

Work-Based Learning (WBL) Monitoring Visit Checklist

Overview

The WBL Monitoring Visit Checklist provides a list of specific evidence and discussion topics for WBL site visits. A WBL Coordinator may refer to this list when conducting site visits to businesses across all industry sectors. A content-endorsed teacher may provide additional questions based on a student's specific WBL placement. The WBL Coordinator may use the space at the bottom of this checklist to document comments about the site visit or notes to share with the content-endorsed teacher as needed.

Monitoring Visit Checklist

Please document whether there is evidence of the following at the WBL worksite:

- ☐ The employer provides a safe, clean working environment appropriate for the industry standards.

Notes:

- ☐ The equipment and supplies at the worksite meet the student's needs to complete his/her job tasks.

Notes:

- ☐ The employer has a personnel file on site for students, which includes the following items:
- ☐ proof of age
 - ☐ the WBL Agreement
 - ☐ the WBL Safety Training Log
 - ☐ the WBL Insurance and Emergency Information Form
 - ☐ all additional documentation that is required for the specific student placement

Notes:

Monitoring Visit Discussion Topics

Please discuss the following topics with the supervisor and/or WBL Mentor when conducting a WBL Monitoring Visit:

How is the student performing? Please note any issues that may need to be discussed with the student in the classroom.

Is the student performing above expectations in any of his/her job tasks?

Are there any specific skills that the student may not be practicing that were originally agreed upon in the WBL Agreement? If so, how can the student work on these skills in the classroom or later on in the placement?

Are there any trends in the industry sector that may offer additional insights about future workforce needs?