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