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

**STANDARD TWO: A licensed Work-Based Learning (WBL) Coordinator establishes, coordinates and evaluates work-based learning experiences that reinforce students' personal, academic, and career goals as identified in their personalized learning plan (PLP).**

### **WORK-BASED LEARNING COORDINATOR: Roles and Responsibilities**

**Establish** work-based learning experiences that reinforce students' personal, academic, and career goals as identified in their PLPs.

- Inform students, guardians, and educators about work-based learning experiences available to students.
- Conduct or assist in classroom learning that addresses pre-employment skills, work readiness and job search skills.
- Provide career resources and postsecondary planning materials to students.
- Gather information about successful work-based learning programs.
- Research potential employers through personal networks, professional organizations, and local and state agencies.
- Collaborate with content area educators to ensure students are meeting content-based proficiencies when students are in long term WBL experiences.
- Network with other WBL Coordinators to share promising practices and improve strategies to resolve challenges.
- Assist students in identifying and accessing WBL experiences that connect to their personal, academic, and career goals.
- Verify proper insurance coverage.
- Co-develop interdisciplinary learning resources with academic educators, CTE instructors, and school counselors to support work-based learning experiences.
- Communicate WBL expectations and benefits to potential external partners.
- Develop a system of feedback and evaluation for students engaged in WBL experiences.
- Implement a process for students to engage in WBL experiences based on identified student readiness criteria.
- Secure appropriate and safe worksites for students.
- Verify WBL experiences support students' academic and career goals as identified in PLPs.
- Ensure WBL experiences meet state and/or local standards.
- Disseminate program information to all stakeholders.

## RESOURCES FOR ESTABLISHING WBL EXPERIENCES

- WBL Programs across the U.S.: [Tennessee's DoE Work-Based Learning Program](#), [West Virginia DoE Work-Based Learning Program](#), [Massachusetts DESE Connecting Activities \(CA\) initiative](#), [Minnesota DoE Work-Based Learning Program](#), [Minnesota Connecting Youth to Work-Based Learning Manual](#), [Ohio DoE Work-Based Learning](#), [Massachusetts Work-Based Learning Plan](#)
- Several state agencies involved in workforce development: [Department of Labor](#), [Agency of Commerce and Community Development](#), [Division of Vocational Rehabilitation](#), [Vermont Agency of Transportation](#)
- The West Virginia Department of Education developed the [Experiential Learning Guide](#) that provides checklists, forms, and evaluations for students and employers participating in work-based learning opportunities.
- The Vermont State Board of Education has adopted the following standards [Common Core State Standards](#), [Next Generation Science Standards](#), [National Core Arts Standards](#), [National Health Education Standards](#), [National Standards and Grade-Level Outcomes for Physical Education](#).

**Coordinate** work-based learning experiences that reinforce students' personal, academic, and career goals as identified in their PLPs.

- Arrange for guest speakers at school (e.g., panel discussions, community mentors or guest lecturers, job fairs).
- Organize individual and group worksite tours and job shadow opportunities for students.
- Secure commitment from potential employers to support WBL experiences.
- Share identified student learning targets (academic proficiencies and industry competencies) with employer.
- Co-design training plans with students, employers, guardians, and educators that communicate the stakeholders' responsibilities prior to initiating the work-based learning experiences. ([Sample Training Plans](#), [Minnesota DoE](#), [Experiential Learning Guide](#), [West Virginia DoE](#), [Massachusetts DESE Forms, Procedures, and Practices](#))
- Ensure students meet legal requirements prior to engaging in work-based learning experiences. ([Department of Labor](#), [Fair Labor Standards Act](#))
- Review worksite responsibilities with student and employer to establish a shared understanding of the goals of the WBL experience and to ensure all child labor laws are met.
- Serve as the liaison between school and WBL site.
- Visit the worksite to ensure the employer and student are following the Training Plan and the student is working in a safe environment.

- Establish a procedure for regularly scheduled meetings with employers and worksite supervisors to discuss the student's progress in achieving the employer's, school's, and student's expectations.
- Follow-up on any concerns or questions raised by the student, parent/guardian, worksite supervisor or employer.

#### **PROMISING PRACTICES CHECKLIST FOR WORKSITE SELECTION**

- ✓ Develop a checklist of items to look for when evaluating a worksite.
- ✓ Explore the interest level the employer has for participating in a WBL program.
- ✓ Interview employees at the worksite. Identify potential worksite supervisors.
- ✓ Assess the capacity of the worksite supervisor and employer to meet the needs of the student.
- ✓ Find out about the suitability of occupations for young people.
- ✓ Learn about opportunities for the development of progressive training plans including possible advancement. (This should include a variety of tasks for students to develop competencies.)
- ✓ Obtain a copy of the employer's liability insurance including workers' compensation when required.
- ✓ Identify training and safety needs and who is responsible for training.
- ✓ Verify wages are aligned with the local prevailing wage.
- ✓ Make sure employer understands and is compliant with federal and state laws including child labor laws.
- ✓ Obtain a copy of the business/employer's employee handbook, if available.
- ✓ Determine if any accessibility concerns are present.

**Evaluate** work-based learning experiences that reinforce students' personal, academic and career goals.

- Measure student progress against training agreement's terms and conditions.
- Provide adequate monitoring and communications with the student workplace mentors/supervisors.
- Monitor WBL site safety conditions.
- Maintain copies of agreements, work permits, insurance and liability coverages, and permission forms.
- Maintain student records for local and state reporting.
- Distribute, collect, and analyze WBL employer evaluations ([Tennessee WBL Employer Survey](#), [West Virginia Industry Evaluation Rubric](#)).
- Distribute, collect, and analyze WBL student evaluations.
- Assist students in assessing WBL experience learning targets.
- Assist students in revising their personal, academic, and career goals after WBL experience.

- Self-assess WBL program for program improvement.
- Revise WBL experiences to reflect self-assessment, employer and student evaluation data, and student learning target assessments.

(The above lists were adapted from the [Minnesota Connecting Youth to Work-Based Learning Manual](#))

◆The West Virginia Department of Education developed the [Experiential Learning Guide](#) that provides checklists, forms, and evaluations for students and employers participating in work-based learning opportunities.◆

### **WBL COORDINATOR SAFETY CHECKLIST**

In order to ensure student safety, it is recommended that you:

- ✓ Contact the Vermont Department of Labor to check on workplace safety requirements.
- ✓ Include safety items in your worksite evaluation forms.
- ✓ Visit work sites before placing students.
- ✓ Look at the work areas students will be in. Are there any apparent concerns with safety? If so, ask how students will be protected.
- ✓ Identify needed safety equipment (e.g., safety glasses, steel-toed boots, etc.).
- ✓ If needed, who will provide the equipment for the student—the employer, the school or the student?
- ✓ Talk with the employer and the student’s worksite supervisor about safety issues.
- ✓ Train students on safety issues before they go into the workplace.
- ✓ Ensure that students placed in childcare facilities, medical facilities, and other sites where they may be in potential contact with body fluids or wastes are inoculated with the Hepatitis B vaccine.

To ensure the safety of the students, safety training at the school and worksite should include:

- ✓ Basic first aid
- ✓ Basic safety rules
- ✓ Health and safety hazards
- ✓ Proper use of safety equipment and protective clothing
- ✓ Ergonomics
- ✓ Proper handling of materials
- ✓ Maintaining safe and clean work areas
- ✓ Safe practices with machines and tools
- ✓ [VT Employee Rights](#)
- ✓ Reporting of illnesses, injuries or unsafe conditions
- ✓ Sources [VT Employee Rights](#), [MN DCFL](#), [VOSHA](#)