

Charting the Course for Success

Focus on Skills: Navigating the Online MA Work-Based Learning Plan (WBLP)

(10:45 a.m. – 12:00 noon) - (12:45 p.m. – 2:30 p.m.)

Agenda

1. Overview of the online WBLP
2. Registering for usernames and passwords
3. Working with others (supervisors, students, and other staff) to write and update a WBLP
4. Running reports, such as lists of WBLPs with review dates or lists of employers/supervisors
5. Writing and re-using job descriptions and skills/tasks
6. New features of the online program
7. Discussion
8. Available resources

DISCUSSION TOPICS

- Flow of information in your program
- Who does what? When do you need paper copies?
- When do you write the job description and skills/tasks, and when do you complete reviews?
- How do you use the WBLP to create high quality work experiences?
- Resources

Session PowerPoint and resources available at:

<http://masswbl.org/instructions>

Also visit:

<http://resources21.org>

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<http://skillslibrary.com>

Using the Massachusetts Work-Based Learning Plan Online Instructions for Program Staff

Ten Key Points

ABOUT THE PROGRAM:

GOALS. The goal of the online WBLP program is to facilitate the effective use of the Work-Based Learning Plan in order to enrich work experiences for youth. Each aspect of the WBLP – the job description, foundation skills list, workplace and career-specific skills list, and two reviews – plays an important role in enriching the work experience and opening up communication about skills needed and expectations of the job. Read more about implementing the Work-Based Learning Plan at <http://skillslibrary.com/wbl.htm>

ABOUT THE SCREENS:

1. **SIGNING UP.** Sign up at <https://masswbl.org>
2. **SHARING.** Use the signup screens to list program staff, teachers, co-workers, etc., with whom you will share information. You will need to know the email addresses for the people with whom you are sharing information.
3. **SAVING.** Use the “Save” buttons on the screens to save your work. You’ll be prompted to save if you forget.
4. **SPELL CHECK** – Use the spell check button to spell check job description and skills/tasks. You must set your browser to allow “popups” for this website in order to use the Spell Check.
5. **Optional vs. required information** – see color-coded circles on the placement form to see what information is required for your program.
6. **Dropdown lists** – The screens provide customized dropdown lists on the skills page and on the placement form. These lists are based on information entered by you or others in your region.
7. **Some linked information is brought in automatically** when you save, including some employer info, teacher email and staff email.
8. **Job Descriptions and Skills** – you can get ideas and sample job descriptions and skills/tasks from the “Job Description Bank” within the program and from the online resources at <http://skillslibrary.com/wbl.htm>.
9. **RESOURCES.** The program provides links to resources, including instructions, PowerPoint presentations and the PDF copy of the “Implementing the Work-Based Learning Plan” booklet.
10. **REPORTS.** The Reports/Admin menu provides reports that you can run anytime. It also provides “admin” functions including lists for reviewing, sorting editing and deleting records.

Using the Massachusetts Work-Based Learning Plan Online Instructions for Program Staff Summer 2009

Thank you for using the online Massachusetts Work-Based Learning Plan!

The **Massachusetts Work-Based Learning Plan** is a diagnostic, goal setting and assessment tool designed to drive learning and productivity on the job. It is used throughout Massachusetts to structure summer job placements, internship placements, and other work-based learning placements. The Work-Based Learning Plan includes a job description, a description of the Foundation Skills and Career and Workplace Specific Skills used in the job/internship, and skill reviews, with opportunities to set goals.

It is available as an online (web-based) form. It is accessed through a username and password.

Sign up at <https://masswbl.org>

To create an account, choose “Program Staff Account” and click the button to CONTINUE.

Read the “Privacy and Data Use” statement and then click to “CONTINUE.” On the next screen, fill in the fields to register to use the online screens.

Fill in your name.

Fill in your email address. Your email address will be your username in the system, and so it is best to use a professional email address rather than a personal email address.

Fill in your region if known.

FOR PROGRAM STAFF ONLY: You will need the access code (available from Jennifer Leonard or from the handouts provided at the orientation.)

You may fill in the email addresses (usernames) for program staff or teachers with whom you are working. Anyone you list will automatically see the Work-Based Learning Plans that you are working on. [NOTE: There is also another opportunity –

The screenshot shows the login page for the Massachusetts Work-Based Learning Plan. The browser title is "Work-Based Learning Plan - Windows Internet Explorer" and the address bar shows "http://masswbl.org/". The page content includes a header with the Massachusetts state flag and the title "Massachusetts Work-Based Learning Plan". Below the header is a paragraph describing the tool and its purpose. There are two bullet points: "Read more about the Work-Based Learning Plan at <http://skillslibrary.com/wbl.htm>." and "View instructions for using this program at <http://masswbl.org/instructions>". The main content area is divided into two sections: "Sign in:" and "Create an account:". The "Sign in:" section has fields for "Username:" and "Password:" with a "GO" button below. The "Create an account:" section has a "Please check one option below and then click the CONTINUE button to continue to the next screen." instruction, followed by four radio button options: "EMPLOYER ACCOUNT: I am a workplace supervisor, internship supervisor or mentor.", "PROGRAM STAFF ACCOUNT: I am a teacher, program coordinator, career specialist or other program staff.", "INTERN ACCOUNT: I am an intern or participant in an internship program, summer jobs program, or other work-and-learning program.", and "GUEST ACCOUNT: I am registering just to take an initial look at the screens." Below these options is a "Continue" button. At the bottom right, there is a note: "** NOTE: Regional WIB-level administrators please email info@skillslibrary.org for a username and password."

The screenshot shows the "Create Account" page for the Massachusetts Work-Based Learning Plan. The browser title is "Work-Based Learning Plan - Windows Internet Explorer" and the address bar shows "https://masswbl.org/register2.asp". The page content includes a header with the Massachusetts state flag and the title "Massachusetts Work-Based Learning Plan - Create Account". Below the header are several input fields: "Your Name:", "Your Email Address:", "Region (if known):" with a dropdown menu set to "-choose from list-", "Email Address #1:", "Email Address #2:", and "Email Address #3:". Below these fields is a "Create Account" button. A paragraph of text reads: "I want to share the Work-Based Learning Plans that I create with the following people. (Choose this option to share all of the Work-Based Learning Plans that you create with the program coordinator, teacher, career specialist or other program staff with whom you work. You may list up to three email addresses. Program staff/co-workers should tell you what email address they use as a username in this system. Note: You may also identify the email addresses of those you will share information with each time you create a Work-Based Learning Plan.)"

on the actual WBLP screen – to identify the staff, teacher, and participant with whom you are working in order to share the information with them.]

A password will be emailed to you automatically. You may change the password at any time, using the “Change Password” button. You may also retrieve the password using the “Retrieve Password” button.

After you register, you will be brought to the main menu page. From this menu, you can::

Start a new Work-Based Learning Plan (WBLP)

Start a new Placement Form

Continue work on a WBLP or Placement Form that has already been started.

WORK-BASED LEARNING PLAN – Four Steps

Step 1

Work-Based Learning Plan Heading

The first screen has the Work-Based Learning Plan heading, including basic information about the participant and the placement. This screen includes space for the email addresses (usernames) for the participant, supervisor, program staff and/or teacher, and allows you to give read/write access or read-only access to each of these people.

The online version of the Work-Based Learning Plan has all of the information that is on the original MSWord/paper version, along with additional fields that may be helpful for tracking and reporting. [An additional full “Placement Form” is also available in the database for those programs that use the online screens for all aspects of reporting. See the guide for the placement screens for more information.]

In this program, you may leave fields blank if information is unknown and return later. Exception: you must fill in the **Participant Name** and **Start Date**.

The screenshot shows the online form for the Massachusetts Work-Based Learning Plan, Step 1: WBLP Heading. The form is titled "Massachusetts Work-Based Learning Plan" and includes a brief description: "The Massachusetts Work-Based Learning Plan is a diagnostic, goal setting and assessment tool designed to drive learning and productivity on the job. Read about the Work-Based Learning Plan and download instructional materials at <http://wblp.state.ma.us/wblp.html>".

