

# Work Based Learning Manual



The Work Based Learning Manual is a resource for all levels of Career and Technical Education. The resources can be modified to include additional school corporation and local requirements.

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## Models of WBL

WBL Model	Description
<b>Registered Apprenticeship</b>	<ul style="list-style-type: none"> <li>• Intensive work-based learning experience that generally lasts from one to six years and provides a combination of on-the-job training and formal classroom instruction.</li> <li>• Intended to support progressive skill acquisition and lead to postsecondary credentials and, in some cases, degrees.</li> <li>• Involve 2,000 to 10,000 on-the-job hours.</li> <li>• Qualifies for both WBL and postsecondary-ready competency due to both demonstration of employability skills and acquisition of postsecondary credentials.</li> <li>• Students 16-years-old or older may qualify for an apprenticeship.</li> <li>• Per the Indiana General Assembly, any apprenticeship program must be registered under the federal National Apprenticeship Act (29 U.S.C. 50 et seq.) or another federal apprenticeship program administered by the U.S. Department of Labor.</li> </ul>
<b>Pre-Apprenticeship/ Youth Apprenticeship</b>	<ul style="list-style-type: none"> <li>• An apprenticeship program that has waived some of the entry requirements or pre-requisites for a student who, when he or she turns 18, enters a registered apprenticeship program.</li> <li>• Registered Apprenticeships may knock off 6 months or a year of their required apprenticeship training if a student completes a pre-apprenticeship program.</li> </ul>
<b>Cooperative</b>	<ul style="list-style-type: none"> <li>• Links academic programs with structured work experiences through which participants acquire professional and technical skills.</li> <li>• Participants earn academic credit for work carried out over a period of time under the supervision of a professional mentor.</li> <li>• Federal and state student employment and cooperative education laws must be followed.</li> </ul>
<b>Internship</b>	<ul style="list-style-type: none"> <li>• Provides participants with an opportunity to learn about career or industry by working for an employer in the field of interest over a period of time.</li> <li>• A form of experiential learning, often tied to a program of study, which enables participants to gain applied experience, build professional and technical skills, and make connections in a field of interest.</li> </ul>
<b>On-the-job training</b>	<ul style="list-style-type: none"> <li>• Workplace-based opportunity for participants to develop career-track skills needed for entry to a particular industry or advancement along a career track.</li> <li>• May be incorporated in cooperative models.</li> </ul>
<b>School-based enterprise</b>	<ul style="list-style-type: none"> <li>• An entrepreneurial operation in a school setting that provides goods/services to meet the needs of the market.</li> <li>• Managed and operated by students as work based learning experiences.</li> </ul>
<b>Employment</b>	<ul style="list-style-type: none"> <li>• Paid, workplace-based opportunity or occupation.</li> </ul>
<b>Additional recognized WBL options</b>	<ul style="list-style-type: none"> <li>• Governor’s Work Ethic Certificate.</li> <li>• Jobs for America’s Graduates (JAG).</li> <li>• JROTC.</li> <li>• Extended Labs or Field Experiences.</li> </ul>

*\*Cooperative programs must follow all federal and state laws related to student employment and cooperative education. Please refer to 511 IAC 8-2-5*

## Recommended Guidelines

Semester based

Credits per semester	Hours of work experience	Hours of classroom instruction	Supervision Visits per semester
1 Credit	75-100	20-30	1-2
2 Credits	150-175	50-60	2-3
3 Credits	225-250	80-90	3-4

