



Work Based Learning Experience Preparation Guide

Students

A Student Guide for Starting Work with Support

Congratulations on your paid Work-Based Learning Experience!

You're about to start something exciting—and important. A job helps you learn new things, meet new people, and build your future. It also means taking responsibility, showing up on time, and doing your best. This guide will help you feel confident and ready!

Tips for a Great Start

- Be on time
- Ask for help when you need it
- Take breaks if you feel tired or overwhelmed
- Keep a good attitude, even when things are hard
- Let your team know how it's going

Soft Skills for the Workplace

These are “people skills” that help you do well on the job:

- Use kind words and good manners
- Listen when others are talking
- Follow directions the first time
- Stay calm and try your best
- Say “thank you” when someone helps you
- Be a team player—help others when you can

Saving and Spending Money

- You may get paid for your work!
- Try to save a little each time you get paid

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- Ask your family, teacher, or VR counselor for help with money questions
- Learn about bank accounts, debit cards, and how to keep your money safe

Reporting Your Income (If You Get Public Benefits)

If you get Social Security or Medical Assistance, you may need to report your income when you start working.

- Don't worry—your team can help with this!
- Let your VR counselor, family, or job coach know if you receive benefits.
- Reporting your income helps protect your benefits and keep things on track.

Important Work Information

Write down the names and phone numbers of the people helping you:

Job Site Name: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____

Job Coach or Trainer's Name: _____

Trainer's Phone Number: _____

VR Counselor's Name: _____

VR Counselor's Phone Number: _____

Getting Ready Checklist

Talk with your team and check off what you've done or need to prepare:

Clothing & Shoes

I know what to wear at my job (uniform, work shoes, etc.)

I have the clothes and shoes I need

I asked for help if I need to get anything

Notes: _____

Transportation

I know how I'm getting to and from work

I practiced the route (bus, car, walking)

I have a backup plan if something changes

Notes: _____

Required Documents

I have a work permit

I have my Social Security card or a copy

I have a photo ID (like a school or state ID)

I know how I will get paid (check, direct deposit, pay card)

I have my banking info (for direct deposit, if needed)

Notes: _____