The form contains several sections of input fields:

- Participant Information:** Participant Name, Participant Email (with a "Read/Only" dropdown), Supervisor Name, Supervisor Email (with a "Read/Write" dropdown), Program Staff Name, Staff Email (with a "Read/Write" dropdown), Teacher or Other Contact Name, Teacher or Other Contact Email (with a "Read/Write" dropdown), and Participant Date of Birth (with a note: "Please enter dates in mm/dd/yyyy format, such as 1/4/1992").
- Employer Information:** School / Program, Employer Name, Employer Address, Employer City, State, Zip, Employer Size Group (optional), and Employer Type (optional).
- Industry and Job Information:** Industry Cluster (optional), Participant Job Title, and Participant Career Area (optional).
- Placement Dates:** Placement Start Date and Placement End Date, both with Month, Day, and Year dropdown menus.
- Program Enrollment:** Program Enrollment (if known) with checkboxes for Connecting Activities, YouthWorks, MA Youth Regular, MA Youth Stimulus, and Other (specify).
- Region and Review Dates:** Region (if known) (set to N/A), Review Date #1, Review Date #2, and Participant ID (Optional).

At the bottom of the form, there is a "Go to:" dropdown menu with the option "-select from list-".

Step 2 Job Description and Foundation Skills

The second screen has space to write a brief **job description**.

It also has a list and description of **Foundation Skills**. Foundation skills are the basic skills important for all jobs.

These skills, along with the job description and the skills on the next screen, should be presented to the participant as part of the orientation to the job.

Step 1 - WBLP Heading Step 2 - Job Description and Foundation Skills Step 3 - Workplace / Career Skills Step 4 - Reviews

Printer-Friendly Placement Screen new bank of job descr new bank of skills/tasks Signout MENU

Participant Name
Worksite

Job Description

Spell check SAVE Check to include this WBLP in the bank of job descriptions and skills/tasks

1 Section 1: Foundation Skills
Instructions: The Foundation Skills on this page are common to all jobs and should be viewed as the foundation upon which specific workplace and career skills are added. Please review and discuss the following Foundation Skills that will set the basic expectations for the job or internship. These skills will be included in the evaluation in Section 3.

WORK ETHIC AND PROFESSIONALISM

Skill	Performance Expectations
Attendance and Punctuality	Showing up in timely manner prepared for work Providing sufficient notice if unable to report for work
Workplace Appearance	Dressing appropriately for position and duties Practicing personal hygiene appropriate for position and duties
Accepting Direction and Constructive Criticism	Accepting direction and feedback with positive attitude through appropriate verbal and non-verbal communication skills Displaying willingness to work in a cooperative manner
Motivation and Taking Initiative	Participating fully in task or project from initiation to completion Initiating interaction with supervisor for next task or project upon successful completion of previous one
Understanding Workplace Culture, Policy and Safety	Demonstrating understanding of workplace culture and policy Complying with health and safety rules for the specific workplace Respecting confidentiality and exhibiting understanding of workplace ethics

COMMUNICATION AND INTERPERSONAL SKILLS

Skill	Performance Expectations
Speaking	Speaking clearly Using language appropriate to the environment, both in person and on phone
Listening	Listening attentively Making and maintaining eye contact appropriate to the workplace culture Confirming understanding
Interacting with Co-Workers	Reacting positively with co-workers Working productively with individuals and in teams Respecting racial and cultural diversity

Go to:
-select from list-

Step 3 Workplace and Career Specific Skills

The third screen has space to list up to seven “Workplace and Career Specific Skills” and to provide brief description of job responsibilities or tasks associated with these skills. Some examples of skills – for example writing or using computer technology – are suggested and are available on an optional dropdown list). Or you may type in other skills specific to your workplace.

Click the blue square to open the optional dropdown list to choose a skill.

Step 1 - WBLP Heading Step 2 - Job Description and Foundation Skills Step 3 - Workplace / Career Skills Step 4 - Reviews

Printer-Friendly Placement Screen Bank of sample job descr Bank of sample skills/tasks Signout MENU

Participant Name
Worksite

2 Section 2: Workplace and Career-Specific Skills
Instructions: Choose the specific Workplace and Career Skills that you will focus on during this workplace experience, concentrating on skill areas that relate to the individual's job description, the company's goals, the individual's academic or career goals or other relevant skills. Select from the list or add additional skills. For each of the skill areas you select, please briefly describe related job tasks and performance goals.

Collecting and Organizing Information	Mathematics and Numeric Analysis	Time Management
Computer Technology	Problem Solving	Understanding All Aspects of the Industry
Creativity	Project Management	Writing
Critical Thinking	Reading	Occupation-Specific Skills
Equipment Operation	Research and Analysis	OR IDENTIFY YOUR OWN SPECIFIC WORKPLACE SKILLS
Interacting with Customers or Clients	Teaching and Instructing	
Leadership		

Spell check SAVE Check to include this WBLP in the bank of job descriptions and skills/tasks

Go to:
-select from list-

Step 4 Reviews

The fourth screen provides the performance review pages for these skills, including ratings for both Foundation Skills and Workplace and Career Specific skills. It also provides space for goals and comments.

Use this screen for a baseline evaluation early in the job/internship experience and a subsequent evaluation near the end of the job/internship experience.

Step 1 - WBLP Heading | Step 2 - Job Description and Foundation Skills | Step 3 - Workplace / Career Skills | Step 4 - Review

Printer-Friendly | Placement Screen | Bank of sample job desc | Bank of sample skills/tasks | Signout | MENU

SAVE | Spell check

Participant Name
Worksite
Review Date #1
Review Date #2

3 Section 3: Performance Review
Instructions: Please meet at least twice during the workplace experience to review performance and progress and to set additional goals as needed. The first review meeting (Review 1) should take place during the first few weeks to assess the individual's level of competency and to set goals. The next review meeting (Review 2) should be scheduled at that meeting to review progress.

	(1) Performance improvement Plan Needed	(2) Needs Development	(3) Competent	(4) Proficient	(5) Advanced	GOALS
FOUNDATION SKILLS						
Attendance and Punctuality						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Workplace Appearance						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Accepting Direction and Constructive Criticism						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Motivation and Taking Initiative						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Understanding Workplace Culture, Policy and Safety						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Speaking						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Listening						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Interacting with Others						
Review #1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Review #2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
WORKPLACE AND CAREER SPECIFIC SKILLS						
Comments and Signatures						
Review #1 Comments						
<input type="text"/>						
Participant Signature _____ Date _____						
Supervisor Signature _____ Date _____						
Career Specialist/Facilitator Signature _____ Date _____						
Review 2 Comments						
<input type="text"/>						
Participant Signature _____ Date _____						
Supervisor Signature _____ Date _____						
Career Specialist/Facilitator Signature _____ Date _____						
Spell check SAVE						
Key						
(1) Performance Improvement Plan Needed: is not yet demonstrating the foundation skills required for the position and needs to have a formal plan for improving skills and performance.						
(2) Needs Development: Beginning to demonstrate and develop the foundation skills required for the position.						
(3) Competent: Demonstrates foundation skills required for the position.						
(4) Proficient: Consistently demonstrates foundation skills required for the position and shows initiative in improving own skills.						
(5) Advanced: Consistently demonstrates the foundation skills required for the position and shows initiative in improving own skills and using these skills to support the work of the organization.						
Go to: _____						
-select from list						

Save your work as you move from screen to screen, by clicking the SAVE button. If you forget, you will be prompted to save.

A spell check function is available for the job description and skills/tasks. Note that you must allow “popups” for this website in order to use the spell check feature.

An additional set of screens – called the “Bank of Sample Job Descriptions” and “Bank of Sample Skills/Tasks” – provide examples of job descriptions and skill/task descriptions that you and others in your region or statewide have written. You can use this screen to click on a job description or skill/task description, and these will be inserted into the Work-Based Learning Plan. Or you may copy and paste text from the samples into the Work-Based Learning Plan.

The “Printer Friendly” screen is available for easy printing. You can print the whole WBLP with this screen or you can use “Print Preview” to preview and print specific pages. Any of the other screens are also printable.

Program staff and employers can collaborate in writing the WBLP. For example, program staff might fill in the general information on the first screen and employers might fill in the subsequent screens. In some programs, the participants may also write certain aspects of the WBLP, such as helping to develop the job description or list of workplace and career specific skills.

Fields in the Work-Based Learning Plan Heading

<i>FIELD</i>	<i>Description and comments</i>
Participant Name	Type in name (Most people type the name in “lastname, firstname” format, such as “Smith, John.”)
Participant Email	Participant email address – if the participant will be using the online screens, the participant email address should be the participant’s username.
Supervisor Name	Supervisor name.
Supervisor Email	Supervisor Email Address (username)
Program Staff Name	Program staff name.
Program Staff Email	Email address (username)
Teacher or Other Contact Name	Enter the name of a teacher or other contact (such as workplace contact person)
Teacher or Other Contact Email	Email address (username)
Participant Date of Birth	Date of birth, using mm/dd/yyyy format, such as 1/2/1992.
School / Program	Name of the participant’s school (or a program name if not in school)
Employer Name	Click the “arrow” icon to open the dropdown list to see if the employer is already in the database. The dropdown list is based on employer names that you have entered. IMPORTANT – if an employer has more than one site, it is very helpful to use a name that is specific to that site, such as “Stop & Shop / Main St.” or “Stop & Shop #456.”
Employer Address	If the employer is in the database, the employer address, city, state, and zip will be filled in automatically when you click SAVE.
Employer City, State, Zip	If the employer is in the database, the employer address, city, state, and zip will be filled in automatically when you click SAVE. If not, please type in the information.
Employer Size	Choose from dropdown list: <ul style="list-style-type: none"> <input type="checkbox"/> Small (up to 50 employees at this site) <input type="checkbox"/> Medium (50 to 499 employees) <input type="checkbox"/> Large (500 or more employees) <input type="checkbox"/> Unknown

