



OFF CAMPUS RAP LEARNING PLAN AND ASSESSMENT TEMPLATE

Student: _____ School: _____

Student Home Phone: _____ School Phone: _____

Off Campus Coordinator: _____

Employer: _____ Employer Phone: _____

Trade: _____

Employability Skills (1-10 scale used for each applicable bullet)	RAP 15 125 hrs	RAP 25A 250 hrs	RAP 25B 375 hrs	RAP 25C 500 hrs	RAP 35A 625 hrs	RAP 35B 750 hrs	Rap 35C 875 hrs	Rap 35D 1000 hrs
Safety								
• Identifies potential health and safety hazards								
• Assures personal safety								
• Uses correct safety equipment								
• Reports injuries								
• Maintains safe workplace environment								
Personal Management								
• Dresses appropriately								
• Accepts responsibility								
• Makes informed decisions								
• Applies risk management strategies								
Working with Others								
• Communicates effectively								
• Works as a member of one or more teams								
• Demonstrates tolerance and understanding								
• Reacts appropriately to uncertainty								
Thinking, Planning and Organizing								
• Solves problems and makes decisions								
• Demonstrates planning abilities								
• Organizes time/work								
Managing Transitions								
• Takes responsibility for own learning								
• Is able to adapt to change								
• Understands related career opportunities								
Managing Change								
• Demonstrates flexibility								
• Accepts praise and criticism								
Employability Skills Comments								

Workplace Skills (1-10 scale used for each applicable bullet)	RAP 15 125 hrs	RAP 25A 250 hrs	RAP 25B 375 hrs	RAP 25C 500 hrs	RAP 35A 625 hrs	RAP 35B 750 hrs	Rap 35C 875 hrs	Rap 35D 1000 hrs
Knowledge								
• Has knowledge appropriate to task								
• Identifies materials appropriately for task								
• Selects correct tools, equipment and/or processes								
Skills and Tasks								
• Uses correct techniques								
• Demonstrates appropriate behavior								
• Provides appropriate services								
• Demonstrates safe practices								
• Task-specific skills:								
-								
-								
-								
-								
-								
-								
-								
-								
-								
-								
Attitudes								
• Appreciates opportunity to learn								
• Is aware of importance of safety								
• Is on time and demonstrates work ethic								
Other Competencies								
1.								
2.								
3.								
4.								
Workplace Skills Comments								

Assessment

Employability Skills: _____ %
 Workplace Skills: _____ %
 Final Mark: _____ % (please include a final mark out of 100%)

 Off-campus Coordinator Signature Employer Signature Student Signature

Date: _____ Date: _____ Date: _____

After obtaining all required signatures, please fax