

WBL Training Plan - Data Sheet

This Work-Based Learning Training Plan and Evaluation combines skill development learning objectives, academic enhancements and personal development goals with an assessment of the student/young adult's employability skills demonstrated through the experience. The evaluation gauges a youth's progress towards readiness for a successful transition into the world of work. It reflects important skills, attitudes, and values that are essential for success in the workplace.

Enter information about the participating student, the work-based learning coordinator, the worksite supervisor and details about the Work-Based Learning experience.

Student

Name _____ Age _____
 Phone _____ Email _____
 School/Organization _____ Grade Level _____ Pathway _____
 School/Org Contact _____ Phone _____ Email _____

Work-Based Learning Coordinator/Teacher

Name _____ Title _____
 Organization/School _____
 Address _____ City, State ZIP _____
 Phone _____ Email _____

Worksite Supervisor

Name _____ Title _____
 Organization/Company _____ Industry Sector _____
 Address _____ City, State ZIP _____
 Phone _____ Email _____ Preferred Form of Contact _____

Job/Internship

Type _____
 Title _____ Schedule _____
 Start Date _____ End Date _____

Duties _____

WBL Training Plan - Learning Objectives

Student/Young Adult _____ Date(s) Established _____ Date(s) Evaluated _____

Develop learning objectives that are specific to the particular job or Internship. Work together to identify reasonable and measurable learning objectives based on academic enrichment or career development potential through the job or Internship, as well as personal development objectives tied to youth development principles.

Academic Enrichment and Career Development Learning Objectives (Academic Content/Technical Skills)
<p>These objectives are related to workplace opportunities that enhance academic learning as well as the student/young adult's career interests. The student/young adult, worksite supervisor, and coordinator determine what learning opportunities are available and appropriate and set learning objectives together.</p>
Learning Objective
Results: (Complete at completion of internship or work experience)

Personal/Youth Development Learning Objectives (Employability/Interpersonal Skills)
<p>These objectives are related to workplace or program opportunities to address personal and youth development learning objectives. The student/young adult, worksite supervisor, and coordinator determine what learning opportunities are available and appropriate and set learning objectives together.</p>
Learning Objective
Results: (Complete at completion of the internship or work experience)

Student Signature _____ Date _____

WBL Coordinator/Teacher Signature _____ Date _____

WBL Training Plan - Learning Objectives

(Page 2)

As a Supervisor, working in conjunction with the Work Based Learning Resource Center of the DOE, I agree to the following:

1. To allow only those students who have been cleared by the WBLRC to begin interning at the host site.
2. To establish a process for supervisors to track student time and attendance and signing off on bi-weekly time sheets (hours not to exceed the stated program maximum hours). To submit payroll documents for interns in accordance with the dates published in the Payroll Calendar.
3. To verify with the school's WBL Coordinator or authorized representative each intern's start date and end date.
4. To verify with the school's WBL Coordinator or authorized representative the total number of hours to be worked by each student, and not to exceed those hours.

Worksite Supervisor Signature _____ Date _____

Evaluation Key

Not Exposed: Intern was not provided the opportunity to achieve this objective or demonstrate the skill.

Training Level: Preparing to become work ready, but has difficulty completing tasks without prompting and repeated help. Does not readily request help. Does not attempt task before asking for or receiving assistance.

Improving Towards Entry Level: More work ready. Has difficulty completing some tasks. May attempt task before asking for help. Needs prompting or assistance.

Entry Level: Meets and demonstrates the skills at a level equal to what is expected of any employee in a similar position. Completes tasks and work projects with and without help. Improves work using team or supervisor feedback. Meets quality standards.

Exceeds Entry Level: Demonstrates mastery of skills at a level above what is expected of any employee in a similar position. Uses information generated personally and by others to improve work quality. Identifies problems before they arise and makes adjustments accordingly. Exceeds work expectations for quality and attends to detail in the development of projects and assignments.

Worksite Supervisor Evaluation

Mid-point Evaluation

Final Evaluation

Establish specific occupational skills linked to the student's course of study that may be developed and demonstrated during the experience and enter below.

Worksite supervisor completes the evaluation at the midpoint and completion of the experience.

Student Name _____ Supervisor _____

Core Employability Skills	Not Exposed	Training Level	Improving Towards Entry Level	At Entry Level	Exceeds Entry Level
Personal Mindset					
Needs minimal supervision to complete tasks.					
Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.					
Adapts approach in response to new conditions or others' actions.					
Planning for Success					
Manages time to complete tasks on schedule					
Social Awareness					
Recognizes the consequences of one's actions.					
Balances own needs with the needs of others.					
Collaboration					
Helps team members complete tasks, as needed.					
Problem Solving					
Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.					
+ Plus Professional Attitude					
Brings energy and enthusiasm to the work.					
Takes responsibility for his or her actions and does not blame others.					
Occupational Skills (Enter at least three from the training plan)					

Comments on Student's Talents and Abilities:

Time Frame: From _____ To _____ Total Hours _____

Next Step Recommendations:

Student Signature _____ Date _____

WBL Coordinator/Teacher Signature _____ Date _____

Worksite Supervisor Signature _____ Date _____