







**01** **Tool n. 5 Monitoring visit/online meeting WBL workplace grid** 3





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**Resp. Ageing Lab**

**MANAGEMENT AND MONITORING PLAN FOR THE WBL PATHWAYS IMPLEMENTATION**

The management of the WBL pathways involves monitoring the activities carried out, the learning outcomes achieved and the ability to manage and resolve critical issues that may occur.

The monitoring plan is developed for single learner/care worker:

1. the activities expected in the WBL path will be monitored
2. for each activity monitored, indicate:

* *the forms of collection of data* (Visit to the host organization in presence or online: learner/care worker observed on the task; Visit to the host organization: meeting with the learner/care worker; Data collection from documents, learner/care worker interview);
* *Data and information collected* (Activity progression time, type of activity; learning progression-formative assessment; consistency of activities with the plan, difficulty)
* *Tools used* (WBL Monitoring grid for visit; WBL activity detection grid)
* *Time of implementation of monitoring activities.*

The monitoring activity can be done through meeting between the tutor and the learner/care worker. The tutor can organize the meeting in two ways:

* In presence on the workplace, it means a visit;
* Online on the workplace, it means a video-call.

At least one meeting each learner/care worker have to be carried out. During the meeting the tutor should use the following grid.

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*GUIDE:* the grid can be used to check the progress of the learning path in the workplace. The tutor verifies both the progress of Learning outcomes and the activities carried out (Tasks and activities). This monitoring activity must be done through questioning and observation or through interview addressed to the learner/care worker.

| **Monitoring grid visit (online or in presence) WBL Workplace** | |
| --- | --- |
| Learner/care worker: | |
| WBL tutor | Date and time |
| ☐ Learner/care worker observed on the task  ☐ Meeting with the Learner/care worker | |
| **Area covered by the visit** | **Revision and comments** |
| Learner/care worker’s General Performance |  |
| Activities and tasks |  |
| Recommendations from the WBL tutor |  |
| Recommendations from learner/care worker |  |
| Commitment in follow up |  |
| Other activities, discussions |  |
| Next monitoring meeting |  |