



Personalized Placement Learning Plan
September 21, 2014



Section 1 : Title Page

Student and Credit Information	
Student's Name : Joe Student	School Grade: 11
Student's Phone Number : 613-825-1067	Student's E-Mail Address :
First In-School Related Course Code : GLC20	Title: Career Studies
Number of Co-op Credits Attempted : 2.00	

School Information		
Name of School: Mother Teresa High School		Teacher: Michelle O'Sullivan
Teacher Phone : 613 823-1663	Fax : 613-823-4365	Email : michelle.osullivan@ocsb.ca

Placement Information		
NOC Title : Accounting and related clerks		NOC Code: 1431
Placement Date : September 10, 2014 - January 30, 2015		
Placement Type : Cooperative Education		
Employer : Algonquin College		Address: 1385 Woodroffe Ave, Ottawa, ON
Phone : 613-727-4723	Fax:	E- Mail :
Supervisor : Stella Dot		Phone: 613 123-9876

Section 4 : Related Course Expectations

Overall Expectations (The student will ...)	Specific Expectations (see Assessment Scale at the end of this section)			
KNOWLEDGE / UNDERSTANDING		Midterm	Final	
[GLC2O] describe the personal management skills and characteristics needed to succeed in school, work, family life, and the community and demonstrate the effective use of personal management skills in a variety of settings;	Continuous Learning: Co-op student will demonstrate knowledge skills in application by performing assigned duties and working toward short-term and long-term goals (short term: filing of expense reports; review, approval and uploading of employee expense reports; etc.; long term: full training in Accounts Payable .			
	Reading: Learn codes, account titles, account numbers to perform duties in accounts payable department.			
THINKING		Midterm	Final	
[GLC2O] demonstrate the ability to use a variety of resources to find information about learning, work, and community involvement opportunities;	Computer Use: Learn the software applications that pertain to the Accounting and Finance Department of Algonquin College.			
	Document Use: Demonstrate the ability to organize selected accounting information effectively, using word-processing, database, spreadsheet, and information management software.			
	Thinking: Assist with answering inquiries and resolving problems or discrepancies concerning accounts.			
	Thinking: Demonstrate an understanding of the recording and the decision-making aspects of accounting;			
COMMUNICATION		Midterm	Final	
[GLC2O] demonstrate understanding and effective use of interpersonal skills required to establish and maintain positive relationships and work effectively in teams or groups.	Oral Communication: Communicate with supervisors and co-workers by speaking clearly and concisely and listening attentively to instructions.			
	Working with Others: Identify positive teamwork skills and demonstrate the ability to use them effectively at the workplace.			
	Oral Communication: Inform supervisor of absences using proper attendance reporting procedures.			
	Writing: Prepare accurate and detailed log sheets on a daily basis and submit for verification and signature each week			
APPLICATION		Midterm	Final	
[GLC2O] demonstrate knowledge of selected fields of work, occupations, and workplace issues;	Reading: Follow the required steps to complete the process for posting to accounts payable. (eg. ensure that invoices are matched with statements).			
	Writing: Prepare accurate and detailed log sheets and submit for verification and signature on a weekly basis.			

Section 5 : Employer's Expectations

Employer's General Expectations (The student will ...)	Specific Skills or Tasks (see Assessment Scale at the end of this section)			
	Midterm	Final		
1431: Accounting and related clerks perform some or all of the following duties:	Calculate, prepare and issue documents related to accounts such as bills, invoices, inventory reports, account statements and other financial statements using computerized and manual systems			
	Code, total, batch, enter, verify and reconcile transactions such as accounts payable and receivable, payroll, purchase orders, cheques, invoices, cheque requisitions, and bank statements in a ledger or computer system			
	Compile budget data and documents based on estimated revenues and expenses and previous budgets			
	Prepare period or cost statements or reports			
	Calculate costs of materials, overhead and other expenses based on estimates, quotations, and price lists			
	Respond to customer inquiries, maintain good customer relations and solve problems			
	Perform related clerical duties, such as word processing, maintaining filing and record systems, faxing and photocopying.			

Section 6 : Placement Learning Skills Assessment

For each item in the following six categories, use the following four-point scale to assess the student; please check appropriate box.

N - Needs Improvement

S - Satisfactory

G - Good

E - Excellent

Student and Placement Information

Student's Name : Braden Goebel

Employer's Name : Algonquin College

Supervisor's Name : Carolle Gauthier

Placement date : 10/09/2014 - 30/01/2015

NOC Title : Accounting and related clerks

MTCU Trade Title :

Observed Behaviour (during placement, the student...)	Midterm				Final			
	N	S	G	E	N	S	G	E
RESPONSIBILITY								
fulfils responsibilities and commitments within the learning environment								
completes work according to agreed-upon timelines								
takes responsibility for and manages own behaviour								
ORGANIZATION								
devises and follows a plan and process for completing work and tasks								
establishes priorities and manages time to complete tasks and achieve goals								
identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks								
INDEPENDENT WORK								
independently monitors, assesses, and revises plans to complete tasks and meet goals								
uses time appropriately to complete tasks								
follows instructions with minimal supervision								
COLLABORATION								
accepts various roles and an equitable share of work in a group								
responds positively to the ideas, opinions, values, and traditions of others								
builds healthy peer-to-peer relationships through personal and media-assisted interactions								
works with others to resolve conflicts and build consensus to achieve group goals								
shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions								
INITIATIVE								
looks for and acts on new ideas and opportunities for learning								
demonstrates the capacity for innovation and a willingness to take risks								
demonstrates curiosity and interest in learning								
approaches new tasks with a positive attitude								
recognizes and advocates appropriately for the rights of self and others								
SELF-REGULATION								
sets own individual goals and monitors progress towards achieving them								
seeks clarification or assistance when needed								
assesses and reflects critically on own strengths, needs, and interests								
identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals								
perseveres and makes an effort when responding to challenges								

Section 7 : Comments and Signatures, Midterm

Please comment on the student's overall performance.

(Benefits of training to student, student's strengths, suggestions for improvement, etc.)

Training Supervisor's comments

Date: ____/____/____
dd mm yyyy

Training Supervisor's signature

Student's comments

Date: ____/____/____
dd mm yyyy

Student's signature

Co-op Teacher's comments

Date: ____/____/____
dd mm yyyy

Co-op Teacher's signature