

**Work-Based Learning Program**

**Best Practices Handbook**

Career and Work Exploration Teachers

Work-Based Learning Teachers

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# **Work-Based Learning Program**

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| **This handbook is intended to help Work Based Learning Program Teachers with organization and implementation of Career and Work Exploration and Off-site work-based courses. In this handbook, teachers will find portfolio documents, templates, and ideas which can be used and customized for classroom/placement use. They are designed to ease the workload in creating necessary documentation for student/employer portfolios and to ensure the consistent delivery and documentation of work-based programs throughout our division. If any questions, please contact the Learning Consultant for Career Development. As you develop your own tools, please share as new ideas are always welcome!** |

***Note: Work-based Learning Teachers MUST implement the procedures in*** [***Administrative Procedures 241***](http://www.sunwestsd.ca/ckfinder/userfiles/files/200%20AP%20Instruction%20Programs%20Materials/AP%20241%20Career%20and%20Work%20Exploration%20170906.pdf) ***Work-Based Learning Placements BEFORE students attend work placement experiences. AP 241 Work-Based Learning Placements and related forms can be located on the Sun West School Division website under “Staff” and “Procedures Forms and Handbooks”. The Administrative Procedures contain important procedures regarding safety, monitoring, insurance, transportation, etc. Items in Administrative Procedures 241 Work-Based Learning Placements CANNOT be customized.***

1. **Theory Component**
2. Proper number of in-class hours must be implemented according to the appropriate curriculum guide and in line with division recommendations.
3. Ensure proper course configuration and that modules are being implemented properly in order to ensure integrity of the program. See Ed-Online for most updated curriculum documents as well as reference the PAA Handbook.
4. There is a Work Study Follow-up module in each PAA curriculum which provides students with the opportunity to reflect on their experience as it relates to their personal and life/career goals. Be sure to plan for ‘theory’ time for this as well as the related follow-up activities such as thank you note, etc.
5. Career and Work Exploration Teachers have developed a series of **Moodle** courses which can be accessed by all CWEX teachers whether delivery of the course is planned for the classroom, online, asynchronous, or synchronous. Logins can be requested from the Learning Consultant for Career Development. If you choose to use it, please provide suggestions and further ideas when you feel ready to contribute. These online modules are not updated regularly unless we collaborate to keep them current. As well, there are many additional resources to assist with the implementation of the 10, 20, A30, and B30 CWEX courses.

Sun West Distance Learning Centre (DLC) work-based learning courses are a collaborative effort between our DLC teachers (theory) and our school-based work-based learning teachers, typically the CWEX Teacher. If questions, please contact the Learning Consultant responsible for Career Development.

1. **Record Keeping**
2. **Handbook**: Organization and completeness of records are an important part of Work-based Learning Programs. Feel free to use the any of the templates in this document or adjust the contents of this handbook to suit needs. This handbook contains templates for:
	* 1. Portfolio Cover Pages and Portfolio Contents
		2. Communication Procedures & Contact Information
		3. Student Information Sheet
		4. Contract of Employment
		5. Roles and Responsibilities
		6. Action Plan
		7. Interview Questions and Checklist
		8. Performance Reviews
		9. Daily Log
		10. Monitoring Checklists
3. **AP’s and FORMS:** AP 241 and corresponding forms CANNOT be altered. These forms are to be kept on file at the school for a specified number of years. Forms are also available via Permission Click.
4. **Partnership Tracking Excel Document:** Teachers maintain a record of the workplace partners we utilize in any given year for record keeping purposes and for ideas for future years, future teachers, etc.
5. **Timely Monitoring and Evaluations**
6. **Monitoring Requirements:** It is extremely important to follow the monitoring requirements as outlined in AP 241. It is also very important to track accurate records of your visits. You will soon develop a system that works for you. Scheduling of the necessary monitoring visitations while the student is at the placement hold true whether running the program over a year, semester, or block and must be planned for accordingly.
7. **Progress Reports:** The placement supervising teacher is to initiate timely evaluations of student progress. Evaluation forms can be designed for student self-reflection, employer-evaluation, and teacher-monitor evaluation. Journals reflecting student activities on a daily basis are also considered a best practice.
8. **Program Reviews:** It is important to conduct an evaluation of the Work Based Learning program upon its completion. This is a program that involves various stakeholders including students, parents, and community organizations. Information will be sent to Teachers Learning Consultant for Career Development at the end of each year for circulation.

