## (SAMPLE)

Work-Based Learning Training Plan
Student's Name: $\qquad$ Date: $\qquad$
Career Objective/Pathway: $\qquad$ Job Title: $\qquad$
Employer's Name: $\qquad$ Supervisor/Mentor: $\qquad$
Directions: List each task (processes, knowledge, and skills) that will be performed by the student under the supervision/guidance of a work-place mentor. The student should rotate through different job experiences, ensuring that they are diverse, rigorous, and progressive. Throughout the training period, check the appropriate number in the rating column below to indicate the degree of competency for each task. The descriptions associated with each of the numbers focus on the level of student performance for each of the tasks listed below. This document will be used for discussion during monthly on-site visits and to prepare the work-based experience evaluation.

## Employer's Rating Scale

4 - Skilled--can work independently with no supervision.
3 - Moderately Skilled--can perform job completely with limited supervision.
2 - Limited Skill--requires instruction and close supervision.
1 - No Exposure--no experience or knowledge in this area.

|  | Task Progress |  | Rating |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Tasks | Learning Status On-Going | Date Objective Reached | 1 | 2 | 3 | 4 |
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