

WBLP EXAMPLES: Career and Technical Positions

The following examples are excerpted from Work-Based Learning Plans for students enrolled in career and technical programs. These, and additional examples, are also available online at www.doe.mass.edu/connect or www.skillslibrary.com/wbl.htm.

Sample job descriptions

<i>Job Title</i>	<i>Job Description</i>
Allied Health Intern	Intern will perform a variety of tasks associated with the position of Nursing Assistant. Responsibilities include but are not limited to: measuring and recording vital signs; assisting with nutritional and elimination needs; assisting with patient safety, positioning, and mobility; personal care and comfort measures. Strict adherence to infection control measures is required as well as response to basic emergency procedures.
Culinary Intern	Intern will perform a variety of tasks in the culinary arts field including but not limited to: preparing foods for cooking; preparing meats, poultry, and seafood; preparing salads, sandwiches, and beverages; and preparing bakery items. Intern will also apply fundamentals of menu planning, ordering, receiving, and storage. Fundamental knowledge of food service industry required such as knowledge of basic terminology in food service; identify standards of personal hygiene, sanitation, and safety; identify liquid and dry measures; identify ingredients used for cooking and baking; and the ability to read and follow a standard recipe.
Electrical Wiring Intern	Student will work in the electrical wiring field to complete jobs for the City (DPW, Park & Rec, Public Works) and other local organizations. Duties include but are not limited to: plan layout and draw sketches of electrical systems; install or connect conduit (piping), junction boxes, wiring and electrical fixtures; repair or replace faulty wiring, equipment and fixtures. Test electronic components using ammeters, voltmeters, oscilloscopes, and other equipment. Use hand tools, power equipment, and measuring devices to get the job done. Follow federal, state, and local electrical and building codes when planning and conducting work.

Sample “Specific Career and Workplace Skills” from Section 2

<i>Job Title</i>	<i>Skill</i>	<i>Description</i>
Allied Health Intern	Body Mechanics, Patient Safety, Position, and Mobility	Proper body mechanics for personal/resident safety; turning and positioning patient; moving patient to head of bed; assisting patient to dangle; applying transfer belt; transferring bed to chair with 1 and 2 assists; independent transfer, standby assist; transferring bed to stretcher; transferring patient with mechanical lift; assisting patient to walk with cane or walker; transporting patient by wheelchair; assisting falling patient; performing range of motion exercises; making a closed/open bed; making an occupied bed.
Culinary Intern	Food Handling and Sanitation	Follows industry standards for proper handling of food including adherence to ServSafe guidelines as outlined by the National Restaurant Association.
Culinary Intern	Prepare Bakery Items	Identify ingredients used for baking; describe properties and list function of ingredients; measure and weigh ingredients for baking. Make quick breads and muffins; yeast breads and rolls; sweet dough products; prepare pie dough products; prepare, bake and finish cakes; prepare, bake and finish cookies; prepare, bake and finish pastries. Prepare and cook custards and fillings. Prepare specialty desserts. Prepare plated desserts.
Electrical Wiring Intern	Blueprint Reading	Read and follow blueprints to determine where to put wiring, circuits, outlets, and other equipment; develop and complete list of materials and equipment needed for job; discuss how state and/or local code requirements apply to prints.
Electrical Wiring Intern	Mathematics and Numeric Analysis	Use mathematical skills and processes to solve problems in the electrical wiring field.