



2023-2024 WBL Mentor/Supervisor Guide

Thank you for opening the doors to your business and offering real-world, workplace opportunities for tomorrow's workforce. I welcome you to Work-Based Learning and value your partnership! You play an integral part in the WBL program! To help you understand the Work-Based Learning program, a Mentor/Supervisor Guide Sheet has been developed. Please use this guide as needed, or feel free to contact the WBL coordinator.

- I. **What is Work-Based Learning?** Work-Based Learning (WBL) is a high school program that promotes awareness, exploration, preparation, and application of important employability skills and specific job skills. The WBL program focuses on helping students/employees to become productive, successful members of the workforce.
- II. **Who plays a part in the Work-Based Learning Program?** There are three key players in the WBL program:
 - WBL Mentor/Supervisor: adult employee with an interest and desire to see youth prepare for a successful career
 - WBL Student/Employee: high school student, earning high school credit while working part-time
 - WBL Coordinator: connection between the employer and the student
- III. **What is the role of the WBL Mentor/Supervisor?** The supervisor serves as a mentor for the WBL student/employee. The mentor/supervisor should focus on four main functions:
 1. Introduce job tasks and responsibilities to the student/employee
 2. Train the student/employee to be productive on the job
 3. Evaluate the student/employee on the assigned job tasks and responsibilities
 4. Counsel the student/employee, as needed, to improve and enhance productivity and performance
- IV. **What are the primary functions of a WBL mentor/supervisor?** You will be asked to fulfill the following tasks:
 1. **Complete the mandatory Required Documentation Form: This form should be completed when the student is hired. The form consists of three parts: Training Agreement, Training Plan, and Safety Agreement**
 - Training Agreement: A commitment among the WBL student/employee, WBL parent/guardian, WBL mentor/supervisor and the WBL coordinator. The agreement details the specific WBL requirements for all parties.
 - Training Plan: The student/employee, mentor/supervisor and the WBL coordinator will develop a training plan that outlines the tasks and responsibilities on the job. The training plan will be used during the evaluation process to assess the performance of the student/employee.
 - Safety Agreement: In order to ensure the student/employee is properly trained to use any and all equipment, tools, etc., the WBL mentor/supervisor will sign the Safety Agreement form. In addition, the WBL student/employee will also sign to ensure he/she has participated in the required training.
 2. **Evaluations/Assessments: The WBL coordinator will visit jobsites during the semester. During two of the visits, the WBL mentor/supervisor will be asked to complete evaluations/assessments on employability skills and job skills.**
 - Job Skills Assessment: This evaluation/assessment focuses on the tasks identified on the training plan and will be administered once during a semester. The following competency scale will be used:
4 (Distinguished) 3 (Proficient) 2 (Developing) 1 (Beginning)
 - Employability Skills Assessment: This evaluation/assessment focuses on work ethics and will be administered two times during a semester. The evaluation/assessment form will contain several important work ethic traits such as: Attendance, Attitude, Communication, Dependability, Dress Attire, etc. The following scale will be used for the evaluation/assessment of the WBL student/employee:
4 (Excellent) 3 (Good) 2 (Needs Improvement) 1 (Poor)
 3. **WBL Time Cards: WBL students/employees will complete and submit a MONTHLY Time Card to the WBL coordinator. The time card should identify the number of hours worked for the entire month, the pay rate and total monthly gross pay. The time cards are due on the last day of the month and should be submitted by the WBL student/employee. The WBL mentor/supervisor should ONLY verify the completed time card and sign.**
 - The WBL student/employee should complete the time card prior to obtaining the WBL mentor/supervisor signature (Do not sign the time card if it is not completely filled out by the WBL student/employee).
 4. **Workplace Pictures: WBL student/employee should take a picture at work with his/her supervisor**
 - Pictures will be required for the first and last month of the semester (1st Sem: Aug/Dec and 2nd Sem: Jan/May)
 - Pictures should be appropriate (posted on the SECCA website): no gestures, filters, etc.

WBL Mentor/Supervisor TO DO LIST			
1st Semester Aug-Dec	Task	2nd Semester Jan-May	Task
August	Required Documentation Form Time Card Verification Workplace Picture	January	Required Documentation Form Time Card Verification Workplace Picture
September	Time Card Verification Employability Skills Assessment Job Skills Evaluation/Assessment	February	Time Card Verification Employability Skills Assessment Job Skills Evaluation/Assessment
October	Time Card Verification	March	Time Card Verification
November	Time Card Verification Employability Skills Assessment Job Skills Evaluation/Assessment	April	Time Card Verification Employability Skills Assessment Job Skills Evaluation/Assessment
December	Time Card Verification Workplace Picture	May	Time Card Verification Workplace Picture
<p>Students are not required to submit WBL time cards or workplace pictures during the summer months. May, June, and July are the best months to recruit and train new student/employees for the WBL program.</p>			

20 Quick Tips...When you first hire a Work-Based Learning student...



1. Give a company overview: history of the company and basic tour of the building
2. Location of employee manuals
3. Introduce the student to different personnel: HR Manager and key co-workers
4. Identify important areas: locations of fire alarms, fire extinguishers, fire exits, restrooms, break rooms, etc.
5. Identify areas that are unauthorized
6. Review emergency procedures: fire alarms, intruders in the building, severe weather, etc.
7. Employee parking lot and employee entrance to the building
8. Clocking in/out and name badges (if required)
9. Safety Equipment: access to safety equipment (if required)
10. Employee postings: work schedules, and other important employee information
11. Call-in Procedures: sick, late, etc.
12. Company policies: confidentiality, attendance, safety gear, dress code, breaks, request time off, etc.
13. Company consequences: warning, write-ups, temporary removal from work schedule
14. Work etiquette: cell phones, greeting customers, teamwork, communication, etc.
15. Socializing: with coworkers, with customers/clients, etc.
14. Employee expectation: work schedule, attitude, work ethics, etc.
16. School Activities: appropriate time notification
17. WBL Requirements: required number of hours for the month, workplace pictures, WBL time cards, etc.
18. WBL Required Documentation Form: review requirements
19. Contact Procedure/Information: procedure to contact (text, call, etc.)
20. Mentor/Supervisor: serve as a mentor or assign a positive co-worker



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Visit www.gawbl.org for more information on WBL

You may also want to read the WBL Student/Employee Handbook located at www.seccaworks.com