

Cooperative Education Program-Phase I

Work Based Learning Plan

Frequently Asked Questions

What is it?

The purpose of the cooperative education program is to provide students the opportunity to acquire knowledge, and develop skills in their technical area that are not easily acquirable in a school-based setting but acquirable in a work-based setting. In order to inform your employer about technical competencies that you still need to acquire we must provide your employer with a written plan called a Work Based Learning Plan. Essentially your Work Based Learning Plan will be a typed list of technical competencies you would like to develop through your cooperative placement work experience.

How do I create one?

It is easy! Obtain a copy of the Vocational Technical Education Frameworks for your technical area. The Vocational Technical Education Frameworks are a comprehensive list of competencies you must obtain during your technical training at Nashoba Valley Technical High School. You may find the frameworks online at www.doe.mass.edu/cte/frameworks. Click on Career and Vocational Technical Education in the drop down menu. On the left side of the webpage, click on VTE Frameworks. Click on your cluster area at the bottom of the webpage. Click on the PDF or word document for your technical area.

Review the list of competencies and select a minimum of 15 competencies that you still need continued improvement on and would like to obtain through your cooperative placement work experience. Copy and paste the competencies into a word document. Select competencies from all six of the strands listed below. However, the majority of your competencies should be in Strand 2: Technical Knowledge and Skills.

- Strand 1: Safety and Health Knowledge and Skills
- Strand 2: Technical Knowledge and Skills
- Strand 3: Embedded Academic Knowledge and Skills
- Strand 4: Employability Knowledge and Skills
- Strand 5: Management and Entrepreneurship Knowledge and Skills
- Strand 6: Technological Knowledge and Skills

Share your plan with your technical instructor and obtain approval from your technical instructor on your Work Based Learning Plan. **REMEMBER:** Your technical instructor will still be grading you while you are on cooperative placement!

Does it have to be typed?

Yes. We want your Work Based Learning Plan to look professional for your employer. In addition, this work based learning plan will be mailed to your employer at the end of each trimester for review before your work based assessment is completed. Don't stress! Simply copy and paste identified competencies directly from the frameworks website. If you need technology help just ask.