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| Insert School Board Logo | *Program Name Certificate Type Certificate Code* | | | |
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| **Participation Assessment Examination**  ***X*. *Title of Competency***  ***XXX-XXX***  **Version *X*** | | | |
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| Employer’s Booklet | | | |
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| I_BIM_4C_150_an | | **VOCATIONAL TRAINING** |

**1. General Information**

1.1 This practicum is a training activity meant to complement the candidate’s in-school learning activities.

The days spent on the job enable the candidates to compare the training they have received with the realities of the workplace, which should help them integrate into the workforce.

1.2 The practicum gives employers the opportunity to help future employees participate in the proper industry training of future employees.

Working conditions for the candidates should be identical to those of the regular staff (e.g. work hours, mealtimes, and breaks). However, candidates are **not to be paid** for their work.

1.3 Your appraisal should be limited to the candidate's participation in the various work‑related activities and their engagement. The results do not relate to the candidate’s performance in producing a product or providing a service.

**2. Instructions for the Employer**

2.1 **Before the Practicum**

▪ Establish an agreed-upon list of tasks to be performed together with the candidate.

▪ Note that there will be tasks that the candidate will perform and others that they will observe.

▪ Become familiar with the Program of Study.

▪ Examine the *Appraisal Form - Employer* for the elements to be observed.

2.2 **Objective of the Internship at the End of Studies**

▪ The intention of this internship is to allow the candidate to acquire skills to integrate in to the workplace by participating in activities proposed by a chosen organization.

2.3 **Role of the Practicum Supervisor**

▪ The practicum supervisor will be required to observe, appraise the intern and fill out an *Appraisal Form*. In addition, the practicum supervisor will act as a coach and mentor to the intern during the practicum placement. The practicum supervisor will plan tasks for the candidate and help motivate the candidate during the completion of these tasks while providing constructive feedback to support learning. Lastly, the practicum supervisor will ensure that the tasks performed by the candidate are varied, adapted to the candidate’s level of competency, to promote the improvement of their development of skills and knowledge in the \_\_\_\_\_\_\_\_\_\_ field.

2.4 **Role of Intern**

▪ The intern is expected to act ethically and professionally when trade. They must respect the work environment and the staff of the organization. The intern will have to demonstrate their commitment and put forward their professional aptitudes in the field of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and make sure to highlight the profession. The intern is responsible for making their learning enjoyable and rewarding.

2.5 **Examples of competencies to observe and practice during the internship in an organization**

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2.6 **During the Practicum**

▪ Allow the intern to observe and perform the planned tasks.

▪ Observe the intern throughout the practicum.

▪ On a daily basis, fill in the Organization Attendance Record (*Appendix - Employer*).

▪ Allow the examiner to visit and observe the candidate in the workplace.

▪ Notify the examiner of any serious concerns deemed inappropriate, any absences, any incidences and if the candidate withdraws from the practicum.

2.7 **After the Practicum**

▪ Record the ‘YES’ and ‘NO’ totals. Sign and date the form.

▪ Return the completed *Employer’s Booklet, the Appraisal Form – Employer* and the Organization Attendance Record (*Appendix - Employer*).