

Individual Training Plan

(Plan to be attached to the Individual Training Agreement)

Student's Name Job
 Title
 Business/Employer
 Assigned Supervisor
 Work-Based Learning Coordinator
 School
 Beginning Date: ___/ ___/ 20
 Ending Date: ___/ ___/ 20

Area/Task Assigned of Attainment	Classroom Worksite	Date Completed	Level
1. Identify manufacturing occupations			
2. Recognize unsafe work habits			
3. Utilize personal safety equipment			
4. Assess need for blueprints in industry			
5. Identify lines on a blueprint			
6. Identify arrangement of views on a blueprint			

Student Performance Evaluation

Students at a worksite need to have regular performance evaluations. This progress report should show evidence of a student's level of competency in the tasks identified in the Individual Training Plan. The evaluation would include documentation of skill and standards attainment. For example:

Technology Competency	1 Needs Development	2 Competent	3 Proficient	4 Mastery	5 Not Observed
Selecting tools and procedures	Able to use procedures, tools and machines with supervision.	Able to use procedures, tools and machines with occasional supervision.	Able to use procedures, tools and machines without supervision.	Able to determine which procedures, tools and machines to use at appropriate times.	
Applying technology to task	Can identify problem as it relates to technology with supervision.	Can identify a problem as it relates to technology without supervision.	Identifies appropriate technology and uses it to prevent problems.	Uses technology appropriately to identify, prevent and solve problems.	