***Note: These work-based learning opportunities would not exist without the incredible support of our local and area partners. At the end of each course, it is important to deliver/send Sun West School Division certificates as a Division ‘thank-you’ for the support provided by Work Placement employers. Contact Learning Consultant for Career Development for details. As part of student follow-up, they should also be writing a thank you note to their work placement supervisor.***

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|  | **Work-Based Learning Portfolio** |

# **Work-Based Learning Portfolio**

**Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Communication Procedures and Contact Information**
2. **Student Information - Copy**
3. **Contract of Employment – Copy**
4. **Roles and Responsibilities of All Work Based Learning Program Participants**
5. **Student Contract of Responsibilities- Copy**
6. **Form 241-3 Schedule B Work-based Learning Consent and Agreement - Copy**
7. **Form 241-1 Student Use of Private Vehicle - Copy**
	* + **Form 241-2 Student use of Vehicle Special Provision – only if required and pre-approved by Learning Consultant for Career Development**
8. **Student Resume and Cover Letter**
9. **Interview Question and Evaluation Checklist (to be completed by employer with student)**
10. **Calendar**
11. **Action Plan (complete with employer)**
12. **Student Self-Evaluation**
13. **Employer Evaluation**
14. **Daily Log Sheets**

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|  | **Work-Based Learning Portfolio****Communication Process and Contact Information** |

# **Communication Procedures and Contact Information**

**Communication Process**

Please contact the Career Development Teacher if you have ANY questions, comments, or concerns regarding work-based learning.

If for a valid reason you must cancel a placement time, **you MUST contact the school, your teacher, and the employer.** If you must miss a scheduled shift, the time must be made up in consultation your teacher as agreed upon by school, workplace, teacher and student. Rescheduling is an involved process.

**Contact Information**

**Supervising Teacher**

|  |  |
| --- | --- |
| **Teacher Name** |  |
| **Location (School)** |  |
| **Phone Number** |  |
| **Email Address** |  |

**School**

|  |  |
| --- | --- |
| **Principal’s Name** |  |
| **Secretary’s Name** |  |
| **Phone Number** |  |
| **Email Address** |  |

**Work Placement**

|  |  |
| --- | --- |
| **Supervisor’s Name** |  |
| **Phone Number** |  |
| **Email** |  |

|  |  |
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|  | **Work-Based Learning Portfolio****Student Information** |

## **Student Information**

This information is very important for the employer in the event of an emergency. Please do not remove from your job portfolio. Remember your portfolio is to remain at the worksite so your employer has access to this information if needed.

Please fill in prior to first placement visit, review with your employer, and keep the form in your portfolio.

Information will be used for emergency purposes only. Please print carefully.

|  |  |
| --- | --- |
| **Student Name** |  |
| **Date of Birth** (mm/dd/yyyy) |  |
| **Home Address** |  |
| **Student Home Phone Number** |  |
| **School Enrolled In** |  |
| **Health Care Card Number**  |  |
| **Parents’/Guardians/ Name(s)** |  |
| **Home Phone Number (s)** |  |
| **Business Phone Number(s)** |  |
| **Cell Phone Number(s)** |  |

**Physical Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Do you wear glasses?** |  | **Yes** |  | **No** |
|  |  |  |  |  |  |
| **Do you wear contact lenses?** |  | **Yes** |  | **No** |
|  |  |  |  |  |  |
| **Do you have any hearing problems?** |  | **Yes** |  | **No** |

**Do you have any allergies or medical concerns which may be important information in the event of an emergency? Please explain.**

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|  | **Work-Based Learning Portfolio****Contract of Employment** |