FIELD	Description and comments
Employer Type	Choose from dropdown list: <ul style="list-style-type: none"> <input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit <input type="checkbox"/> Unknown
Industry Cluster (optional)	Choose from dropdown list to choose any category that best describes the workplace. <ul style="list-style-type: none"> <input type="checkbox"/> Arts, Media and Communications <input type="checkbox"/> Business <input type="checkbox"/> Child Care / Camp Counselor <input type="checkbox"/> Construction and Design <input type="checkbox"/> Environment, Natural Resources and Agriculture <input type="checkbox"/> Health Care <input type="checkbox"/> Hospitality, Tourism and Recreation <input type="checkbox"/> Human Services and Education <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Government and Public Service <input type="checkbox"/> Maintenance / Landscaping <input type="checkbox"/> Manufacturing, Science, Technology, Engineering and Mathematics <input type="checkbox"/> Office Support / Clerical <input type="checkbox"/> Retail and Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other: Private Sector <input type="checkbox"/> Other: Public Or Non-Profit Sector
Participant Job Title	Job title – optional – type in
Participant Career Area (optional)	Career area – optional – type in or click icon to choose from optional dropdown list. The dropdown list is created based on values you have entered. This may be used for the participant’s career major, career/vocational program area, career interest area, or other program information.
Placement Start Date	Placement start date. Enter month, day and year.
Placement End Date	Placement end date. Enter month, day and year.
Program Enrollment (check all that apply)	<ul style="list-style-type: none"> <input type="checkbox"/> Connecting Activities <input type="checkbox"/> YouthWorks <input type="checkbox"/> WIA Youth Regular <input type="checkbox"/> WIA Youth Stimulus <input type="checkbox"/> Other (specify)
Region	Region – choose from dropdown – default is the region you chose when you registered for an account.
Review Date #1	The review dates will be entered automatically when you start the first and second review, or you may type them in here.
Review Date #2	The review dates will be entered automatically when you start the first and second review, or you may type them in here.
Participant ID	Participant ID (is optional for the WBLP – and can be any unique number. The Participant ID is masked on this screen to protect privacy.)

Using the Massachusetts Work-Based Learning Plan Online Instructions for Employers (Job/Internship Supervisors)

Thank you for using the Massachusetts Work-Based Learning Plan!

The Massachusetts Work-Based Learning Plan is a diagnostic, goal setting and assessment tool designed to drive learning and productivity on the job. It is used throughout Massachusetts to structure summer job placements, internship placements, and other work-based learning placements. The Work-Based Learning Plan includes a job description, a description of the Foundation Skills and Career and Workplace Specific Skills used in the job/internship, and skill reviews, with opportunities to set goals.

It is available as an online (web-based) form. To maintain privacy, it is accessed through a username and password.

Sign up at <https://masswbl.org>

To create an account, choose “Employer Account” and click the button to CONTINUE. Read the “Privacy and Data Use” statement and then click to “CONTINUE.” On the next screen, fill in the fields to register to use the online screens.

.→ Fill in your name.

→ Fill in your email address. Your email address will be your username in the system, and so it is best to use a professional email address rather than a personal email address.

→ Fill in your region if known.

→ You may fill in the email addresses (usernames) for program staff or teachers with whom you are working. Anyone you list will automatically see the Work-Based Learning Plans that you are working on.

A password will be emailed to you automatically. You may change the password at any time, using the “Change Password” button. You may also retrieve the password using the “Retrieve Password” button.

After you register, you will be brought to the **main menu** page. From this menu, you can start a new Work-Based Learning Plan (WBLP) or continue work on one that has already been started.

