Key Tips for Success for TRAINEE

- **Be Proactive:** Take initiative, ask questions, and actively seek out learning opportunities.
- **Communicate Effectively:** Maintain open communication with your supervisor, advisor, and colleagues.
- **Be Organized:** Keep track of your tasks, deadlines, and progress.
- **Be Professional:** Always maintain a professional demeanour.
- **Be Flexible:** Be prepared to adapt to changes and unexpected challenges.
- **Embrace Learning:** Approach your work-based learning experience with a mindset of continuous learning and growth.



HEART NSTA TRUST

National Training And Programmes Division (NTPD)



Benefits of Effective INSTITUTION Work-Based Learning Programme

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- **Enhanced Employability:** Trainees gain practical skills and experience highly valued by employers, making them more competitive in the job market.
- **Increased Motivation:** Connecting learning to real-world application boosts trainee engagement and motivation.
- **Deeper Understanding:** Practical experiences solidify theoretical knowledge and provide a deeper understanding of concepts.
- **Improved Self-Confidence:** Successfully navigating workplace challenges builds confidence and prepares trainees for future careers.
- **Stronger Industry Connections:** WBL provides a valuable network of professional contacts, potentially leading to future employment opportunities.

Key Success Factors:

- Strong partnerships between educational institutions and employers.
- Clear communication and expectations among all stakeholders.
- Well-defined learning objectives and assessment methods.
- Dedicated and trained mentors who are committed to trainee success.
- Engaging and relevant learning activities.
- Regular evaluation and continuous improvement.
- Flexibility and adaptability to the changing needs of trainees and employers.

Key Components of your INSTITUTION Work-Based Learning Plan (WBLP)

Your INSTITUTION WBLPs include the following core components:

1. **Personal Information:** Your name, contact details, educational institution, programme, etc.
2. **Work Placement Details:** Name of the organization, dates of the experience, supervisor's name and contact info.
3. **Learning Objectives/Goals:** Specific, measurable, achievable, relevant, and time-bound (SMART) goals you aim to accomplish during the work experience. These should align with your academic programme or career aspirations.
4. **Job Description and Skills:** A detailed description of the tasks, projects, and activities you'll undertake and the specific skills that will be the focus of the work-based learning experience.
5. **Resources:** Identification of the tools, materials, equipment, or individuals you'll need for your learning.
6. **Reflection:** Space for regular reflection on your progress, challenges, and learnings.
7. **Signatures/Approvals:** Usually from yourself, your supervisor at the workplace, and possibly your Career Development Officer.

REQUIRED HOURS:

Successful completion of the Institution Work-Based Learning Programme requires trainees to complete the prescribed workplace training hours under the supervision of an approved employer.

Level 2: 80 Hours

Level 3: 120 Hour