

Training Plan Input Form

The training plan is a list of processes, knowledge, and skills that the student is expected to learn in the work-based experience. The training plan will be used by the employer and the WBL-Coordinator to chart student progress.

The Work-Based Learning Coordinator, student and employer must work together to prepare a training plan for each student that lists specific tasks/competencies to be learned and/or skill development to be attained on the job.

This plan will outline the tasks, duties, and responsibilities that the student is expected to learn. The training should progress through a logical step-by-step process, which ensures that the type and rigor of skills are diverse and continually increase. The Work-Based Learning Coordinator should use the rating from the employer on tasks, duties, and responsibilities to determine if the

Directions: Please list the assign duties, tasks and responsibilities the student will be performing during the course of this internship

1)

2)

3)

4)

5)

6)

7)

Student Name: _____

Student Signature: _____

Supervisor's Name _____

Supervisor's Signature: _____