

Work-Based Learning FAQs



What is the Work-based Learning (WBL) program?

Work-based Learning is a planned program of study that offers students in grades 11 and 12 an opportunity to work at a job site in a business in the community. Students engaged in the WBL program participate in one of the following areas: Employability Skill Development (ESD), Cooperative Education (COOP), Internships, Youth Apprenticeship Program (YAP) or Great Promise Partnership (GPP). Through WBL, students have the opportunity connect what they learn in school with work-site applications to enable a smooth transition into the workforce and/or education beyond high school.

Work-based Learning placements represent the pinnacle of the Career-related education experience. Work-based Learning provides students with the opportunity to learn a variety of skills by expanding the classroom into the community and narrowing the gap between theory and practice through rigorous academic preparation with hands-on career development experiences.

What are the benefits of Work-based Learning?

- **Work-based Learning is Indicator 13 on College and Career Ready Performance Index (CCRPI) High School Grades 9 – 12 beginning 2016-2017: “Percent of graduates completing a career-related Work-Based Learning Program or a career-related Capstone Project (includes IB projects)”**
- Business and community partnerships
- Potential advisory board members for CTAE programs
- Provides students the opportunity to receive credit while working in an environment related to their career pathway Provides students with real world, real work experiences, better preparing them for ***both*** college and careers

Who can be a WBL Coordinator?

On June 9, 2011 the State Board of Education adopted a newly revised version of State Board Rule 160-4-3-.14 WORK-BASED LEARNING PROGRAMS. Section 2, Paragraph “h” of the “Requirements” defines the certification and training for WBL Coordinators as: Each Work-Based Learning Coordinator supervising students enrolled in State approved work-based learning courses shall meet one of the following requirements:

- ✓ Hold a valid Work-Based Learning (WBL) endorsement (formerly DCT) issued by the Professional Standards Commission and have completed a State approved WBL training session within the past five years.
- ✓ Hold a valid certificate in any Career, Technical and Agricultural Education field and have completed a State approved WBL training session within the past five years.
- ✓ Serve as a coordinator for the Youth Apprenticeship Program (YAP) only and attend a State approved WBL training session within the past five years.

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What are the qualifications to participate in the WBL program?

To qualify for a WBL placement, students must:

- ✓ be an upcoming Junior or Senior
- ✓ be at least 16 years old
- ✓ have an acceptable attendance and discipline record
- ✓ a parent or guardian signature is required (a parent or guardian is required to attend WBL Parent Orientation)
- ✓ the student must have a teacher recommendation
- ✓ the student must have demonstrated a positive attitude and be a hard-working individual that can work well with adults
- ✓ taken or be enrolled in College or Career Pathway coursework
- ✓ have or acquire a job OR paid and/or unpaid internship matching the career goal and coursework
- ✓ be in good academic standing and on track for graduation
- ✓ have reliable transportation to work off campus at the beginning of WBL period
- ✓ be a member of the related Career Technical Student Organization (CTSO)
- ✓ work a minimum of 5 hours per week for 1 period or 10 hours per week for 2 periods
- ✓ the student must complete and submit the WBL Application Packet

Do students have to be employed to enroll in the program?

No. Appropriate WBL placements depend heavily on the efforts of the WBL Coordinator to assist students with identifying priority job placements that match the “Perkins” definition of a high-skill, high wage, high demand position aligned with the students career goal and related CTAE coursework. Students who are already employed can remain in their position as long as it relates to their pathway and career choice. Students who are employed in positions that do not align with their pathway or career goal are categorized as gaining Employability Skill Development (ESD) which can only account for 25% of the total number of students participating in the WBL program. Usually, students are given two weeks to identify an appropriate placement with the assistance of the WBL Coordinator. As a part of the process, the WBL Coordinator will work with the student to identify a job that aligns with the student’s career plans.

Is there a maximum number of students that can be enrolled in the program?

The 2016 edition of the Georgia Department of Education Work-Based Learning manual defines the WBL Coordinators workloads on Page 7-14. The recommended workload is 20 FTE students per WBL period. Assuming a teacher has 2 periods for WBL supervision, the appropriate workload is $20 \times 2 = 40$ FTE enrollments in WBL placements. Note that one student released in 2 WBL periods would constitute 2 of the 40 enrollments.

Does the WBL Coordinator have to have an office space?

All Work-based learning coordinators should have an office space assigned suitable for conferencing with small groups of students, parents, or business and industry representatives. Telephone availability is crucial to the WBL Coordinator’s daily tasks.

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What is the policy for students release time from campus?

All students should adhere to the following:

- ✓ Students should leave campus immediately and report to work during their WBL period
- ✓ Students should not linger or remain on campus during their WBL period
- ✓ If students remain on campus during their WBL period, they should report to a designated location identified by the WBL Coordinator or administration. It is recommended that the student report to the CTAE class associated with their WBL placement
- ✓ An Early Release form is provided in WBL application for parental signature

Why is it necessary that all WBL periods for the WBL Coordinator be unencumbered from any other duties and responsibilities?

The most unique part of a Work-Based Learning Coordinator's job is the opportunity to go in person during the instructional day to the work site of each placed WBL student in order to effectively evaluate and facilitate the student's progress on the job. **The teacher's schedule must be arranged so that he or she is available during all WBL periods that students are assigned to job sites.** This flexibility allows the Coordinator to:

- ✓ Conference individually with employers
- ✓ Conduct on-site visits (minimum of 2 per semester)
- ✓ Maintain student records with data collection methods and procedures in CNET
- ✓ Attend WBL meetings and workshops
- ✓ Build business partnerships
- ✓ Promote WBL opportunities
- ✓ Coordinate and implement WBL placements
- ✓ Conference with parents and students
- ✓ Present Career Awareness and Exploration activities in CTAE classrooms
- ✓ Serve as liaison between the school, parents, community, business and industry, and post-secondary institutions