



Work Based Learning Template Communication Examples

General Success/Incident Report Email Template Overview

Purpose: This template is intended for use by worksite trainers or staff to communicate with families, support teams, and VR counselors about a student's progress during a Work-Based Learning Experience (WBLE). It can be used to share **positive milestones** as well as **minor incidents** that support growth and learning.

Use When:

- A student demonstrates a workplace success (e.g., initiative, teamwork, problem-solving)
- A student experiences a minor challenge that was addressed on-site
- You want to keep the support team informed and reinforce consistent messaging

Tone: Supportive, strength-based, and collaborative. Emphasize growth and progress while remaining transparent.

General Success/Incident Report Email Template

Subject: [Student First Name] – Update from Today's Work-Based Learning Experience

Dear [Family/Support Team Name],

I wanted to share a quick update about [Student First Name]'s experience today at [Worksite Name]. As part of our ongoing communication and support, we aim to highlight both successes and growth opportunities that help students build real-world work skills.

Date: [Insert Date]

Location: [Worksite Name]

Staff Present: [Your Name/Title]

Today's Highlight:

[Choose one: "Today, [Student First Name] did an excellent job with..." or "Today, [Student First Name] faced a challenge related to..."]

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[Insert a clear, brief description—e.g., Success: "...showing initiative by completing tasks independently and helping a peer who was struggling." OR Incident: "...staying focused during a new task, but responded well after a reminder about expectations."]

Action Taken:

- [For success: "Recognized and praised on-site"]
- [For incident: "Provided coaching and support during the shift"]
- Reflection or check-in completed to reinforce learning

Next Steps:

- [For success: "We'll continue encouraging this behavior and building on today's progress."]
- [For incident: "We'll continue supporting skill development with reminders and positive reinforcement."]

We are proud of [Student First Name]'s ongoing efforts and appreciate your support in reinforcing these experiences. Please feel free to reach out if you have any questions or insights you'd like to share.

Warm regards,

[Your Full Name]

[Your Title / Role]

[Phone Number or Email]

[Organization Name]

Serious Incident and Meeting Request Template Overview

Purpose: This template is for **serious incidents** that require a coordinated response and a team meeting to determine appropriate supports and next steps. It is designed to ensure safety, maintain workplace integrity, and uphold expectations while working in partnership with families and the student's support team.

Use When:

- A student exhibits behavior that compromises safety or significantly disrupts the worksite
- There is repeated or escalated behavior not resolved through on-site coaching
- A support meeting is needed to assess continued participation and plan adjustments

Tone: Professional, factual, and proactive. Focus on maintaining safety and supporting the student with appropriate interventions.

Serious Incident and Meeting Request Template

Subject: [Student First Name] – Incident at [Worksite Name] and Request for Support Meeting

Dear [Family/Support Team Name],

I am reaching out to inform you of a serious incident that occurred during [Student First Name]'s work-based learning experience at [Worksite Name] on [Date]. Our goal is to maintain a safe, respectful, and productive learning environment, and when challenges arise, we work together to address them constructively.

Incident Summary:

During today's shift, [Student First Name] was involved in an incident involving [brief but clear description – e.g., "verbal conflict with a peer," "refusal to follow safety procedures," "leaving the worksite without permission"]. The behavior impacted the functioning of the work environment and raised concerns regarding safety, supervision, or workplace expectations.

Immediate Action Taken:

- The student was removed from the task to ensure safety and minimize disruption
- Staff provided verbal redirection and explained the issue
- A written reflection or debrief was attempted with limited participation
- The Vocational Rehabilitation Counselor (VRC) has been informed of the situation

Next Steps:

Given the seriousness of the incident, we believe it is necessary to hold a team meeting to review the event, discuss contributing factors, and collaboratively plan next steps to support [Student First Name]'s continued participation and success in the program.

We are requesting a virtual or in-person meeting with the student, family, VR counselor, and any other relevant support staff. Please reply with your availability so we can schedule promptly.

Our shared goal is to provide the supports [Student First Name] needs to be successful while maintaining a safe and respectful workplace for all.

Thank you for your understanding and collaboration.

Sincerely,

[Your Full Name]

[Your Title / Role]

[Phone Number or Email]

[Organization Name]