

Title	Work Based Learning (WBL): Roles and Responsibilities
Description	This resource is designed to provide clarity and suggestions around the roles and responsibilities of all those involved in work based learning (WBL)
User	Teacher, Student, VET Provider, Employer
Goal	To provide all parties to the WBL process with a clear understanding of the roles and responsibilities assigned to each party
Objective	Allows all parties to have a clear understanding what their role and responsibilities are as well as having an understanding of the roles and responsibilities of others involved in the WBL process
Method	This resource can be used as is, or can be amended to suit a provider/programme/employer context.
Recommended Use	Students, VET Providers and Employers should be given the opportunity to reflect on and discuss their role and responsibilities prior to engaging in the WBL element of the programme
When	An clear understanding of all the roles and responsibilities should be made clear prior to undertaking in the WBL element of the programme
Language	English
Further links	

This resource is designed to provide clarity and suggestions around the roles and responsibilities of all those involved in work based learning (WBL) i.e.

- the college/centre
- the employer
- the learner.

Suggested Role and Responsibilities of the College / Centre

- Proactively communicate with employers on a range of issues e.g. the timing of WBL, background to the college / centre and its courses / learners, progress of learner during WBL etc.
- Outline to employers what skills, knowledge and competencies learners have already gained
- Provide employers with a selection of desirable learning outcomes on completion of WBL
- Provide the contact details of a liaison within the college / centre for WBL feedback and to address any challenges that may arise during WBL
- Provide the employer with all relevant information and support documentation required prior to WBL
- Maintain a database of any / all contact between the college / centre and the employer to facilitate a mutually rewarding and tailored experience for all participants
- Provide evidence of adequate insurance cover for the learner whilst on WBL
- Prepare the learner for WBL by outlining
 - the nature and demands of the WBL environment
 - the expectations of employers in relation to professionalism and appropriate standards of behaviour in the workplace
- Facilitate the learner in acquiring any additional certification that may be required by the employer for WBL e.g. Safe Pass, Manual Handling, Garda (Police) Vetting etc.
- Support the learner in securing, completing and reflecting on a positive WBL experience

Suggested Role and Responsibilities of the Employer

- Provide meaningful work based learning relevant to the learner's course of study
- Provide the learner with the opportunity to apply college / centre based learning within the business environment and complete any learning objectives that may have been set
- Assign the learner a supervisor / mentor to provide initial induction, professional support, guidance, direction and constructive feedback on his / her performance whilst on WBL
- Provide the college / centre with the contact details of the learner's supervisor / mentor for the duration of WBL
- Communicate to the college / centre any specific skills, knowledge or competencies that the learner should bring to the WBL environment, in addition to any specific features of the placement e.g. the requirement to use Personal Protective Equipment (PPE)

- Advise the college of the main activities in which the student will be engaged
- Provide adequate information, materials, personnel and facilities that may be required by the learner whilst on WBL
- Provide equal opportunities for all learners to fully participate in and benefit from WBL
- Ensure the safety, health and welfare of learners whilst on WBL
- Inform the learner of any / all relevant confidentiality, data protection and other applicable rules, regulations, procedures and directives that will apply during WBL
- Advise the college / centre of any issues that may arise during the WBL period
- Return all relevant WBL documentation to the learner / college / centre as required.

Suggested Role and Responsibilities of the Learner

- Secure a WBL placement relevant to their course of study, with support from the college / centre
- Provide the employer with all required documentation / certification prior to commencement of WBL
- Fully participate in the WBL environment, including the undertaking of all reasonable tasks requested by the WBL employer
- Maintain a regular attendance schedule, to be agreed with the employer prior to WBL commencement
- Discharge all WBL duties in a professional, timely, honest, courteous, proactive and collegial manner at all times
- Fully comply with all Health, Safety & Welfare at Work requirements of the organisation whilst on WBL
- Fully comply with any confidentiality, data protection and other applicable rules, regulations, procedures and directives of the WBL employer
- Immediately inform the WBL employer and college / centre if unable to attend the WBL organisation for any reason
- Return all relevant WBL documentation to the college / centre upon completion of WBL
- Maintain a record of reflection on action for the WBL e.g. WBL log / diary
- On WBL conclusion complete all outstanding assessment documentation as directed by the college / centre.