# **Contract of Employment**

|  |  |
| --- | --- |
| **Date** |  |
| **School Name** |  |

**PARTIES TO THE AGREEMENT**

|  |  |
| --- | --- |
| **Board of Education** | Sun West School Division |
| **Address** | Box 700, Rosetown, Saskatchewan, S0L 2V0 |
| **Student Name** |  |
| **Supervising Teacher** |  |
| **Business Name** |  |
| **Supervising Employer** |  |

|  |  |
| --- | --- |
| 1. Nature of Arrangement:
 | The student agrees to work as a learner for the purposes of coverage under the Workers’ Compensation Act and the employer agrees to supervise the student. |
| 1. Duties:
 | The student agrees to perform for the employer the duties assigned by the employer in consultation with the teacher. The student also agrees to complete any necessary journal entries, evaluations, or other necessary information.  |
| 1. Supervision:
 | While the student is in the workplace, the employer will supervise the student and to permit the teacher to supervise the student. |
| 1. Workers’ Compensation:
 | The student is defined as a learner for the purpose of the application of the Workers’ Compensation Act. |
| 1. Remuneration:
 | The student will not receive any remuneration from the employer under the terms of this work experience agreement. |
| 1. Evaluation:
 | The employer and student agree to supply the teacher with an evaluation of the student’s performance in such form as the teacher may request. |
| 1. Responsibility of the Board:
 | The Board is obligated to provide adequate supervision of the student through the teacher, but the Board is not liable for any damage or other claim arising out of any act or omission of any other party to this agreement. |

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| 1. Employer Tenure:
 | The employer agrees that the presence of the student as a learner shall in no way affect the job security of an employee, nor the employer’s hiring practice with regard to full or part time employees. |
| 1. Insurance:
 | In addition to the coverage under the Workers’ Compensation Act, the Board maintains insurance with respect to its liability and that of the student under this work study program. Workers’ Compensation is in effect if the employer also pays into the program. The employer has the right to inspect the insurance policy in effect from time to time. It is recommended that both the Board and the employer have appropriate insurance policies in place.  |
| 1. Effective Period:
 | This agreement, unless terminated sooner, shall be in effect from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_. The teacher/employer may terminate it by giving notice to the other parties. |
| 1. Student Learner:
 | At any given work placement, the student will be participating in work-related activities as required by the employer.  |
| 1. Hours of Work:
 | Work-based learning hours will be from \_\_\_\_\_\_\_ to \_\_\_\_\_\_ or such other hours as agreed by the employer, the student and the teacher. The total number of hours will be \_\_\_\_\_\_\_. |
| 1. Exception:
 | If the employer employs the student outside the scope of this agreement the student shall be deemed to be a normal employee or worker for the purpose of the application of the statutes of Saskatchewan. |
|  |  |  |  |  |  |  |
| **Employer’s Signature** |  | **Date** |  | **Student’s Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| **Teacher’s Signature** |  | **Date** |  | **Parent/Guardian’s Signature** |  | **Date** |

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|  | **Work-Based Learning Portfolio****Roles and Responsibilities of all Participants** |

## **Roles and Responsibilities of all Participants**

**The Employer**

* Provide a “real” experience to support the student’s personal and learning goals.
* Provide a safe workplace and review workplace health and safety protocols.
* Provide appropriate supervision and permit teacher to observe the student in action.
* Encourage open communication with student and teacher.
* Attempt to resolve work placement related problems by involving student and teacher.
* Complete any job interviews, progress reports, evaluations, etc. provided by teacher.
* Keep in communication with teacher regarding student attendance, progress, skills, etc.

**The Student**

* The student is expected to demonstrate the qualities required of employees in the given work placement location.
* The student will develop a Training or Action Plan in conjunction with employer and teacher.
* Work the hours and perform the work duties mutually agreed upon by all parties.
* Follow proper communication channels if unable to attend work or if arriving late is unavoidable.
* Complete safety orientation and follow the rules and regulations of the work placement, giving special care to understanding applicable safety regulations and what it means to work safely.
* Maintain a daily log.
* Participate in student evaluation.
* Notify the teacher of any on-the-job related problems/concerns.
* Arrange transportation to/from the worksite as outlined by school division policy.
* Recognize the placement may be discontinued if problems arise.
* Respect the confidential nature of the information within the work placement.