## Responsibility Guidelines

*School Corporations may add additional requirements based on local needs*

Student	<ul style="list-style-type: none"> <li>● Create collaboratively a standards based training plan</li> <li>● Placement in a setting that relates to a chosen career pathways and meets one of the models of work based learning</li> <li>● Sign a site agreement</li> <li>● Complete school-based training in workplace skills</li> <li>● Provide transportation</li> <li>● Complete a portfolio</li> <li>● Provide work document reports</li> </ul>
Teacher	<ul style="list-style-type: none"> <li>● Provide school-based training and teaching of workplace skills</li> <li>● Create collaboratively a standards based training plan</li> <li>● Contact and meet with mentor/placement supervisors to explain standards based training plan</li> <li>● Create and sign a site agreement</li> <li>● Help implement and assess the standards based training plan</li> <li>● Complete evaluation and improvement plans for student</li> <li>● Visit potential sites before placing students with business or industry</li> <li>● Conduct visits to student placements: please refer to page two</li> </ul>
Mentor/Placement Supervisor	<ul style="list-style-type: none"> <li>● Meet with teacher to review standards based training plan</li> <li>● Provide safe and sanitary conditions</li> <li>● Sign a site agreement</li> <li>● Provide safety instructions to the student for all tasks and duties to be performed.</li> <li>● Help implement and assess the standards based training plan</li> <li>● Meet and/or communicate with the teacher at periodic intervals to discuss the student's progress.</li> <li>● Complete evaluation and improvement plans for student.</li> <li>● Monitor student attendance.</li> </ul>
Administration	<ul style="list-style-type: none"> <li>● Provide teacher time for adequate supervision during placement hours</li> <li>● Support and implement rules and regulations related to student release procedures</li> </ul>
Parents/Guardians	<ul style="list-style-type: none"> <li>● Sign site agreement</li> <li>● Sign and review standards based training plan</li> <li>● Support student in completing standards based training plan</li> <li>● Contact the teacher when problems or questions arise concerning the student's employment.</li> </ul>

**Student Information**

Name		Student ID	
Age		Date of Birth	
Address			
Cell Phone		Home Phone if available	
Driver's License		Access to Transportation	
Parent/Guardian Name		Occupation	
Parent/Guardian Address			

Student's Career Objective

Site Preferences- Indicate the type of site you prefer for your WBL experience		
1.	2.	
Number of Absences this year		Tardies this year
Previous Work Experience Employer information	Full Time	Part Time
Job Description and Duties		
Are you currently employed?		If yes, where?

**Attach a resume`:** Include as references, names of three teachers who can attest to the quality of the work.

[INSERT SCHOOL CORPORATION DISCRIMINATION POLICY]

**To the Student:** Work Based Learning provides an opportunity to be considered for employment and career exploration in your field of interest. By participating in this program, you indicate that you are sincerely interested in receiving on-the-job training. If you accept this responsibility, please sign.

\_\_\_\_\_

Student

\_\_\_\_\_

Date

**To the Parent or Guardian:** Do you consent to your daughter or son entering a Work Based Learning program and do you agree to cooperate with the school and the work site in making the training and education beneficial to your child?

\_\_\_\_\_

Parent or Guardian

\_\_\_\_\_

Date

### Work Based Learning Training Plan

<b>Student Name</b>			
<b>Work Based Learning Position</b>			
<b>Hourly Wage or Payment Amount</b>			
<b>Employer/Host</b>			
<b>Supervisor Title</b>			
<b>E-mail</b>		<b>Phone Number</b>	

Type of Work Based Learning Experience <i>(Please choose one)</i>	<input type="radio"/> Registered Apprenticeship <input type="radio"/> Pre-Apprenticeship/Youth Apprenticeship <input type="radio"/> Cooperative <input type="radio"/> Internship <input type="radio"/> On-the-job training <input type="radio"/> School-based enterprise <input type="radio"/> Employment		
Career Cluster	<input type="radio"/> Agriculture, Food and Natural Resources <input type="radio"/> Architecture and Construction <input type="radio"/> Arts, A/V Technology and Communications <input type="radio"/> Business and Marketing <input type="radio"/> Education and Training <input type="radio"/> Health Science	<input type="radio"/> Hospitality and Human Services <input type="radio"/> Information Technology <input type="radio"/> Manufacturing <input type="radio"/> Public Safety <input type="radio"/> STEM <input type="radio"/> Transportation	
Course sequence of related classes taken <i>(Please List all related coursework to WBL position)</i>			
Continuing Education Goals	<input type="radio"/> Business and Industry Training Program <input type="radio"/> Two year college <input type="radio"/> Four year college <input type="radio"/> Branch of the military <input type="radio"/> Apprenticeship <input type="radio"/> Employment <input type="radio"/> Other		
Continuing Education Goals= <i>Specific Information</i>	When:  Where:  Program:		

