

EXAMPLE of a Work-based Learning Pathway (2)

Name of Training Organisation	Lead One Training Group		
Trainer / Assessor Details	Jenny Williams		
Name of Learner/s organisation	ABC Warehouse		
Name of learner/s	Jack Green		
Description of work-based learning requirement (objective)	<p>The BSB07 Aspiring Supervisor Skill Set has been designed for staff that plans to move into supervisory or team leader roles. The learning outcome of the program are designed to develop the skill and knowledge to:</p> <p>Contribute to effective workplace relationship and team effectiveness Provide workplace information and resource planning to the team to support organisational goals.</p>		
Learner/s profile and characteristics	<p>Position descriptions and responsibilities:</p> <p>Jack currently works as an acting leading hand responsible for receiving stores at ABC Warehouse and would like to develop his leadership skill and knowledge to enable him to move into a supervisory or team leader role with the company</p> <p>Profile and characteristics:</p> <p>Jack came to ABC warehouse after leaving year 11 at secondary school and has been working in receiving for 4 years, taking on the acting leading hand role 6 months ago. Jack is very enthusiastic and motivated to develop a career in supply chain management and see's the development of skill and knowledge to be in a supervisory role as the next step in the process.</p> <p>Special needs or requirements:</p> <p>Nil</p>		
Learning plan details:	<p>Before commencing the learning program, Jack will meet with myself and Keith Miller Warehouse Manager (Keith will coach and mentor Jack) to determine the responsibilities and areas of training that Jack will need to focus on in relation to the strategic direction of the organisation. The learning will be contextualised to meet the needs of the organisation and take into consideration skill and knowledge already held by jack. The focus will be to target learning to meet the gaps identified.</p>		
Training Package	<p>Code and qualification BSB07 – Aspiring Supervisor Skill Set. Units in the Skill set can contribute to the qualification BSB30112 Certificate III in Business</p>		
Unit/s of competency	Code	Title	Core / Elective
	BSBFLM303C	Contribute to effective workplace relationships	elective
	BSBFLM305C	Support operational plan	elective
	BSBFLM306C	Provide workplace information & resourcing plans	elective
	BSBFLM312C	Contribute to team effectiveness	elective

Start Date	19/01/2012	Finish Date	20/05/2012
Trainer / Facilitator visit schedule:	3 – 5 pm every Wednesday unless arranged in advance		
Analysis of work practice aligned to learning outcomes	Work Task	Staff involved	Learning outcome
	Developing Networks	All ABC warehouse departments	Build effective networks between departments to streamline processes and communications to implement operational improvements
	Monitor analyse receiving department targets	Receiving team	Plan resources and manage team members towards meeting and / or exceeding set targets
	Department planning and budgeting	Receiving team	Work with and involve team in development and setting of targets
	Lead and Facilitate	Receiving team	Manage team, induct team members, handle daily problems, liaise between team and management
Delivery strategies and options:	<p>Weekly sessions will be held with Jack in the workplace and in the onsite training room to present, discuss and reflect on theory components contained within the units of competency.</p> <p>Jack will then apply the knowledge to contextualised practical activities and tasks throughout the week to develop his skill and support the development of underpinning knowledge.</p> <p>Jack will also be coached by his immediate supervisor Keith Miller and will in conjunction with myself have his progress reviewed monthly.</p>		
Additional Learner Support	Jack will also be coached by his immediate supervisor Keith Miller during the normal course of his duties and during application of practical activities and tasks.		
Legislative Requirements including OHS	<p>As the majority of the training will take place in the workplace with Jack, it will be necessary to abide by the OHS safety Guidelines and Procedures of ABC Warehouse.</p> <p>It will be necessary for Jenny Williams and any external training staff from Lead One Training group to undertake a Safety Induction program which will be organised by HR Department at ABC warehouse.</p>		
Assessment Method	Jack will present a portfolio of completed tasks relating to the critical evidence requirements needed for each unit. This will be further supported by questions and reflection on key knowledge concepts contained within units. Keith will provide supplementary third party evidence as well as presenting his findings with both Jack and myself on a monthly consultation meeting.		
Monitoring learning	<p>The following strategies will be used to monitor learning:</p> <p>Keith will monitor Jack's progress between weekly knowledge sessions. Every week Jack will reflect on his progress with myself before each training session and we will discuss progress, obstacles and challenges.</p>		

	<p>The following strategies will be used to address barriers to effective participation</p> <p>At the end of each weekly theory session, Jack and I will develop a strategy plan to work through any obstacles and or challenges that may have caused concern. In the event that the challenge or obstacle is organisation oriented, Keith will be asked to intervene and provide a decision based on organisational strategy, policy or procedure.</p>	
<p>Progress, pathway completion feedback and review</p>	<p>Learner Evaluation of workplace learning pathway and outcomes: Jack to provide an evaluation of the learning informally during each weekly session and at the end of each major milestone attached to each unit of competency).</p> <p>Trainer / Facilitator feedback on progress and completion</p> <p>To be provided weekly through informal individual meetings. Formally, Jack will be provided with feedback and comments against both summative and formative assessment of activities and tasks.</p> <p>Third party or organisation representative Feedback: Monthly a meeting will be held with Jack and his coach (Keith Miller) and myself to review his progress.</p> <p>Pathway progress: Upon successful completion of the program, Jack will be promoted to leading hand and given the opportunity to complete the Certificate III in Business, which the organisational will fund. Upon successful completion of the Certificate (approximately another 6 months) the organisation believes Jack will have built his skill based further to be offered the supervisory role.</p>	
<p>Trainer</p> <p>Name: Jenny Williams</p> <p>Signed:</p> <p>Date:</p>	<p>Learner</p> <p>Name: Jack Green</p> <p>Signed:</p> <p>Date:</p>	
<p>Employer's representative</p> <p>Name: Keith Miller</p> <p>Signed:</p> <p>Date:</p>		