**The Teacher Supervisor**

* Complete an initial occupational health and safety checklist and inform student of any dress code or PPE details prior to student(s) attending.
* Ensure that Schedule B and all necessary forms are completed and signed prior to student(s) beginning the work placement.
* Ensure the student understands employer’s expectations.
* Collaborate with the student and employer to assist the student in developing learning goals.
* Provide adequate support to the student and employer throughout the placement.
* Monitor the student in the work placement as per the monitoring guidelines.
* Ensure proper lines of communication among all partners (e.g., student, parent or guardian, teacher and employer) are established and maintained throughout the work placement experience.
* Inform the employer supervisor of their authority over a student and assist in informing the student of their rights and responsibilities. Liaise and engage in conflict resolution.
* Regularly review student log, student performance and progress towards reaching personal and learning goals. Ensure continuous feedback is received.

**The School**

* Aim to find work-based learning opportunities that suit individual student needs and interests.
* Provide adequate time for site visits and monitoring in the supervising teacher’s schedule.
* Share information with parents about work-based learning opportunities.

**The Parent/Guardian**

* Sign Schedule B if the student is under the age of 18.
* Encourage and support student learning during the work placement experience.

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|  | **Work-Based Learning Portfolio****Student Contract of Responsibilities** |

## **Student Contract of Responsibilities**

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| **Students Participating in work-based learning are expected to act as responsible members of the community and conduct themselves according to all workplace rules, regulations and expectations.** |
| **Attendance**As a student “employee”, your attendance record is to be exceptional. If, for a valid reason, the student is not able to attend a work session, he or she must **contact the workplace, the school, and the supervising teacher** to notify the parties of the absence. If you miss a placement for any reason, you will have to make up for lost time at a time convenient to your teacher and your employer.  |
| **Punctuality**Students are expected to arrive on time for all workplace sessions and stay for the FULL time required. Students are expected to demonstrate maturity at all times. |
| **Dress Code and Personal Grooming**Dress must be appropriate to the workplace and must meet the employer’s expectations. Safety may be a factor and appropriate attire is required. |
| **Evaluation**Students will be visited at work regularly by supervising teacher. After each visit, a report on student progress will be completed. Reviewing these visitation reports will assist in arriving at a mark. The worksite supervisor will complete an evaluation of the community work experience. In addition, students will also have input into their mark; however, the final decision regarding student performance will be the responsibility of the teacher. |
| **Job Portfolios**Students are expected to keep a daily log in their job portfolios. These portfolios are to remain at the worksite at all times, so I can view information as needed. The student and the workplace supervisor are to review and initial the log sheets on a regular basis.  |
| Please review the expectations and sign below to indicate your cooperation and agreement to follow the stated requirements. Enjoy the workplace experience! I have read and agree to the above list of responsibilities. I recognize that I will be expected to adhere to the responsibilities outlined. |
|  |
| **Student’s Signature** |  | **Date** |

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|  | **Work-Based Learning Portfolio****Mock Interview** |

# **Mock Interview**

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| **Name of Interviewer** |  |
| **Work Placement Site** |  |
| **Name of Interviewee** |  |
| **Date of Interview**  |  |

Please record employee (student) responses in the spaces below. Once the interview is completed, please check off additional information on the attached Mock Interview Checklist. Thank you for your cooperation! This will provide students with some much-needed interview practice.

Begin by greeting employee with a handshake and smile. Direct him/her to the interview area and invite him/her to be seated. (The interviewee should wait to be seated until instructed to do so.).

**Questions. Please adhere as closely to the script as possible. Thanks!**

1. **Tell me about yourself.**

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1. **Why are you interested in working for our business as your career and work exploration placement? If the operating of a motor vehicle is required, now would be a good time to ask whether or not the student holds a valid driver’s license and ask question to determine student abilities.**

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1. **What are your greatest strengths?**

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1. **What do you consider to be your biggest weakness? How do you deal with this weakness?**

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1. **You are currently a high school student. What are your long-term goals?**

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1. **Tell me about a project you completed either at school, work, or with a volunteer organization that you are proud of. Describe in detail the steps you took to complete/accomplish it and why it makes you proud.**

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1. **Tell me about a time when you started a project or activity only to realize it wasn’t going as you planned. (Describe the situation and how you dealt with it. What was the outcome? What did you learn from this experience?)**

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1. **Situation Questions specific to each employer. (These situation questions will give students a chance to think on their feet!)**

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1. **That concludes our interview. Do you have any questions at this time? (Students should respond with some type of question to show they are prepared).**

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**Additional Questions (if applicable):**

