



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 students.

Workplace tours are designed to promote:

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

Success Factors

- Choose tours to support curriculum goals.
- Allow students exposure to all aspects of the industry.
- Arrange tours for small groups.
- Prepare students for the work environment.
- Identify the education or training required and skills needed for various occupations.
- Provide reflection opportunities after the workplace tour.

Key Legal, Safety & Health Issues

- Relevant company safety and health rules should be reviewed with students.
- School-sponsored workplace tours are usually considered fieldtrips. School district policies regarding transportation and liability insurance apply. See the *Transportation for Work-Based Learning* factsheet in this toolkit for specific information.
- Students and teachers participating in workplace tours should receive relevant safety instruction and gear (e.g., eye goggles, hard hat, gloves).