your students out the nearest smoke free way using the staircase.

## 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 11 noon to 6 p.m. and on Fridays from 11 a.m. to 1 p.m. Phone 310 49484, e-mail: [arbis.biblioteket@hel.fi](mailto:arbis.biblioteket@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 two computers at your disposal and three in room 10 C. There you can work undisturbed but unfortunately you cannot reserve a permanent desk.

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](https://www.kursor.fi/Kursormangement).

Due to the GDPR it is no longer allowed to keep paper attendance lists so that the students can see them, nor is it allowed to show the list on the screen.

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 third 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, please contact Anna Långstedt-Jungar (tel. 310 49482).

## Parking

There are only a few parking places in the courtyard. Please tell the janitor 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 course co-ordinator/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.

## Perks

As a teacher at Arbis you can register for two courses for free. One of the courses has to be a course in exercise and health.

## Sick leave

If you get sick or for some other reason cannot keep your lesson, please contact you co-ordinator/ teacher or the office. In addition, you must complete an application for sick leave or leave of absence, depending on the reason for the absence. The forms are available in the personal data system Sarastia..

## Terms of employment, 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 20 km away from Arbis, you get an allowance for travelling expenses both ways.
- All employees are insured during working hours (incl. travel home-Arbishome).

# 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