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|  | **Work-Based Learning Portfolio****Mock Interview Checklist** |

## **Mock Interview Checklist**

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| --- | --- | --- | --- |
|  | **Needs Improvement** | **Satisfactory** | **Excellent** |
| **Clothing and Personal Grooming** |  |  |  |
| **Introduction, handshake, waits to be seated.** |  |  |  |
| **Eye contact.** |  |  |  |
| **Voice Projection** |  |  |  |
| **Posture** |  |  |  |
| **Courtesy** |  |  |  |
| **Listening Skills** |  |  |  |
| **Positive and friendly attitude** |  |  |  |
| **Confidence** |  |  |  |
| **Completeness of Answers** |  |  |  |
| **Appropriate questions from applicant** |  |  |  |
| **Closing: thanks, handshake, smile, etc.** |  |  |  |

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| **Additional Comment(s):** |
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# **Action Plan**

**What is an Action Plan?**

For the purpose of work-based learning courses, the action plan provides a framework for students, teachers, parents, and employers to better relate to the activities the student will be involved with at the work placement. Action plans serve the purpose of helping students/teacher/parents understand employer expectations and the types of skills that will be developed by the student over the course of the placement experience. Action Plans are also useful for reflection and evaluation processes and help students determine whether or not they are meeting expectations and showing growth in their learning.

**How to Develop an Action Plan**

Students/teachers/employers may use the given template, or design one of their own. The purpose is to make the action plan as accurate as possible in detailing what tasks/duties the student will be observing, assisting with, or performing.

The student should also be setting personal goals to accomplish throughout the placement experience. Parents should also be aware of the action plan.

**Design and Implementation of an Action Plan**

* Students must work with employers in identifying tasks he/she will be expected to perform. Students/Teachers/Employers/Parents are to be made aware of the initial plan.
* Encourage students to refer to the Action Plan when completing journal entries and by asking questions on monitoring visits.
* Incorporated Action Plans into evaluations when appropriate.

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|  | **Work-Based Learning Portfolio****Action Plan** **Part One** |

## **Action Plan: Part One**

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| --- | --- |
| **Student Name** |  |
| **Work Placement** |  |
| **Date** |  |

**Directions**

It is important to determine and Action Plan and set personal and learning goals in relation to your workplace experiences. **Your goals will be your own, but you must work with your employer in creating an Action Plan as he/she will also have input into what is reasonable to accomplish. Your teacher will review the plan and provide you with details for informing parents/guardians.** At the beginning of your placement, set some short- and long-term goals so you can start to achieve them and recognize your progress!

**Action Plan to be completed with Employer**

List general duties to be performed, expectations required of employees in this type of environment, etc. You may also want to list the level of task performed. (Example: Observe, Assist, Perform). Be certain to include the plan for completing the initial safety orientation, interview, etc. and be sure to document any transportation/dress code related expectations.

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|  | **Work-Based Learning Portfolio****Action Plan** **Part Two** |

## **Action Plan: Part Two**

Goals to be completed by student **during** the work placement experience.

In the first column, list the actions you plan to take in relation to your work placement. (Example: What type of work ethic do you wish to display, what do you wish to learn on the job, are you open to learning new things, etc.?)

In the second column, indicate how you will know you are reaching your stated objectives.

|  |  |
| --- | --- |
| **Going into the work placement portion of my course, I wish to gain the following from my work placement experience…** | **I will know I am succeeding with this goal when…** |
| **Short Term Goals** |
|  |  |
| **Long Term Goals** |
|  |  |

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|  | **Work-Based Learning Portfolio****Action Plan** **Part Three** |

##

## **Action Plan: Part Three**

To be completed by student at **end** of work placement experience.

**REFLECTION**

1. Did you accomplish your short-term goals? Explain.

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1. Did this learning experience help you on your way towards your long-term goals? Explain.

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1. What did you learn about ‘communication’ in the workplace? Explain.

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1. What did you learn about ‘responsibility’ in the workplace? Explain.

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1. Describe your most rewarding experience and explain why.

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1. Describe your most challenging experience and explain why.

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1. Do you feel this work placement experience has helped you make any decisions about your life/career planning? Why or why not?