**Content Standards**

The student completes the following portion of the content standards based training plan in collaboration with the mentor and teacher. Each standard should be related to the content of the chosen career pathway. Standards from related course frameworks in the chosen career pathway can be utilized. For each standard, please list methods to develop the skill at the work based learning site along with how the mentor and teacher will assess the skill. Mentors and teachers need to initial to approve.

Standard#1			
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?		Mentor's Initials
	How will the standard be assessed by the teacher?		Teacher's Initials
2.			
Standard#2			
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?		Mentor's Initials
	How will the standard be assessed by the teacher?		Teacher's Initials
2.			
Standard#3			
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?		Mentor's Initials
	How will the standard be assessed by the teacher?		Teacher's Initials
2.			
Standard#4			
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?		Mentor's Initials
	How will the standard be assessed by the teacher?		Teacher's Initials
2.			
Standard#5			
What can I do at the host site to develop this skill? 1.	How will the standard be assessed by the mentor?		Mentor's Initials
	How will the standard be assessed by the teacher?		Teacher's Initials
2.			

**Hazardous Equipment**

Equipment	Use or purpose of equipment

**Required Signatures**

Student Name (Printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Training Supervisor Name (Printed): \_\_\_\_\_

Training Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name (Printed): \_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Printed): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Training Agreement

The following training agreement needs to be completed by the student, a parent or guardian of the student, training facility supervisor, and teacher.

### Training Site/Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the teacher.
2. If the student is employed, the student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements. The employer agrees to comply with all WBL regulations and if utilizing cooperative education follow all student-learner applicable state and federal regulations, will provide student trainees equal opportunity employment and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex or handicapping conditions.
3. The term of agreement should be for an agreed upon length. Either party shall have the right to terminate this agreement upon written notice.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. The employer/facility will provide an opportunity for the student to keep up to date with policies and new technology by notifying the school of changes in policies and technology.
6. The employer/facility will not employ or contract for the services of students or faculty members during established school hours.
7. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement, both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
8. It is the responsibility of the student, parent and the employer/facility to notify the coordinator in writing of any accident that occurred while at the training site.

<b>Training Facility:</b>	
<b>Training Supervisor:</b>	<b>Contact Information:</b>
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Supervisor's Signature: _____ Date: _____	

### School/Teacher Agreement

1. The coordinator will visit and/or contact the training site at regular intervals to assess the student learner, to discuss the student's progress and find out what related instruction is needed.
2. Safety orientation and procedures instruction pertaining to the training site will be supplied by the employer. General Work Based Learning instructions to the student will be covered in the related class by the teacher.
3. The employer and the school will provide instruction and experience at the training site and in the classroom.
4. The school assumes full responsibility for offering an accredited education program.
5. The instructor will plan the schedule and assist with assigning students to training sites.
6. Students and faculty will abide by existing rules and regulations of the facility insofar as they may pertain to their activities while in the facilities building. The facility supervisor and/or coordinator may remove students immediately that are believed to not be conducting their behavior in the best interest of the safety of themselves or others.
7. The school will require students and faculty to maintain current health records and immunizations.