The screenshot shows the login page for the Massachusetts Work-Based Learning Plan. The browser title is "Work-Based Learning Plan - Windows Internet Explorer" and the address bar shows "http://masswbl.org/". The page content includes a header with the Massachusetts state logo and the title "Massachusetts Work-Based Learning Plan". Below this is a paragraph describing the tool and its purpose. There are two links: "Read more about the Work-Based Learning Plan at http://skillslibrary.com/wbl.htm" and "View instructions for using this program at http://masswbl.org/instructions". The main form is divided into two sections: "Sign in:" and "Create an account:". The "Sign in:" section has fields for "Username:" and "Password:" with a "GO" button. The "Create an account:" section has a "Please check one option below and then click the CONTINUE button to continue to the next screen." followed by four radio button options: "EMPLOYER ACCOUNT: I am a workplace supervisor, internship supervisor or mentor.", "PROGRAM STAFF ACCOUNT: I am a teacher, program coordinator, career specialist or other program staff.", "INTERN ACCOUNT: I am an intern or participant in an internship program, summer jobs program, or other work-and-learning program.", and "GUEST ACCOUNT: I am registering just to take an initial look at the screens." There is a "Continue" button at the bottom of the "Create an account:" section. A note at the bottom right says: "** NOTE: Regional WIB-level administrators please email info@skillslibrary.org for a username and password."

The screenshot shows the "Create Account" page for the Massachusetts Work-Based Learning Plan. The browser title is "Work-Based Learning Plan - Windows Internet Explorer" and the address bar shows "https://masswbl.org/register2.asp". The page content includes a header with the Massachusetts state logo and the title "Massachusetts Work-Based Learning Plan - Create Account". Below this are several form fields: "Your Name:", "Your Email Address:", "Region (if known):" with a dropdown menu showing "-choose from list-", and three "Email Address #1:", "Email Address #2:", and "Email Address #3:" fields. There is a "Create Account" button at the bottom. A paragraph of text reads: "I want to share the Work-Based Learning Plans that I create with the following people. (Choose this option to share all of the Work-Based Learning Plans that you create with the program coordinator, teacher, career specialist or other program staff with whom you work. You may list up to three email addresses. Program staff/co-workers should tell you what email address they use as a username in this system. Note: You may also identify the email addresses of those you will share information with each time you create a Work-Based Learning Plan.)"

**Step 1
Work-Based
Learning Plan
(WBLP) Heading**

The first screen has the Work-Based Learning Plan heading, including basic information about the participant and the placement. Program staff usually complete this screen.

**Step 2
Job Description and
Foundation Skills**

The second screen has space to write a brief *job description*.

It also has a list and description of *Foundation Skills*. Foundation skills are the basic skills important for all jobs.

These skills, along with the job description and the skills on the next screen, should be presented to the participant as part of the orientation to the job.

**Step 3
Workplace and
Career Specific Skills**

The third screen has space to list up to seven “Workplace and Career Specific Skills” and to provide brief description of job responsibilities or tasks associated with these skills. Some examples of skills – for example writing or using computer technology – are suggested and are available on an optional dropdown list). Or you may type in other skills specific to your workplace.

Click the blue square to open the optional dropdown list to choose a skill.

**Step 4
Reviews**

The fourth screen provides the performance review pages for these skills, including ratings for both Foundation Skills and Workplace and Career Specific skills. It also provides space for goals and comments. Use this screen for a baseline evaluation early in the job/internship experience and a subsequent evaluation near the end of the job/internship experience.

Saving

Save your work as you move from screen to screen, by clicking the SAVE button. If you forget, you will be prompted to save.

Spell Check

A spell check function is available for the job description and skills/tasks. Note that you must allow “popups” for this website in order to use the spell check feature.

**For More
Information**

For more information, contact the program staff, career specialist or teacher you are working with or email info@skillslibrary.org.

Contact:

Telephone:

Email:

Focus on Skills Discussion Guide

Summer Work-Based Learning Programs

This workshop looks at the design of summer work-based learning programs. Participants will discuss the goals of their summer jobs programs, skills that participants learn, benefits of the program, and the contribution of the summer jobs program to the community.

