



## 2021-2022 WBL Mentor Handbook

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, please read the WBL Mentor Handbook.

### I. **What is Work-Based Learning**

Work-Based Learning is a high school program established for students to learn about the workforce. It is an agreement between the employer, the student, and school system. This agreement includes the following:

- Development of a detailed training plan of competencies to be learned on the job and specifically what tasks student will perform on the job.
- Commitment to allow the student to work enough hours each week to earn their course credit.
- Periodic evaluations of employability skills and progress toward improvement at performing the competencies on the training plan.
- Adherence to all State and Federal labor laws and regulations for working with youth.

### II. **Who plays a part in the Work-Based Learning Program**

Many different individuals may be involved in teaching a student how to become a productive, successful employee. The following are the key players in WBL:

- WBL Coordinator: serves as the connection between the employer and the student and the WBL Coordinator should be contacted if any problems or situations arise with the student
- WBL Student: high school student, earning high school credit while working part-time
- WBL Mentor: an adult supervisor that has an interest and desire to see young people prepare for a successful career

### III. **What is my specific role as a WBL Mentor/Supervisor?**

The supervisor serves as a mentor for the WBL student/employee. The supervisor/mentor should focus on four main functions:

1. Introducing the student/employee to his/her tasks and/or responsibilities on the job
2. Training the student/employee to be productive on the job
3. Evaluating the student/employee on his/her tasks and/or responsibilities on the job
4. Counseling the student/employee on his/her tasks and/or responsibilities to improve productivity and enhance success

## IV. What paperwork is involved in the WBL program?

As the employer, you will need to complete the following:

- Complete and Sign the Required Documentation
  - Required Documentation should be completed and signed when the student is hired
    - Read and Sign the Training Agreement
    - Read and Sign the Safety Agreement
    - Read, Complete, and Sign the Training Plan

The student, supervisor and WBL Coordinator will develop a Training Plan outlining the student's tasks and/or responsibilities on the job. The training plan will be used during the evaluation to rate the students' performance.

- Meet with the WBL Coordinator periodically to evaluate the students work performance.
  - Throughout the school year, the WBL Coordinator will visit the WBL student on the job. During two visits, the supervisor will be asked to evaluate the WBL student.
  - Two different evaluations will be conducted
    1. Job Training Plan Assessment: This assessment is based directly from the tasks identified on the Training Plan. The Job Training Plan will be evaluated once during a semester.

The supervisor will use the printed Training Plan to evaluate the WBL student. The supervisor will use the following competency scale:

4 (Distinguished)      3 (Proficient)      2 (Developing)      1 (Beginning)

2. Employability Skills Assessment: This assessment is based off of important work ethics (soft skills) in the workplace. The supervisor will be asked to evaluate the WBL student two times during a semester. A form will be used for the supervisor to evaluate the WBL student. The form will contain several important work ethic traits common in today's workplace. A few examples are:

Attendance, Attitude, Communication, Dependability, and Dress Attire

- Verify student's monthly hours worked
  - Students are required to submit monthly hours worked. The WBL student will ask for your signature to verify his/her hours.

Please contact...

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For more information regarding Work-Based Learning,  
please visit [www.gawbl.org](http://www.gawbl.org)

You may also want to read the WBL Student Handbook located at [www.seccaworks.com](http://www.seccaworks.com)