

## Career and Community Experience Training Plan

Student Name:	School Contact Telephone Number:	Community Site Address:
Teacher/Monitor Name:	School Fax Number:	Community Site Telephone Number:
Community Site (Business Name):	School Address:	Community Site Fax Number:  Community Site Email Address:

Student Area of Interest: \_\_\_\_\_

Description of employer safety orientation provided: \_\_\_\_\_

Day/Hours to be worked: \_\_\_\_\_

General outline:

*[Description of nature of activities to be performed during the community experience placement (e.g., participate in all facets of working in a clothing retail store, including customer relations, money management, and store inventory)]*

### Community Placement Specific Skills/Duties/Tasks

The following duties will be observed or performed alone or with assistance, and these workplace skills will be developed. The student will also receive a rating on a scale of 1 to 5:

- 1 represents no exposure
- 2 indicates exposure only; general information provided but no opportunity to practise
- 3 indicates practised activities, but additional training and practice are required
- 4 represents proficient performance; activities were performed under supervision; however, additional training and practice will be beneficial
- 5 indicates superior performance; performs activity independently without supervision and has sound understanding of activity

<b>Skill/Duty</b>	<b>Observed</b>	<b>Performed with help</b>	<b>Performed alone</b>	<b>Rating</b>
Handle customer payments	—	—	—	—
Provide quality customer service	—	—	—	—
Stock shelves	—	—	—	—
Create displays	—	—	—	—
Handle customer complaints	—	—	—	—
Demonstrate knowledge of stock	—	—	—	—
Maintain displays	—	—	—	—
Price merchandise	—	—	—	—
Maintain general store	—	—	—	—
Inventory store stock	—	—	—	—
Order stock	—	—	—	—
Follow store policies	—	—	—	—

*The above list of duties for work site training competencies has been determined in consultation with three retail clothing stores: Swanson, Neroes, and the Den.*

Community Supervisor Comments:

## Career and Community Experience Training Plan (2)

<b>Employability Skills:</b>	<i>Performed with help</i>	<i>Performed alone</i>	<i>N/A</i>
The student recognizes and respects people's diversity, individual differences, and perspectives.	----	----	----
The student is willing to change preferred way of doing things.	----	----	----
The student is able to recognize when something needs to be done without being told.	----	----	----
The student is able to function effectively under pressure.	----	----	----
The student is able to act in accordance with personal and group health and safety practices.	----	----	----
The student is able to make difficult decisions in a timely manner.	----	----	----
The student is thorough (i.e., complete and accurate) in work.	----	----	----

Additional Community Supervisor Comments:
Teacher/Monitor Comments:

**Related Courses Taken/Planned:**

- a) in school \_\_\_\_\_
- b) \_\_\_\_\_
- c) in the community \_\_\_\_\_

By their signatures, the parties below signify their agreement with the terms of the Training Plan above:

School:	Student/Parent or Guardian:	Community Site:
Contact Name (print): _____	_____ (student signature)	Contact Name (print) : _____
_____ (signature)	_____ (parent/guardian signature)	_____ (signature)
Date:	Date:	Date: