Adult & Continuing Education • Full-Time Day Program  
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Work Based Activity (WBA)  
Student Plan  

Heating, Air Conditioning, Ventilation & Refrigeration Technician/Technology

Student Name: __________________ WBA Internship position: __________________

WBA Site: __________________

WBA Objectives: The Bergen County Technical Schools (BCTS) Adult & Continuing Education Full-Time Day Program has designed an action plan for students in their field of study to participate in WBAs or internships, as outlined by the Commission on Occupational Education (COE), this institution’s accrediting agency. The plan provides: (a) students with the opportunity to develop and apply ‘real-world’ work experiences using the knowledge and skills attained in their program of study, and (b) input from potential employers or customers of program graduates for the institution to develop and monitor goals and objectives.

General WBA Goals

Cognitive: Comprehend principles and practices associated with plumbing and pipefitting

Performance: Apply principles and practices associated with plumbing and pipefitting

Affective: Value the importance of following safety and regulatory standards associated with plumbing and pipefitting

Industry Competencies

• Perform safety procedures and applications at worksites and employer shop prep areas
• Use basic heating & cooling theory and applications
• Use basic electricity theory and applications
• Perform brazing, soldering, and piping techniques
• Use basic air conditioning and refrigeration theory and applications
• Use commercial air conditioning and refrigeration techniques
• Apply knowledge of gas and oil heating systems
• Use knowledge of electric heat pump and solar energy applications
• Use knowledge of Hydronics (boilers) to troubleshoot in the field
• Apply job readiness and career skills such as customer service and communication
• Use effective writing and mathematical applications

WBA Coordinator: Ms. Lisa Joy Alessandrino

Date: __________________________

Student: __________________________

Date: __________________________

Employer/WBA Sponsor: __________________________

Date: __________________________

Revised: 5.17.2018/jmk