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# **Work-Based Evaluations**

The following Performance Reviews can be utilized for Career and Work Exploration Courses. Sun West Distance Learning Centre (DLC) work-based learning programs have their own course-based assessment forms (i.e. Mechanics, Autobody, AET, etc.)

Good practice in relation to assessment is to involve students, the workplace supervisor, and the teacher in the feedback and assessment process.

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|  | **Work-Based Learning Portfolio****Performance Review: Student Self-Assessment** |

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## **Performance Review: Student Self-Assessment**

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| --- | --- |
| **Student Name** | **Work Placement** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Please check off the appropriate box for each workplace skill.** | **Exemplary****Performance**(4) | **Meeting****Expectations****(3)** | **Approaching****Expectations****(2)** | **Beginning – Needs****Development****(1)** | **Not** **Applicable** |
| **1. Work Habits** |  |  |  |  |  |
| Punctual for Work and stays till end of shift. |  |  |  |  |  |
| Notifies Employer if Absent. |  |  |  |  |  |
| Accepts Advice. |  |  |  |  |  |
| Responds well to Constructive Criticism. |  |  |  |  |  |
| Flexible, Willing to Adjust. |  |  |  |  |  |
| Eager to Learn. |  |  |  |  |  |
| Self-motivated, Takes Initiative. |  |  |  |  |  |
| **2. Work Skills** |  |  |  |  |  |
| Follows Direction. |  |  |  |  |  |
| Productive Worker. |  |  |  |  |  |
| Ability to Listen. |  |  |  |  |  |
| Performs Tasks to the Best of His/Her Ability. |  |  |  |  |  |
| Care with Tools/Equipment. |  |  |  |  |  |
| Represents Business Positively. |  |  |  |  |  |
| Capable of Teamwork and Working Individually. |  |  |  |  |  |
| **3. Personal/Social** |  |  |  |  |  |
| Dresses Appropriately. |  |  |  |  |  |
| Courteous and Considerate. |  |  |  |  |  |
| Gets along with Coworkers. |  |  |  |  |  |
| Conscientious. |  |  |  |  |  |
| Respectful to Coworker/Clients/Supervisors, etc. |  |  |  |  |  |
| **4. Overall Rating** |  |  |  |  |  |
| Rate as a Potential Employee |  |  |  |  |  |
|  |  |  |  |  |  |
| **Tally Each Column** |  |  |  |  |  |
| **TOTAL MARK** | **ADDITIONAL COMMENTS** |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Performance Review: Student Self-Assessment** (continued) |

##

## **Performance Review: Student Self-Assessment** (continued)

**Tasks I enjoyed most:**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Tasks I enjoyed least:**

|  |  |
| --- | --- |
|  |  |
|  |  |

**Positive comments and/or any concerns:**

|  |
| --- |
|  |
|  |

**Record of Attendance**

I was absent \_\_\_\_ days.

I notified my employer in a timely manner. Yes/No.

I notified my teacher in a timely manner. Yes/No.

I have completed \_\_\_\_\_ hours of work-placement.

**Some workplace skills requiring improvement are… I plan to improve them by…**

|  |
| --- |
|  |
|  |
|  |

**After reflecting on my work-based experience, learning, and growth, the grade I think I deserve this term is \_\_\_\_\_\_\_\_\_\_%**

|  |  |  |
| --- | --- | --- |
| **Student’s Signature** |  | **Date** |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Performance Review: Employer Version** |

## **Performance Review: Employer Version**

**SECTION A:** Please complete the following table by assigning a **4,3,2, or 1** to each statement based on student performance. Your evaluation/comments, the student self-evaluation, and teacher monitoring reports, will all factor in to the student’s progress report. Thank you.