Workshop Agenda

Warm-up Exercise

Discussion:

- Features of a great job experience
- Features of a great summer jobs program
- Skills that young people learn in these jobs

Creating a learning environment “by design”

- Using the Work-Based Learning Plan
- Setting program goals
- Marketing message to youth and community members

Work-Based Learning Plan:

- Overview
- Foundation Skills
- Workplace and Career-Specific Skills

Warm-up Exercise

What was the best summer or after-school job you had as a teen/young adult?

What did you learn from this job?

What was the most unexciting (or unglamorous) job you have ever had?

What did you learn from this job?

Warm-up Exercise

What was the best summer or after-school job you had as a teen/young adult?

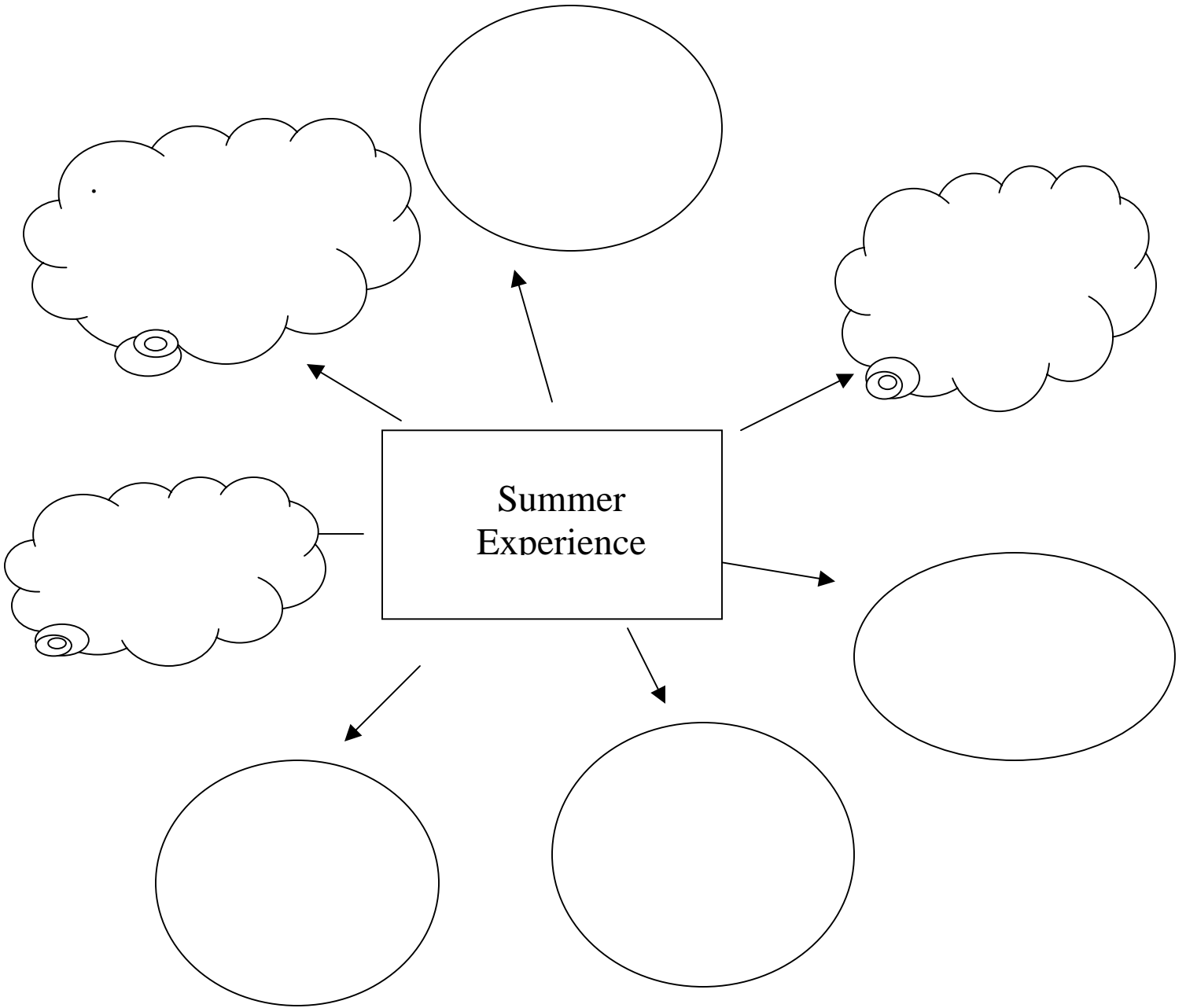
What did you learn from this job?

