

What is Work-Based Learning?

Work-Based Learning (WBL) helps learners gain valuable workplace soft skills through gradual first-hand exposure and increasing responsibilities. In WBL, young people learn through work exposure (looking and seeing) and work experience (touching and doing). Young people gain a better understanding of employers in their chosen field and, therefore, able to improve their skills and career opportunities.

WBL also presents an opportunity for employers to enrich their workplaces with the skills and competencies of digital natives who bring in new energy and innovation into the workplace.

WBL content is integrated into the USAID Opportunity 2.0 program. This means youth participating in the project have gone through a Life Skills training program that strengthens work readiness skills such as effective communication (speaking and listening), having a strong work ethic, exhibiting leadership and teamwork, and providing good customer service.

Why WBL?



Advantages for the Employer

- ➔ Identify potential future employees
- ➔ Accomplish more simple but time-consuming tasks
- ➔ Introduce new energy, enthusiasm, and ideas into the workplace
- ➔ Give back to the community as a form of corporate social responsibility



Advantages for the Youth

- ➔ Get exposed to field work and reassess interests, skills, strengths and weakness
- ➔ Apply technical and professional skills learned from class
- ➔ Increase chances of being hired
- ➔ Gain self confidence by gaining comfort in a work situation

How long does WBL take?

During work immersion, youth do actual work tasks. Program youth are asked to do at least 40 hours of work immersion. This may be at one workplace or shorter stays at multiple workplaces. This means that youth may not ask to spend all 40 hours at your workplace.

40
hours

5-Day Experience

For Experience and Preparation:

Youth spend five consecutive days working at the same workplace to learn about being in the workplace for a long time.

1 Week or Longer

For Experience and Preparation:

Youth goes into continuous work in one workplace for at least 40 hours (1 work week). Everyone is expected to aim for this.

Private Sector Roles in WBL

We work with many sizes of businesses. In a small business, there will be one person who interacts with the project and the youth. In a larger business, roles may be split. Essentially there are two main roles – the manager and supervisor. A particular business may divide these responsibilities differently depending on the nature of the workplace.



Manager

O2 likely first developed a relationship with the manager. The manager is in charge of an area or department in a bigger business or maybe the owner. The manager should:

- Make sure the youth is oriented to the business
- Coordinate logistics and ensure the youth is provided with proper equipment
- Ensure that health and safety measures are in place and communicated to the youth
- Check-in periodically and support the youth and supervisor through any difficulties



Supervisor

The youth reports directly to a supervisor. The supervisor is expected to:

- Plan appropriate tasks
- Assigns the tasks for the youth and show them how to accomplish them
- Provide feedback and mentorship
- Sign documentation

WBL Documents

Written Agreement

A written agreement between the youth and the employer that defines the roles and responsibilities for the employer and youth.

Daily Record and Evaluation

In this document, youth's tasks will be tracked as well as skills and knowledge they attained. It also serves as a timesheet and helps the project track whether or not the work immersion is paid.

Certificate

A document certifying the number of hours the youth has rendered and the tasks they have done while in your workplace

What the employer should provide

- ➔ Health and safety briefing and personal protective equipment; What to do in case of accident
- ➔ An induction briefing at the start including the rules of the employer
- ➔ Information on expected work tasks, terms, work hours, and dress code
- ➔ Personnel who will supervise and mentor and sign necessary documentation
- ➔ If possible, food and transportation allowances for the youth

Opportunity 2.0 is a five-year (2020-2025) initiative that will improve the learning and earning outcomes of out-of-school Filipino youth by working with key stakeholders from government, industry and academia to strengthen the education, training and employment systems at the national and local level. These include DepEd's enhanced Alternative Learning Systems program, TESDA's skills training programs, and local government programs for youth.