|  |  |
| --- | --- |
| **Worksite Name** |  |
| **Supervisor Name** |  |
| **Student Name** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Exemplary****Performance**(4) | **Meeting****Expectations**(3) | **Approaching****Expectations**(2) | **Beginning –** **Needs****Development**(1) | **Not** **Applicable** |
| **1. Work Habits** |  |  |  |  |  |
| Punctual for Work. |  |  |  |  |  |
| Notifies Employer if Absent. |  |  |  |  |  |
| Accepts Advice. |  |  |  |  |  |
| Responds well to Constructive Criticism. |  |  |  |  |  |
| Flexible, Willing to Adjust. |  |  |  |  |  |
| Eager to Learn. |  |  |  |  |  |
| Self-motivated, Takes Initiative. |  |  |  |  |  |
| **2. Work Skills** |  |  |  |  |  |
| Follows Direction. |  |  |  |  |  |
| Productive Worker. |  |  |  |  |  |
| Ability to Listen. |  |  |  |  |  |
| Performs Tasks to the Best of His/Her Ability. |  |  |  |  |  |
| Care with Tools/Equipment. |  |  |  |  |  |
| Represents Business Positively. |  |  |  |  |  |
| Capable of Teamwork and Working Individually. |  |  |  |  |  |
| **3. Personal/Social** |  |  |  |  |  |
| Dresses Appropriately. |  |  |  |  |  |
| Courteous and Considerate. |  |  |  |  |  |
| Gets along with Coworkers. |  |  |  |  |  |
| Conscientious. |  |  |  |  |  |
| Respectful to Coworker/Clients/Supervisors, etc. |  |  |  |  |  |
| **4. Overall Rating** |  |  |  |  |  |
| Rate as a Potential Employee |  |  |  |  |  |
|  |  |  |  |  |  |
| Tally Each Column |  |  |  |  |  |
| **TOTAL MARK** | **ADDITIONAL COMMENTS** |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Performance Review: Employer Version** (continued) |

##

## **Performance Review: Employer Version** (continued)

**SECTION B: ADDITIONAL COMMENTS AND OR CONCERNS:**

Record **JOB STRENGTHS, POSITIVE WORKPLACE SKILLS, SUPERIOR PERFORMANCE,** etc. by providing examples of outstanding qualities which the students have displayed to date.

|  |
| --- |
|  |
|  |
|  |

**SECTION C: PROGRESS**

Record **PROGRESS ACHIEVED**. (Example: In what areas, if any, did the student become more competent through the course of the work placement.

|  |
| --- |
|  |
|  |
|  |

**SECTION D: IMPROVEMENT**

What **IMPROVEMENT OR CORRECTION** is needed in relation to performance or behaviour in order to improve future employability skills?

|  |
| --- |
|  |
|  |
|  |

**SECTION E: DISCUSSIONS**

Please take time to talk to the student about the Employee Performance Review just as you would a regular employee and allow student to add any comments.

**Student Comments:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |  |  |
| **Student’s Signature** |  | **Date** |
|  |  |  |
| **Work-based Learning Employer’s Signature** |  | **Date** |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Daily Log** |

#

# **Daily Log**

Please keep a log of daily activities. This log is to be completed at the end of each work-placement shift. Reflect on your experiences regularly on the back side of the page.

Please have employer review and initial.

Indicate any missed shifts for record-keeping purposes.

**WHAT DID I DO TODAY?**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **ACTIVITIES** | **TIME SPENT** | **INITIALS** |
| Example:Monday, Nov. 1 | (List duties performed during the workplacement experience) | # of hours | Student | Employer |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL HOURS** |  |  |  |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Daily Log**(continued) |

##

## **Daily Log** (continued)

**ADDITIONAL COMMENTS**

Remember, you must contact your teacher, school, and employer in the event of an absence.

\_\_\_\_\_ missed shifts this period. If missed shifts, how do you propose to make them up?

**New Knowledge or Skills Learned**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

**List and describe any problems/challenges that occurred and how you dealt with them:**

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Student’s Signature** |  | **Date** |
|  |  |  |
| **Employer’s Signature** |  | **Date**  |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Monitoring Checklist** |

#

# **Monitoring Checklist: Part One**

|  |  |
| --- | --- |
| **Student Name** |  |
| **Worksite**  |  |
| **Date** |  |

**Discuss with the student:**

|  |  |
| --- | --- |
|  | Is the work experience going well? |
|  |  |
|  | Are there any problems with being on time or being absent? |
|  |  |
|  | Are there any concerns regarding the work site? |
|  |  |
|  | Are you satisfied with the treatment you are receiving? |
|  |  |
|  | Are you keeping up with your log sheets? |
|  |  |
|  | Are there any changes you would like to request? |
|  |  |
|  | Do you feel you are being adequately supervised? |
|  |  |
|  | Do you feel you are doing a good job? |
|  |  |
|  | Is there any area you feel you would like an opportunity to work in? |
|  |  |
|  | Do you have any concerns? |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Monitoring Checklist****Part Two** |

