**Workplace Learning Opportunity Tool for all WBL Activities**

Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Profiled: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This tool is designed to help you get a better understanding of the level of complexity of the tasks that are preformed at a worksite. For each of the competency areas listed below, please circle the level at which the employees must perform. This tool can also be used to formulate questions for Career Fairs, Guest Speakers, informational interviews, and field trips/tours.

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|  | **Math** |  |
| 1Not used on the job. | 2Preform simple arithmetic computations. | 3Preform complex computations. [e.g., calculate interest rates, convert to metrics] |
|  | **Writing** |  |
| 1Not used on the job.  | 2Write simple messages | 3Perform more complex writing tasks. [e.g., letters, sequential written directions] |
|  | **Reading** |  |
| 1Not used on the Job. | 2Read simple directions. [e.g., labels, memos, filing directives] | 3Read more complex materials. [e.g., instructional manuals, reports] |
|  | **Task Complexity** |  |
| 1Perform Simple one-step tasks. | 2Perform multi-step tasks. | 3Perform more than one multi-step task simultaneously. |
|  | **Planning and Decision Making** |  |
| 1Not a responsibility of the job. | 2Assist in planning steps required to complete multi-step assignments. | 3Helps identify alternative methods to complete multi-step assignments and plan steps. |
| **Problem Solving and Troubleshooting** |
| 1Identify problems when performing routine work assignments. | 2Identify problems and possible solutions to routine work assignments | 3Perform complex, non-routine work assignments that require problem solving. |
|  | **Computer Technology** |  |
| 1No use of computer on the job. | 2Use a computer for simple word-processing and data-entry tasks. | 3Use a computer as a tool for more complex assignments such as spreadsheets, graphs, and charts. |
|  | **Other Technology** |  |
| 1No use of other technology on the job. | 2Perform basic technical tasks. | 3Perform advanced technical tasks such as helping maintain computer networks. |
|  | **Client/Customer Service** |  |
| 1No interaction with clients/customers on a regular basis. | 2Convey simple messages to clients. | 3Handle client/customer questions and requests for services. |
|  | **Oral Communications** |  |
| 1Job-related communications consist mainly of asking and answering questions. | 2Prepare and convey simple ideas and information for co-workers and/or external clients. | 3Prepare and convey complex ideas and information to co-workers and/or external clients. |
| **Organize and Analyze Information** |
| 1File and organza materials. | 2Prioritize information in a systematic way. | 3Read, analyze, and interpret complex information.  |

**Extension Activity**

Using the information gathered from the **Workplace Learning Opportunity Tool** or the questions you created from the tool, formulate an exit report that encompasses the Work-Based learning experience. In you report address each category describing in the **Workplace Learning Opportunity Tool**. Address if you have received the education, you need to take on the position listed above or if your will need additional training and what that training might be.