

Massachusetts Work-Based Learning Plan

Participant's Name:

Participant's Email:

Participant's ID Number:

Job Title:

Worksite:

Worksite Supervisor Name:

Worksite Supervisor Email:

School / Program:

Staff / Teacher Name:

Start Date:

End Date:

JOB DESCRIPTION – Tasks, responsibilities, projects:

EMPLOYABILITY SKILLS

The employability skills below are essential in every work environment throughout one’s career. Please discuss and review these skills at least twice during this work-based learning experience, in a first, baseline review and in a second review near the end of the work-based learning experience. **(Two reviews to capture growth -- Be objective!)**

KEY

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATIONS	REVIEWS Use 1-5 Scale (See Key Above)		COMMENTS Notes, goals, and reflections for Review #1 and Review #2
Attendance and Punctuality	☐ Arrives on time and prepared for work ☐ Provides sufficient notice if unable to report for work	Re v #1		
		Re v #2		
Motivation and Initiative	☐ Participates fully in tasks or projects from start to finish ☐ Initiates interaction with supervisor for next task or project upon successful completion of previous one	Re v #1		
		Re v #2		
Communication	☐ Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers ☐ Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions	Re v #1		
		Re v #2		
Teamwork and Collaboration	☐ Works productively with co-workers, individually and in teams; support organization’s mission and goals ☐ Accepts direction and constructive feedback with positive attitude	Re v #1		
		Re v #2		
Critical Thinking and Problem Solving	☐ Notices and identifies challenges and problems that arise in the workplace ☐ Brings concerns to attention of supervisors when appropriate ☐ Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization	Re v #1		
		Re v #2		
Workplace Policy, Culture and Safety	☐ Exhibits understanding of workplace culture and policy ☐ Dresses appropriately for position and duties ☐ Practices personal hygiene appropriate for position and duties ☐ Follows professional standards for use of computers, phones and social media ☐ Respects confidentiality ☐ Complies with health and safety rules for the workplace	Re v #1		
		Re v #2		

WORKPLACE & CAREER SPECIFIC SKILLS

Select three to five skills that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals. Skill definitions are available in the resource guide and the online screens. See <http://massconnecting.org/wbldp>

- Career / Engagement Skills**

 - Active Learning
 - Collecting and Organizing Information
 - Creativity
 - Customer Service
 - Leadership
 - Project Management
 - Public Speaking / Presentations
 - Teaching/Instructing
 - Time Management
 - Understanding All Aspects of the Industry
- Digital Literacy Skills**

 - Computer Technology
 - Database Use
 - Graphic Design
 - Media Literacy
 - Office Suite Software
 - Photo Editing
 - Software Development
 - Spreadsheet Use
 - Web Development
 - [Or industry specific technology]
- Applied Academic Skills**

 - Applied Mathematics
 - Reading
 - Research and Analysis
 - Writing

STEM-Related Skills

 - Engineering Concepts
 - Environmental Literacy
 - Health Literacy
 - Research and Analysis
 - Science Lab Concepts
- Technical / Career-Specific Skills**

 - Applied Arts and Design
 - Blueprint Reading
 - Child Development
 - Cooking / Culinary Arts
 - Early Childhood Math/Reading Literacy
 - Equipment Operation
 - Landscaping
 - Maintenance / Repair / Painting
 - Medical Office Skills
 - [Or other skills applicable to the work experience]

SKILL	SKILL DEFINITION	REVIEWS USE 1-5 SCALE (See Key Above)		COMMENTS Notes, goals, reflections for Review 1 and Review 2
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		
		Rev #1		
		Rev #2		

COMMENTS & SIGNATURES

REVIEW #1:

REVIEW #2:

Participant Signature:

Supervisor Signature:

Staff Signature:

Date:

Participant Signature:

Supervisor Signature:

Staff Signature:

Date: