



# WORK EXPERIENCE/REGISTERED APPRENTICESHIP PROGRAM LEARNER EXPECTATIONS

\_\_\_\_\_

Student Name

\_\_\_\_\_

Work Site/Placement
Supervisor(Print)

\_\_\_\_\_

Occupation Title

Specific duties to be developed; skills/tasks, at this workstation. Fill as many as possible in detail please! (Job Summary, Responsibilities, Tools Used)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Please discuss the above Responsibilities with your supervisor

Specify any dangers that you should be aware of when working. Please complete backside.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor / Evaluator

\_\_\_\_\_  
Coordinator

Signatures

## General Skills and Expectations

Upon completion of the program I should (please check appropriate boxes after reading, if they apply to you)

# Employability Skills

### Safety

- Can identify potential health and safety hazards
- Use equipment safely
- Report injuries
- Aware of importance of safety
- Maintain safe workplace environment
- Demonstrate safe practices

### Personal Management

- Dress appropriately
- Accept responsibility
- Make informed decisions
- Apply risk management strategies

### Working with Others

- Communicate effectively
- Work as a member of one or more teams
- Demonstrate tolerance and understanding
- React appropriately to uncertainty

### Thinking, Planning and Organizing

- Solve problems and makes decisions
- Demonstrate planning ability
- Organize time/work and school

### Managing Transitions

- Take responsibility for own learning
- Able to adapt to change
- Understand related career opportunities

### Managing Change

- Demonstrate flexibility
- Accept praise and criticism

### Knowledge -

- Have knowledge appropriate to task
- Select correct tools, equipment and/or processes to complete tasks

### Work Place Skills

- Uses correct techniques
- Demonstrates appropriate behaviors
- Provides appropriate services

### Attitudes

- Appreciate opportunity to learn
- On time and demonstrate work ethic
- Positive attitude towards co-worker and employer