



## WORKPLACE TOUR

A **Workplace Tour** is a career awareness activity in which students visit a workplace, learn about the business, meet employees, ask questions and observe work in progress. It is conducted at a worksite for small groups of students and should involve preparation in the classroom as well as research by the student.

### Workplace tours are designed to promote:

- Exposure to careers and jobs and
- Building occupational knowledge.

### Success Factors

- Arrange tours for small groups.
- Have students prepare questions in advance.
- Prepare students for the work environment.
- Identify the education or training required and skills needed for various occupations.
- Have students reflect on the occupations they would enjoy the most or least.

### Key Legal, Safety & Health Issues

- Relevant company safety and health rules should be reviewed with students.
- School-sponsored workplace tours are usually considered to be similar to fieldtrips. School district policies regarding transportation, liability insurance and workers' compensation coverage apply. (CA Education Code Section 51769)
- Students and teachers participating in workplace tours should receive relevant safety instruction and gear (e.g., eye goggles, hard hat, gloves).

### Resources (to locate a resource, visit [stc-clearinghouse.com](http://stc-clearinghouse.com) or [nww.org](http://nww.org))

*Take A Closer Look At Worksite Trips And Tours – Worksite 21*  
California Law, Education and Labor Code

<http://www.leginfo.ca.gov/calaw.html>

### REMEMBER... *All Work-Based Learning Experiences Should:*

- Be developmentally appropriate;
- Include an orientation for all parties;
- Identify learning objectives;
- Explore all aspects of the industry;
- Develop the SCANS<sup>1</sup> competencies;
- Assess student performance;
- Provide opportunities for reflection;
- Link to the student's next step;
- Be documented and recorded; and
- Comply with state and federal labor laws.

<sup>1</sup>SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created *The SCANS Report for America 2000*, issued by the US Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the workplace.