

Toolkit Activity 29: Learning Plan for your WBL experience

Activity title	Develop the Personal Learning Plan for your WBL experience
Aim	Experience how to write a Personal Learning Plan for the WBL activity
Related to subchapter	6.2: Guidelines for Using Work-based Learning as Part of an Integrated Guidance Approach
Group / Individual activity	Individual
Duration	45 minutes
Online / Offline activity	offline activity
Materials needed	Pens, Personal Learning Plan template (print document enclosed)

Step-by-step instructions:

1. This tool should be used during the entire WBL activity. At first, when the WBL activity has been established, so right before it starts, the mentor should meet the mentee and discuss with him / her about short-term and long-term learning objectives in relation to this experience. In order to have realistic and time-bound objectives, mentors can use the SMART Goals technique to support the mentee in the definition of his/her goals. The outcomes of their conversation will be summarised in the Personal Learning Plan under the headings “Short-term Goals” and “Long-term Goals”.
2. In a next meeting the mentor and the mentee will discuss the work done during the WBL and how it went. They will note down in the document this information. In the “Review” section, they will write what the mentee is able to do now and on which aspects he/she still has to work on.
3. If necessary, they will revise the Learning Plan.
4. They will have this discussion and they will update this document whenever they wish throughout the whole WBL experience.
5. In this way, this tool will be of support both to mentors and mentees to check their progress during the WBL in relation to the goals they have set at the beginning.

Take-away message: This activity shows mentors how to use the Personal Learning Plan for WBL, in case they have no or little experience in using this tool. This tool is useful in particular for long-term WBL activities such as internships.

Template for Personal Learning Plan

Personal LEARNING PLAN

Name & surname of mentee: _____

WBL placement: _____

Initial Interview Information – including support needs	
Short-term Goals	
Long-term Goals	
Learning Record Work Done	How it went
Review	
I can now	
I still need to work on	
Revised Plan	

Date: _____

Mentee signature: _____

Mentor signature: _____

