

**Programme d'apprentissage en milieu de travail (PAMT)**  
**(Workplace Learning Program)**  
**for the trade of**  
**HOME SUPPORT WORKER**

Dear Workplace Trainers,

In this *Workplace Trainer's Toolkit* you will find all that is necessary for your work as a trainer. **The toolkit consists of the following three units:**

## **1 SKILLS ASSESSMENT**

### **What must you do with it?**

The *Skills Assessment* serves to evaluate the home support workers who are enrolled in the Workplace Learning Program (PAMT). This skills assessment will enable:

- 1) the planning of the home support worker's learning;
- 2) the recognition of some or all of six skills of the trade.

Clear and precise instructions on how to use it are given at the beginning of the Skills Assessment unit.

## **2 APPRENTICESHIP BOOKLET**

### **What must you do with it?**

The *Apprenticeship Booklet* belongs to the home support worker who is enrolled in the Workplace Learning Program (PAMT). During the learning period, you will need to complete it together with the apprentice.

## **3 WORKPLACE TRAINER'S HANDBOOK**

### **What must you do with it?**

The *Workplace Trainer's Handbook* is your key work tool. You will find yourself referring to it throughout the process of the home support worker's learning and recognition process. The guide contains the following:

- a. Introduction – contains a series of points to help you understand your role. These points are a complement to the two days of training you received.
- b. Each module provides a number of **scenarios** and **quizzes**. Don't hesitate to use them!
- c. Each module also contains references to **texts**, **lists of symbols** and **tricks of the trade**.

### **Everything is friendly and easy to use!**

Does all this seem a lot? Don't worry – **YOU DON'T NEED TO READ EVERY WORD**. The units are there if you need to refer to them. **The Workplace Learning Program is based on the expert knowledge of the trainer**. Good luck in your role as trainer of home support workers.

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