

Work-Based Activities Plan

PURPOSE

This policy has been put in place with the purpose of assuring the quality of instruction, evaluation and procedures related to work-based instructional activities performed at our school as services to clients.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the Director of Education.

IMPLEMENTATION

The implementation of this policy is delegated to the school's academic personnel.

APPLICABILITY

This policy applies to the work-based practical services students perform at our school in order to gain the practical experience required for their employment.

EFFECTIVE DATE

January 1, 2021

POLICY

1. Student Orientation about the Work-Activities
2. Evaluation of Work-Based Activities
3. Supervision of Work-Based Learning Experiences

1. Student Orientation about the Work-Activities

Prior to conducting a work-based practical activity, students receive the Work-Based Activity Instructional Plan, and the Practical Assessment Grade Form and orientation by the instructor in charge of the activity. The handout includes the following elements describing the work-based activity: objectives; experiences; competencies and skills that will be evaluated; textbook reference for the skills to be evaluated; a copy of the evaluation sheet showing the grading criteria to be conducted by the instructor supervising the activity.

2. Evaluation of Work-Based Activities

All work-based activities of our school are a responsibility of the class instructor since all work-based activities are conducted at the school premises.

3. Supervision of Work-Based Learning Experiences

The program instructor is responsible for guiding and overseeing students' learning experiences, as well as responsible for the students' written evaluations.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Academic*" Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff and Operations Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. School personnel and advisory members receive an email every January with access to the revised digital version of the school's Policies and Procedures Manual to be in effect for the year.