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| *Insert School Logo* | **Work-Based Learning**  **Training Outline** | | |
|  | | | |
| **WEEK** | **ACTIVITIES**  **COMPETENCIES** | **TRAINING** | **COMMENTS**  **REFLECTION** |
| SAMPLE | **Employment Skills**   * Orientation * Safety * Organization Expectations   **Technical Skills**   * Complete an XYZ equipment set up | **Reading/PREP**   * HR Manual * XYZ Equipment set up procedure   **Practice**   * Demonstrate and practice XYZ equipment set up |  |
|  | | | |
| 1 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |
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| 2 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |
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| 3 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

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| 4 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

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| 5 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

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| 6 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

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| 7 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

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| 8 | **Employment Skills**  **Technical Skills** | **Reading/PREP**  **Practice** |  |

*Add additional rows as needed.*