

Monitoring Tool for lecturers visiting students during their WBE placement with a host company/workplace.

Name of student: _____ **Name of Company:** _____

Date monitored: _____ **Name of Monitor:** _____

Time in _____ **Time out** _____

1. **Tour of the company** *(during your tour make a note of the various sections of the company and how they support the core business; is it a small, medium or large workplace; make a note of opportunities for exposure and experience)*

2. **Interview with the supervisor/ HR/ Training office.**

Questions on placement arrangements and expectations:

➤ Does the HR representative know about the student?	
➤ Does the student have a supervisor or mentor?	
➤ Is the student presently at work?	
➤ Has the student been absent any time during the placement period?	
➤ Does the student arrive on time for work?	
➤ Is there a programme against which the student is working?	
➤ Does the student have the task book at work?	
➤ Is the student completing his/her task book as expected?	
➤ Is the mentor or supervisor checking the task book and signing off each day?	
➤ What is your general impression of the student/s?	
➤ General comment	

Questions on Exposure and Experience for the supervisor/HR/Training office:

- How has the student been exposed to the core business of the company? _____

 - How has the student been involved in tasks? Briefly give a description of these tasks. _____

 - How is the student performing? (Core skill competencies: supervised or assisted work and soft skill competencies: attitude, taking instruction, team work, Communication, diligence to the task assigned, time management, initiative and inquiry, solving problems)? _____

 - Describe any gaps that the college can assist with in preparing the student better for the workplace. _____

 - Are their gaps in the students learning/ knowledge? What are these? _____

 - Has the student been involved in any disciplinary measures for any reason? If so describe. _____

 - Has the student been involved in any incidents or accidents? If so describe. _____

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3. Interview with the student on the progress of WBE

Have you been made to feel welcome? If so how?	
Are you working with a mentor or supervisor?	
Are you working on tasks as planned? Describe tasks	
Are you able to complete your task book?	
Have you been through an orientation and induction programme?	
Have you been exposed to the general business and are you allowed to participate in activities?	
Are you punctual?	
Have you worked in more than one section/ task so far?	
Have you developed good relationships with other employees at the workplace?	
General comments	

Next visit: _____