



Workplace Tour Fact Sheet

Workplace Tour

A Workplace Tour is a highly structured Career Awareness activity in which learners² visit a workplace, learn about the business, meet employees, ask questions and observe work in progress.

More than a simple field trip or site visit, a Workplace Tour is designed and structured to meet specific learning outcomes, be educationally rich, and build awareness of the business, its industry sector, its role in the economy and the career options it provides.

A Workplace Tour involves preparation and follow-up in the classroom, including research and reflection by learners. Tours generally last between an hour-and-a-half to two hours.

Workplace Tours are one activity in the continuum of authentic work-based experiences provided to all learners engaged in career-related programs or course of study in the Earn & Learn community.

Workplace Tours are designed to:

- Provide exposure to the industry sector, potential career opportunities and jobs.
- Build occupational knowledge.
- Build an understanding of the education and training needed for entry into careers in the industry.
- Foster an understanding of the business's workforce and its contributions to the community.

Workplace Tours are structured to:

- Enhance workplace knowledge and build career awareness.
- Illustrate how key academic concepts are applied in the real world.
- Offer learners a chance to ask questions and observe work in progress.
- Promote learner interaction with professional adults.

Workplace Tours are supported by:

- Learner preparation and follow-up in the classroom.
- Research on the industry, the careers it offers and the hosting company.
- Support for employer partners in delivering an engaging and interactive tour.
- Opportunities to reflect upon the experience verbally and in writing.

Workplace Tours are connected to:

- Classroom learning and preparation.
- Individual career development/training plans.
- A sequence of educational, training and workplace activities.

² Learners include: K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.

- The learner's next step, by intentionally sequencing with future work-based or career-related classroom experiences.

Workplace Tour Support Materials

Checklists, Tip Sheets and Fact Sheets

- WBL Connector Workplace Tour Checklist
- Learner Workplace Tour Checklist
- Teacher/Faculty Workplace Tour Tip Sheet
- Employer Workplace Tour Tip Sheet
- Employer Workplace Tour Fact Sheet

Implementation Tools

- Workplace Tour Research Activity
- Workplace Tour Learner Reflection

Remote Note

Some employers may be in a position to conduct a remote tour of their workplace, perhaps as part of a scheduled Guest Speaker activity.

- Consider working with an industry partner to provide an on-line tour of their facilities using Zoom, Microsoft Teams or Facetime.
- Allow for learners to interact with employees and ask questions during the tour.

Tips for Success **Work-Based Learning Essential Elements**

Effective Workplace Tours include structured activity before, during and after the experience. Pay attention to these tips to ensure meaningful experiences that result in enriched learning.

- ✓ Conduct Effective Planning
- ✓ Prepare for Success
- ✓ Identify Learning Objectives.
- ✓ Create Authentic and Engaging Experiences
- ✓ Connect to Careers
- ✓ Support Learner Growth
- ✓ Ensure Activities are Safe and Legal
- ✓ Provide Ongoing Support
- ✓ Provide for Reflection, Presentation and Feedback
- ✓ Connect to the Learner Next Step
- ✓ Assess and Document the Experience

Sustaining and growing Workplace Tours and all other work-based learning activities depend on maintaining positive relationships with the participating employers. These employers should be treated as valued customers and partners with frequent check-ins to address their needs and support their participation.