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## **Work-Based Learning Standard Five: Additional Guidelines**

**STANDARD FIVE: Work-Based Learning (WBL) experiences are part of a career development progression that includes resources and opportunities for career awareness, exploration, preparation, and training.**

### **WORK-BASED LEARNING COORDINATOR RESPONSIBILITIES**

- Align the school's transferable skills with WBL experiences.
- Assess student demonstration of transferable skills, when applicable.
- Provide career awareness learning opportunities for students (this learning can also be delivered by a content area educator).
- Co-design both traditional and nontraditional career exploration opportunities with students.
- Assess students' work readiness knowledge, attitudes, and skills before students engage in career preparation and career training WBL experiences.
- Align opportunities and instruction to state-identified career pathways and current labor market information.
- Co-develop and monitor career preparation experiences for students interested in more intensive WBL experiences.
- Provide access to career training opportunities for students prepared to engage in high intensity WBL experiences.
- Research current economic workforce trends to support student WBL experiences.
- Identify/design assessment tools to measure student progress towards transferable skills attainment.

## RESOURCES

- [VT AOE Work-Based Learning within Career Development Progression Chart](#) provides career development definitions aligned with WBL sample experiences as part of a personalized learning planning process.
- [Youth.gov](#) offers resources for career development continuum developed for students.
- [CareerOneStop](#) offers career development resources for students, sponsored by the US DOL.
- [AOE Transferable Skills: Sample Graduation Proficiencies and Performance Indicators](#)
- [EOS Transferable Skills and Recommended Performance Indicators](#)
- [Employability Skills Framework](#) is comprised of nine key skills, organized in three broad categories: Applied Knowledge, Effective Relationships, and Workplace Skills, sponsored by the US DOE.
- [Tennessee's WBL Employability Skills Checklist](#)
- [Building Career Knowledge and Navigation Skills along the WBL Spectrum](#) provides course standards from TN's Work Based Learning: Career Practicum (6105) and examples of ways in which students may demonstrate that skill through earlier activities at the Industry and Career Awareness, Career Exploration, and Career Preparation and Training Levels.
- AOE scoring criteria aligned with the sample transferable skill proficiency-based graduation requirements' performance indicators: [Clear and Effective Communication](#), [Creative and Practical Problem-Solving](#), [Informed and Integrative Thinking](#), [Responsible and Involved Citizenship](#), [Self-Direction Scoring Criteria](#).