

CAREER EDUCATION

STUDENT TRAINING PLAN

Student:

Program:

Company:

Supervisor:

Start Date:

End Date:

- Use this form to outline student's personal goals for learning and skill development for each work experience placement.
- This plan needs to be signed off by the student and employer **prior** to starting the work placement.

What volunteer role / position will you participate in during your work placement?

For example: Volunteer Sales Associate, Volunteer Office Assistant, Volunteer Construction Labourer

General Description of the work / tasks to be performed & its connection to the student's area of interest?

Area of Interest: This placement is related to the student's area of interest (identified below)

- | | |
|--|---|
| <input type="checkbox"/> Agriculture, Food and Natural Resources | <input type="checkbox"/> Hospitality and Tourism |
| <input type="checkbox"/> Architecture and Construction | <input type="checkbox"/> Human Services |
| <input type="checkbox"/> Arts, Audio/Video Technology & Communications | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Business, Management and Administration | <input type="checkbox"/> Law, Public Safety, Corrections & Security |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Marketing, Sales and Service |
| <input type="checkbox"/> Government and Public Administration | <input type="checkbox"/> Science, Technology, Engineering & Mathematics |
| <input type="checkbox"/> Health Science | <input type="checkbox"/> Transportation, Distribution and Logistics |

Skills to Develop During Your Work Placement:

Workers require a combination of: essential skills, employability skills, job readiness skills, and job specific technical skills. This plan outlines, the **skills** the student wants to practice and develop during this placement.

Essential Skills to focus on:

- | | |
|--|---|
| <input type="checkbox"/> Numeracy | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Oral Communication | <input type="checkbox"/> Document Use |
| <input type="checkbox"/> Working with Others | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Continuous Learning | <input type="checkbox"/> Digital Skills |
| <input type="checkbox"/> Reading Text | |

Employability Skills: Indicate the employability skills you want to practice.

Personal Management Skills:

- Demonstrating positive attitude and behaviours
- Being responsible
- Being adaptable
- Continuous learning
- Working safely

Fundamental Skills:

- Managing Information
- Using Numbers
- Thinking, analyzing, and solving problems

Teamwork Skills:

- Working with others
- Participating in projects and tasks
- Giving and/or receiving feedback
- Demonstrating initiative

Job Skills specific to area(s) of interest:

- _____
- _____
- _____

Employer Signature:

Student Signature: