



Driving HR solutions for a modern trucking and logistics workforce

## Student Work Placement Program - Trucking and Logistics Learning Plan (Form 4 of 4)

A requirement for TruckingHR Canada's Student Work Placement Program (SWPP) is the development of a formal learning plan for participants. A learning plan is a personalized action plan, between an employer and a participant, designed to help set and meet work-related learning objectives. It is an agreement that needs to be developed before the start of a placement.

The learning plan must clearly demonstrate what types of knowledge, competencies or skills that the participant will acquire over the course of their employment, and how these skills will support future employment in the sector or mobility to other sectors/regions.

A learning plan does not need to be a long document. It should at a minimum set out learning objectives, learning activities that the participant will complete to support the objectives, as well as indicators of learning outcomes.

### **Learning plans should address the following questions:**

1. Where am I now and where do I want to go?
2. Which skills and competencies do I need to succeed?
3. What learning activities will help me acquire these skills?
4. How can my supervisor and organization support me?

## 1. WHERE AM I NOW AND WHERE DO I WANT TO GO?

## 2. WHICH SKILLS AND COMPETENCIES DO I NEED TO SUCCEED?

650-130 rue Slater Street, Ottawa, ON Canada K1P 6E2      tel: 613-235-1402      fax: 613-233-7541

[jash@biotalent.ca](mailto:jash@biotalent.ca)   [www.biotalent.ca](http://www.biotalent.ca)

## 3. WHAT LEARNING ACTIVITIES WILL HELP ME ACQUIRE THESE SKILLS?

## 4. HOW CAN MY SUPERVISOR AND ORGANIZATION SUPPORT ME?

### COMPLETED BY:

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Signatures **must** be digitally time stamped or hand written. Typed signatures are **NOT** accepted.