**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.**

1. **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.

1. **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

1. **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**
2. **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)