What was the most unexciting (or unglamorous) job you have ever had?

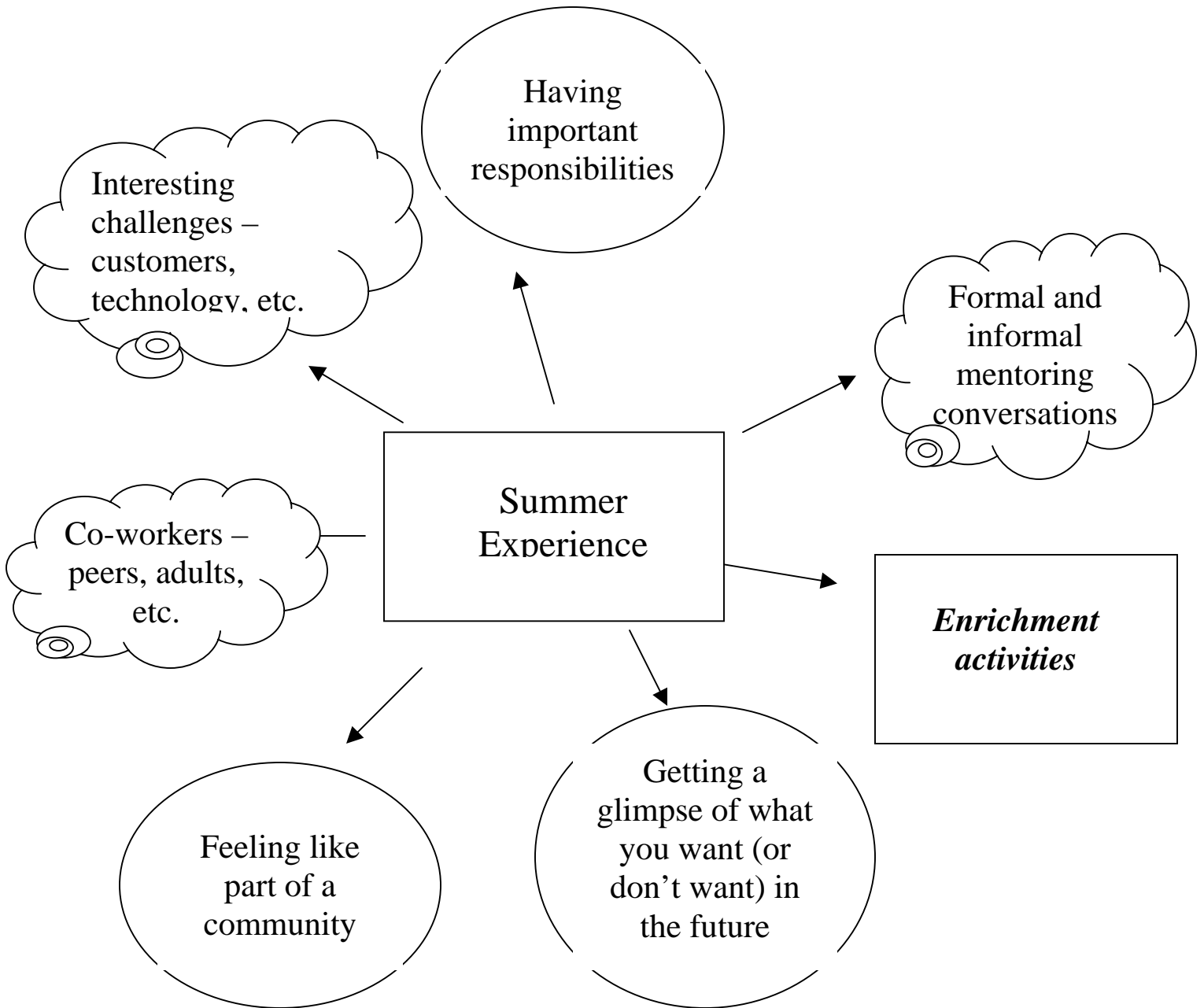
What did you learn from this job?

How did your work in either of these jobs contribute to your community?

WHAT MAKES A GREAT SUMMER JOB?



WHAT MAKES A GREAT SUMMER JOB?



MORE:

- Image of the job
- “Extras” or benefits from the job
- Building a resume
- Sense of accomplishment
- *An awareness of what you accomplished and what you learned*

DISCUSS: ROLE OF THE WORK-BASED LEARNING PLAN