<b>Teacher's Name:</b>	<b>Contact Information:</b>
<i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i>	
Teacher's Signature: _____ Date: _____	

**Student Agreement: Students will**

1. Complete designated instructional time and curriculum while maintaining academic grades, attendance and graduation requirements to progress to work based learning experience.
2. Complete the designated minimum hours of supervised training at assigned facility as directed by the school program.
3. Maintain minimum dress standards determined by your training site and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training facility that are appropriate and within the training instructions.
5. Contact the following prior to their scheduled time: a) the school (parent or guardian) b) training facility (student) c) instructor (parent or student) if they will be absent from or tardy to the school or training facility for any reason.
6. Provide his/her own transportation to and from the training site.
7. Remain at the training site unless a request to transfer is approved by the teacher-coordinator. All training sites must be approved by the teacher-coordinator.
8. Be removed from the program or prevented from returning to an advanced class if students are released from the training site by the facility for a justified reason.
9. Report a worksite related injury to the coordinator by the end of the next school day.
10. Follow the provisions of the state and federal child labor laws.
11. Not be required, or recommended, to drive to, or report to, any internship site during any part of a day covered by an announced school delay or school cancellation due to extreme inclement weather. However, we will not interfere with individual student decisions to drive to, or report to, any internship site during any such period if the student, the student's parents (if the student is under the age of 18) and the student's internship site supervisor/mentor conclude that such travel can take place without undue risk to student safety.

<b>Student Name:</b>
<b>Student Home School:</b>
<b>Parent or Guardian Name:</b>
<b>Parent or Guardian contact information:</b>
<b>Program Placement:</b>
<p><i>I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.</i></p> <p>Student's Signature: _____ Date: _____</p> <p><i>I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.</i></p> <p>Parent's Signature: _____ Date: _____</p>

### Work Experience Form

Student Name	
Placement Location	
Supervisor Name Contact Information	

Grading Period		Week	
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<b>Monday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Tuesday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Wednesday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Thursday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Friday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Saturday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		
<b>Sunday</b>	Date:	Hours Completed:
My responsibilities today and what I learned from my experience:		

Supervisor Signature: \_\_\_\_\_

### Site Visit Record

Student's Name		Date and Time	
Site		Site Supervisor	
Contact Person (today's visit)			

Purpose of Visit: •Student Observation                      •Student Evaluation                      •Conference  
                                  •Problem Resolution    • Other: \_\_\_\_\_

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

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General Observations:

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Student Conference/Comments:

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Work Site Supervisor Conference/Comments:

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Teacher/coordinator's Signature: \_\_\_\_\_

### Work Based Learning Portfolio Guidelines

Students enrolled in Work Based Learning must complete a portfolio (traditional or electronic). Sample items to include:

<b>Philosophy Statement</b>	One page description of career philosophy
<b>Five Year Goal Plan</b>	Five year goal plan should include educational, professional, and personal goals
<b>Cover Letter</b>	Cover letter written with a purpose and in the correct format
<b>Resume</b>	Detailed description of activities in the correct format
<b>High School Transcript</b>	All available grading periods included
<b>Letters of Recommendation</b>	General letters of recommendation (2 to 3—these can be copies of ones that you may already have; letters should be from a work supervisor, teacher, coach, etc.— <b>no family or friends</b> .)
<b>Skills List</b>	Specialized classes, hardware/software skills, technical competencies, workshops completed, soft skills—be detailed
<b>Career Pathway related Experiences</b>	Examples include workshops, conferences, summer camps, field trips, job shadowing, officer positions, etc. This section should include paid and non-paid work in detail.
<b>Content Standards Training Plan</b>	Include the content standards training plan and assessment of the standards.
<b>Work Samples</b>	Include at least two exemplary work samples. Samples can include: pictures, narratives, examples of written work or projects
<b>Use of Career Pathway Technology</b>	Please share at least two forms of technology related to career pathway and how it was utilized.
<b>Community/Volunteer Service</b>	Document at least 10 hours of community service for the year. Include a letter for each activity.
<b>Extra-curricular Activities</b>	Examples of relevant extra-curricular activities including leadership roles within the activities
<b>CTSO experience</b>	Examples of membership and participation within a CTSO.
<b>Professional Organizations</b>	Include research or summary about at least one professional organization related to future career pathway
<b>Certifications/Dual Credit if applicable</b>	Include documentation of any certifications or dual credit earned related to career pathway
<b>Other</b>	Pictures, award certificates, special projects, special achievements, other