

# Using the Massachusetts Work-Based Learning Plan

The Work-Based Learning Plan (WBLP) is a diagnostic, goal-setting and assessment tool designed to drive learning and productivity on the job.



## Getting Started

Fill in the heading on the first page. Write a brief job description for the position.

In Section 2, identify some of the Specific Workplace and Career Skills relevant to this job and this participant and briefly describe tasks and performance goals related to those skills. Choose as many or as few skills in this section as you wish. You may include workplace-specific skills not listed on the page.

Discuss the skills and performance expectations in Section 1: Foundation Skills and Section 2: Specific Workplace and Career Skills with the participant.

## On the Computer...

- The Work-Based Learning Plan is available as a Microsoft Word document from [www.doe.mass.edu/connect](http://www.doe.mass.edu/connect) or [www.skillslibrary.com](http://www.skillslibrary.com).
- Download and save a copy of the Work-Based Learning Plan Word document – called **MassWBLP.doc** – on the computer where you will be working.
- Give it a unique file name, perhaps based on the participant name and the title of the job or internship.
- At the beginning of the internship, complete the first two pages. Print copies for the participant, supervisor and career specialist.
- Save the file in a location where you will be able to retrieve it for the first review.

## First Review

Have a first review early in the internship. This is considered a “diagnostic” review, providing a baseline rating that indicates where the student started.

In Section 3 of the plan, provide ratings, along with any written goals, for each of the skills. Notice the rating scale on the bottom of the page.

- Fill in the first review in Section 3 of the plan.
- Be sure to fill in the skills in the blanks for Skill 1, Skill 2, Skill 3, etc.
- Save the document, print, sign, and give a copy (electronically or on paper) to the participant, supervisor and career specialist.
- Save the file in a location where you will be able to retrieve it for the second review.

## Second Review

Have a second review toward the end of the internship. This review provides an opportunity to identify skill gains and make suggestions for future learning and growth.

- Fill in the second review in Section 3 of the plan.
- Then save the document, print, sign, and give a copy (electronically or on paper) to the participant, supervisor and career specialist.

*Comments:* The Work-Based Learning Plan may be written by the supervisor, the program coordinator or participant. It may be emailed among supervisor, program coordinator and participant in order to facilitate working together and sharing results. When used thoughtfully, this tool provides an excellent opportunity to open up conversations with participants about skills needed, job expectations, and opportunities to learn on the job.