

Individual Training Plan

Purpose

Student Name _____

Cell _____ Email _____

Work Experience Education is student participation in planned, supervised learning on a job requiring adult standards of performance. This learning takes place during part of the regular school day, is a joint responsibility of the school, the employer, and the student, and is offered on an equal basis with other subjects. Work Experience Education makes an important contribution to the practical aspects of the student's preparation for living, which may not be entirely provided by other school subjects.

Type of Work Experience Education: [W.E. Teacher should circle one]

General Exploratory Vocational

Each semester students enrolled in Work Experience Education are to list their own individual job duties, and identify specific worksite training objectives, i.e. "What will you learn at work this semester?"

Sample job duties:

- 1. Assist customers with purchases
2. Stock merchandise
3. Clean work area
4. Operate cash register

Sample worksite training objectives:

- 1. To learn customer assistance/sales skills
2. To learn how to inventory/stock store merchandise
3. To learn how and when to clean work areas
4. To learn how to operate the cash register accurately.

List the job duties:

- 1. _____
2. _____
3. _____

Write your worksite training objectives:

- 1. _____
2. _____
3. _____

It is understood that the Student, the Teacher and the Employer will work together to achieve the above objectives. If problems arise, efforts to correct will be made. Either the school or the cooperating employer upon notification may terminate this agreement.

Student Signature Date

Employer Signature Date

PRINT Legibly:

Work Address _____

Cross Streets _____

Supervisor's Name _____