

# IN-WORK

## Template checklist –Before WIL

2022-1-IT02-KA220-HED-000087184



## **What will you find in this document?**

This document provides tools you are free to use and adapt to the needs of your projects.

You only need to reference the source:

In-Work Project (2023). Methodological guidelines to design, develop and implement work-integrated learning activities (D2.2). Inclusive Communities at Work (2022-1-IT02-KA220-HED-000087184). Retrieved from <https://www.in-work-project.eu/>

Enjoy the reading and enjoy the learning!

## Template checklist –Before WIL

Action	Not started	In progress	Completed
<b>Informing and planning support</b>			
Inform students about the availability of special support			
Agree on responsibilities for arranging support during WIL at the university and in the workplace.			
Ensure that students know how to apply for support, if needed			
<b>Understanding student's needs</b>			
Explore the student's interests, goals, and concerns			
Inquire about the student's support needs			
Assess the student's competencies, strengths, and limitations.			
<b>Defining suitable activities and workplace</b>			
Define suitable activities and workplace			
Consider the student's preferences			
<b>Helping the student find a suitable project</b>			
Explore the type of project or workplace suitable for the student			
Assist students in finding a suitable job, including help with the job search process			
Visit employers to familiarize yourself with different workplaces in the area			
<b>Preparing the workplace</b>			
Explore the workplace's capacity to offer meaningful learning experiences and support for the student			
Discuss with the student the required support, and how it benefits the workplace/employer.			
Encouraged workplace representatives to communicate any concerns.			

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