

# CDET B

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath  
City of Dublin Education and Training Board

## Work Based Learning in CDET B: Roles and Responsibilities

### Booklet 2

June 2016



**CDET**B would like to acknowledge the work and support of the following organisations in the development of the ‘Work Based Learning in CDETB’ series of booklets which were developed as part of the Skills4Work Erasmus+ project:

- CDET
- Further Education Support Service (FESS)
- Finglas Training Centre
- Coláiste Dhúlaigh College of Further Education
- Ballsbridge College of Further Education
- St Kevins College
- Cabra Community College

**Work Based Learning in CDET**B -Titles in series:

- Booklet 1: Employer Engagement
- Booklet 2: Roles and Responsibilities
- Booklet 3: Developing Learner Soft Skills
- Booklet 4: Completing the Work Experience Supervisors Report
- Booklet 5: Externships for Teachers and Trainers

**Published June 2016**

## Work Based Learning in CDET Roles and Responsibilities

### Pilot Work Experience / Work Placement Model - Introduction

As part of the Erasmus+ Skills4Work project CDET is piloting a Work Based Learning (WBL) Model of Continuing Professional Development with CDET teachers, tutors and trainers from January 2016.

The key purpose of the model is to develop the knowledge, skills and experience of CDET teachers, tutors and trainers in the field of work-based learning in order to enhance and support the application of programmes and the relevance of what they do in the classroom with their learners in preparation for the workplace. One important element of this model is clarifying the *roles and responsibilities* of the key stakeholders involved.

The Vocational Education and Training (VET) sector provides learners with the skills, knowledge and competencies to access employment and / or higher education.

A fundamental aspect of the VET sector is work based learning (WBL), which provides learners with the opportunity to:

- Apply the skills, knowledge and competencies gained in the academic setting within a workplace environment
- Enhance academic knowledge by gaining valuable practical skills in a professional environment
- Develop personal and interpersonal skills relevant to their chosen field of study
- Develop an understanding of their chosen organisation / industry and enhance their employability.

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 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.

## Notes