

# IN-WORK

## Template checklist –During 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 –During WIL

Action	Not started	In progress	Completed
<b>Creating a safe space</b>			
Ensure a secure environment where students can work free from discrimination, criticism, harassment, or harm			
Give special attention to students with prior experiences of vulnerability			
<b>Orientation and time management</b>			
Orient students requiring special support			
Encourage students to seek assistance whenever uncertainty arises.			
<b>Open communication and support</b>			
Prompt students to openly discuss their support needs in the workplace			
Schedule confidential meetings to address concerns and challenges.			
Ensure workplace representatives can contact you with any concerns			
<b>Counselling and communication</b>			
Establish clear communication channels between the student, workplace, and yourself			
Regularly check in with the workplace and provide support to colleagues in addressing unexpected situations.			
<b>Regular feedback and development</b>			
Provide constructive feedback on the student's competence development.			
Guide workplace colleagues in delivering feedback and offer your input promptly.			

Authors: IN-WORK project

Contact: info@in-work-project.eu

*Citation:* 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/>

This paper is only electronically available.

This publication is based on the results of the project IN-WORK – Inclusive Communities at Work. It is co-funded with support from the European Commission.

IN-WORK-project n° 2022-1-IT02-KA220-HED-000087184.

Co-funded by the  
Erasmus+ Programme  
of the European Union



	<p>This work is under the licence of Attribution-NonCommercial-ShareAlike 4.0 International (CC BY-NC-SA 4.0)</p>
<p>You are free to:</p> <p><b>Share:</b> copy and redistribute the material in any medium or format; and</p> <p><b>Adapt:</b> remix, transform, and build upon the material</p> <p>The licensor cannot revoke these freedoms as long as you follow the license terms.</p> <p>Under the following terms:</p>	
	<p><b>Attribution:</b> You must give appropriate credit, provide a link to the license, and indicate if changes were made. You may do so in any reasonable manner, but not in any way that suggests the licensor endorses you or your use</p>
	<p><b>NonCommercial:</b> You may not use the material for commercial purposes.</p>
	<p><b>ShareAlike:</b> If you remix, transform, or build upon the material, you must distribute your contributions under the same license as the original.</p>
<p><b>No additional restrictions</b> - You may not apply legal terms or technological measures that legally restrict others from doing anything the license permits</p>	
<p><b>Notices:</b></p> <p>You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation.</p> <p>No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material</p>	

This project has been funded with support from the European Commission.  
This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein. Project No: 2022-1-IT02-KA220-HED-0000871841

The European Commission support for the production of this publication doesn't constitute endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein