

CAREER LAUNCH

sdjobs.org

WORK-BASED TRAINING PLAN

Student Name: **[STUDENT NAME]**

Total Hours: [Hours]

Business Name: [Company]

High School: Lincoln High School

Internship Apprenticeship

Skill Areas (KeyTrain Categories, O*Net Knowledge, Skills, Work Activities/Context)	Method of Training	Job Title: [Job Title] Duties Related to Skill Area. (example: skill area: mathematics, duties: counting change, adding receipts, etc...).
Basic Work Skills	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input checked="" type="checkbox"/> Other: OJT	-Will be on time and ready to work as scheduled -Notify employer if they will be absent or late to work -Will learn to remain on task without constant reminders -will learn to proritize tasks in order to get work done in a timley manner -Will listen and take directions -Will learn and follow company policites and procedures
	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input type="checkbox"/> Other:	
	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input type="checkbox"/> Other:	
	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input type="checkbox"/> Other:	

	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input type="checkbox"/> Other:	
	<input type="checkbox"/> Manuals <input type="checkbox"/> Video <input type="checkbox"/> Computer-Based <input type="checkbox"/> Demonstration <input type="checkbox"/> Other:	

Signatures below indicate the training plan was developed in cooperation between the industry representatives, the student, and the Career Advisor to ensure quality skill development towards designated job.

 INUSTRY REPRESENTATIVE SIGNATURE

DATE: ___/___/___

 [STUDENT NAME] SIGNATURE

DATE: ___/___/___

 CAREER ADVISOR SIGNATURE

DATE: ___/___/___

Copies to: student and industry representatives.

CAREER LAUNCH

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WORK-BASED MONITOR

Student Name: **[STUDENT NAME]** Total Hours: [Hours]

Business Name: [Company] High School: Lincoln High School

Internship Apprenticeship

Monitor Type:	<input type="checkbox"/> Initial	<input type="checkbox"/> Interim	hrs	<input type="checkbox"/> Final	____ hrs completed
Individual(s):	<input type="checkbox"/> Student	<input type="checkbox"/> Industry Representative	<input type="checkbox"/> Training Supervisor		
Contact Method:	<input type="checkbox"/> In person	<input type="checkbox"/> Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Other	
Participant:	<input type="checkbox"/> Continued	<input type="checkbox"/> Completed	<input type="checkbox"/> Hired	<input type="checkbox"/> Ended Early	

Training Outline Task should have a Progress Indicator and a Performance Indicator.

Skill Areas (KeyTrain Categories, O*Net Knowledge, Skills, Work Activities/Context)	Method of Training	[Job Title] Duties Related to Skill Area. (example: skill area: mathematics, duties: counting change, adding receipts, etc...).	Progress 1) Not started 2) In progress 3) Completed	Performance a) Doing well b) Shows improvement c) Needs improvement (NA if training has not started)
	<input type="checkbox"/> manuals <input type="checkbox"/> video <input type="checkbox"/> computer based <input type="checkbox"/> demonstration <input type="checkbox"/> other:			
	<input type="checkbox"/> manuals <input type="checkbox"/> video <input type="checkbox"/> computer based <input type="checkbox"/> demonstration <input type="checkbox"/> other:			

	<input type="checkbox"/> manuals <input type="checkbox"/> video <input type="checkbox"/> computer based <input type="checkbox"/> demonstration <input type="checkbox"/> other:			
	<input type="checkbox"/> manuals <input type="checkbox"/> video <input type="checkbox"/> computer based <input type="checkbox"/> demonstration <input type="checkbox"/> other:			
	<input type="checkbox"/> manuals <input type="checkbox"/> video <input type="checkbox"/> computer based <input type="checkbox"/> demonstration <input type="checkbox"/> other			

Student Comments:

Business Comments:

Signatures below indicate all parties have discussed performance and the comments written on this document. Signatures do not necessarily indicate agreement.

INDUSTRY REPRESENTATIVE SIGNATURE

DATE: ___/___/___

[STUDENT NAME] SIGNATURE

DATE: ___/___/___

CAREER ADVISOR SIGNATURE

DATE: ___/___/___

Copies to: student and industry representatives.