#

# **Monitoring Checklist: Part Two**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Date** |  |
| **Employer Name** |  |

**Purpose of the Visit**

|  |  |
| --- | --- |
|  | Observation of Student at Work |
|  | Visit with Employer Supervisor |
|  | Evaluation for Period |
|  | Problem Situation |
|  | Other (Specify) |  |

**Student Discussions - Indicate with X, if there are difficulties.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Punctuality |  | Safety |  | Finances |
|  | Attendance |  | Equipment |  | Compatibility with Staff |
|  | Dress Code |  | Facilities |  | Variety of tasks performed |
|  | Satisfaction |  | Daily log |  | Samples of student work |
|  | Goals met |  | Problems |  | Discussions with employer |

**Student's Comments:**

|  |
| --- |
|  |
|  |
|  |

**Employer Supervisor Discussions - Indicate with X, if there are difficulties.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Punctuality |  | Safety |  | Attitude toward work |
|  | Attendance |  | Equipment |  | Compatibility with Staff |
|  | Dress Code |  | Facilities |  | Variety of tasks performed |
|  | Quality of Work |  | Daily Log |  | Use of time |
|  | Initiative |  | Problems |  | Quantity of work |
|  | Strengths |  | Weaknesses |  | Work area organization |
|  | Enthusiasm |  | Self-control |  | Accepts criticism |
|  | On-going Evaluation Form to be Completed by Employer Supervisor |

**Employer Supervisor Comments**

|  |
| --- |
|  |
|  |

**Action taken by Teacher:**

|  |
| --- |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| **Teacher’s Signature** |  | **Date**  |

|  |  |
| --- | --- |
|  | **Work-Based Learning Portfolio****Monitoring Checklist****Part Three** |

#

# **Monitoring Checklist: Part Three**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Name** |  | **Date** |  |
| **Work Site Name** |  |

**Before Visitation**

|  |  |
| --- | --- |
| Review student's file |  |
| Daily log |  |
| Previous evaluations and visitation reports |  |
| Student objectives |  |
| Other notes |  |

|  |  |
| --- | --- |
| **Discussions with the Employer should include** | Insert ✓ |
| Meeting objectives |  |
| Student interests |  |
| Student aptitudes |  |
| Review of duties |  |
| Introduction to other staff |  |
| Structure of company |  |
| Tour of company |  |
| Dress code |  |
| Absentee reporting |  |
| Punctuality importance |  |
| Safety regulations and procedures |  |
| Hours of work |  |

**Notes**

|  |
| --- |
|  |
|  |
|  |
|  |

# **Sample Welcome to work-Based Learning Email**

Dear <Insert Name of Course> students:

Welcome to <Insert Name of Course>.

This course is an awesome opportunity for you to explore the life and career investigation process. As you know, the course is divided into two components: theory and work based. As you work towards fulfilling the requirements of the course, you will have the opportunity to:

- develop self-awareness to support career decision making

- recognize hazardous materials and harmful situations

- create resumes and portfolios

- understand the rights and responsibilities of an employee/employer

- develop an awareness of health and safety considerations

- practice interpersonal skills in relation to work-based placements

<Insert some course details in relation to accessing Moodle, your teacher availability, information about seeking work placements, some personal information you wish to share, etc.>

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Thank you for your commitment to this class. I look forward to working with you and supporting your goals.

Sincerely,

<Teacher Name>

# **Tips for Successful Placement**

**Before your first day:**

1. Call your employer. Introduce yourself.

* Consider mentioning you are looking forward to this work-based learning opportunity.
* Share a little bit about yourself.
* Tell the employer why you registered for this course
* Share a few things about what you are hoping to learn, etc.

**During your placement:**

1. Show up on time on scheduled days.

2. Be sure you are aware of workplace expectations.

3. Put your phone away.

4. Complete your daily log at the end of every shift.

5. Ask questions if you need clarification on anything.

6. Take initiative.

7. Be safe.

**After your placement:**

1. Follow up with a note of appreciation.