

LEARNING PLAN AND ASSESSMENT TEMPLATE

Trade: _____

Student: _____

School: _____

Off-campus Coordinator: _____

School Telephone: _____

Student's Residence Telephone: _____

Employer: _____

Employer's Telephone: _____

Employability Skills	15	25a	25b	25c	35a	35b	35c	35d
Safety								
• Identifies potential health and safety hazards								
• Assures personal safety								
• Uses correct safety equipment								
• Reports injuries								
• Maintains safe workplace environment								
Personal Management								
• Dresses appropriately								
• Accepts responsibility								
• Makes informed decisions								
• Applies risk management strategies								
Working with Others								
• Communicates effectively								
• Works as a member of one or more teams								
• Demonstrates tolerance and understanding								
• Reacts appropriately to uncertainty								
Thinking, Planning and Organizing								
• Solves problems and makes decisions								
• Demonstrates planning abilities								
• Organizes time/work								
Managing Transitions								
• Takes responsibility for own learning								
• Is able to adapt to change								
• Understands related career opportunities								
Managing Change								
• Demonstrates flexibility								
• Accepts praise and criticism								
Workplace Profile								
Employability Skills Comments:	Meets or exceeds standards for 125 hours of learning	Meets or exceeds standards for 250 hours of learning	Meets or exceeds standards for 375 hours of learning	Meets or exceeds standards for 500 hours of learning	Meets or exceeds standards for 625 hours of learning	Meets or exceeds standards for 750 hours of learning	Meets or exceeds standards for 875 hours of learning	Meets or exceeds standards for 1000 hours of learning

(continued)

Workplace Skills	15	25a	25b	25c	35a	35b	35c	35d
Knowledge								
• Has knowledge appropriate to task								
• Identifies materials appropriate for task								
• Selects correct tools, equipment and/or processes								
Skills								
• Uses correct techniques								
• Demonstrates appropriate behaviours								
• Provides appropriate services								
• Demonstrates safe practices								
• Task-specific skills:								
—								
—								
—								
—								
—								
—								
Attitudes								
• Appreciates opportunity to learn								
• Is aware of importance of safety								
• Is on time and demonstrates work ethic								
Other Competencies								
•								
•								
•								
•								
•								
Workplace Skills Comments								
	Meets or exceeds standards for 125 hours of learning	Meets or exceeds standards for 250 hours of learning	Meets or exceeds standards for 375 hours of learning	Meets or exceeds standards for 500 hours of learning	Meets or exceeds standards for 625 hours of learning	Meets or exceeds standards for 750 hours of learning	Meets or exceeds standards for 875 hours of learning	Meets or exceeds standards for 1000 hours of learning

Assessment

- Employability Skills: _____ %
- Workplace Skills: _____ % **Final Mark:** _____ %

Off-campus Coordinator Signature

Employer Signature

Student Signature

Date: _____

Date: _____

Date: _____