

## Guidance for Embedded Work-Based Learning in CTE Courses

The Illinois State Course System (ISCS) has been updated for school year 2024-25 to allow Career and Technical Education (CTE) system directors to identify courses within their regions that have embedded work-based learning (WBL) that meets the same requirements of the Workplace Experience (Group 5) courses. The change is being implemented to allow the state to more accurately collect data that aligns to the 5S3 Perkins Indicator as defined in the Illinois State Perkins Plan. This indicator tracks the percentage of CTE concentrators graduating from high school having participated in work-based learning.

### Embedded Work-based Learning Requirements

#### Section I:

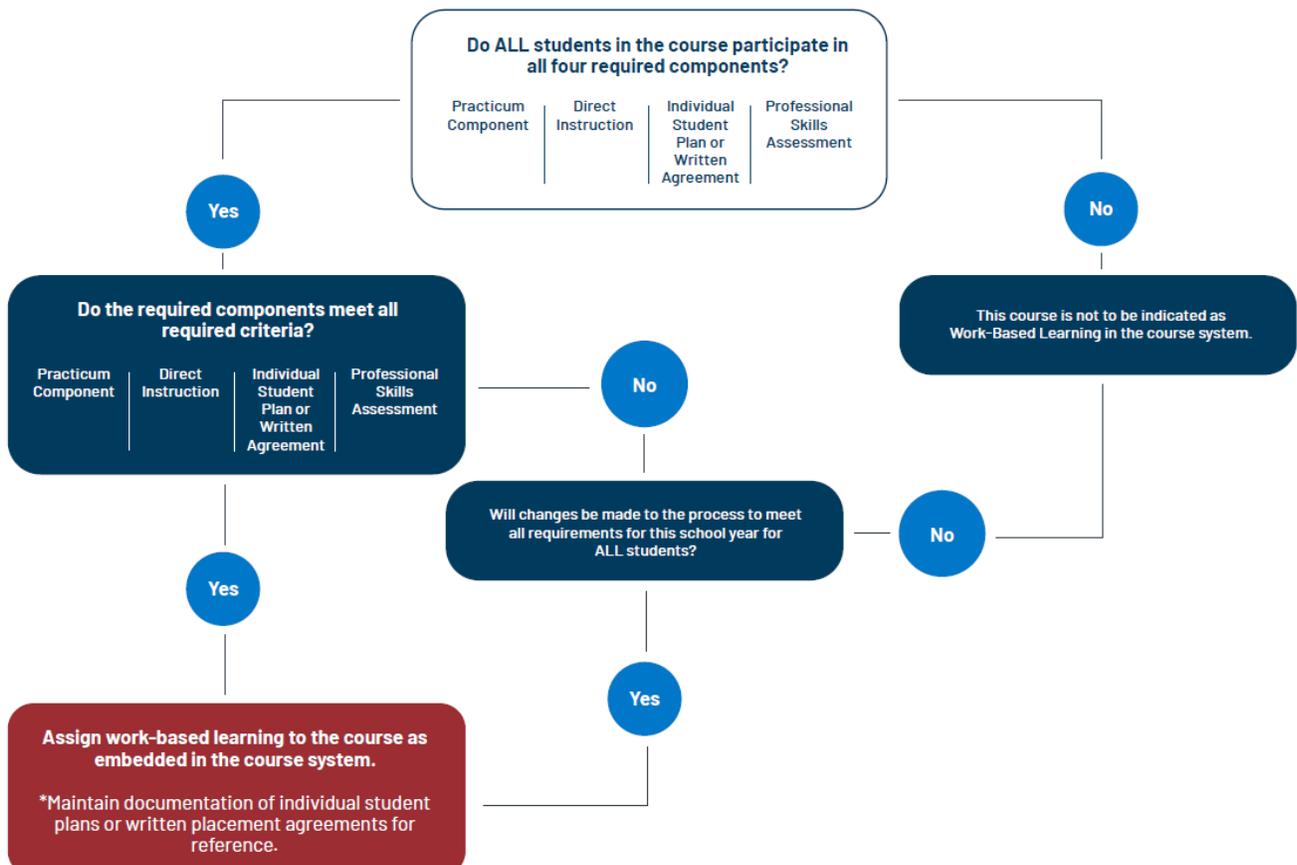
1. **All** students assigned to this course participate in direct instruction, practicum component, an individual student plan or written placement agreement, and a professional skills assessment (requirements for each listed below).
  - If yes, proceed to Section II. CTE system directors should maintain the student learning plans or written placement agreements for each student in these courses. 
  - If no, the course should not be indicated as work-based learning in the ISCS. 

#### Section II:

1. A practicum component with direct or simulated workplace experience that is aligned to each student's individualized program of study and designed to meet their specific career goals.
  - Includes at least sixty hours of paid or unpaid work experience, either in-person, virtually, or simulated.
  - Directly support a student's individualized program of study.
  - Supervised by one or more qualified educator-coordinators.
  - Includes at least one direct supervision workplace visit for each student.
  - Includes direct and indirect supervisory activities on a weekly basis for the duration of the workplace placement by the educator-coordinator in collaboration with the workplace supervisor.
  - Includes focused skill development in areas relevant to the student's individualized program of study and career goals.
  - Includes cooperation with employment agencies, labor groups, employers, and/or other community agencies in identifying suitable placement partners for people enrolled in the work-based learning CTE program.
2. Direct instruction by an approved educator-coordinator on essential and technical employability skills in a virtual or classroom setting.
  - Includes related instruction taught by a qualified educator-coordinator and provided to each student enrolled in the program.
  - Incorporates essential and technical employability skills as well as specific topics related to the particular employment of each of the students enrolled.
  - Includes at least one synchronous meeting per week of all enrolled students to be led by the educator-coordinator.

- Allows all participants to have an opportunity to discuss relevant topics as they relate to the workplace experiences and employability skill development.
3. An individual student plan or written placement agreement. **Please note that CTE system directors should maintain a copy of these plans/agreements for all courses marked as having embedded work-based learning in the ISCS.**
- Verified tasks that align to the occupational and employability skills of the student
  - Duration of course of training
  - Working hours
  - Date of student's birth
  - Company name
  - Responsibilities of the employer, coordinator, student, and parent/guardian.
  - Signatures of employer, coordinator, student, and parent/guardian.
4. A Professional Skills Assessment.
- A tool-based observational assessment of a participant's performance in a career development experience that addresses foundational professional skills
  - Observed by an adult supervisor
  - Results shared with the participant, including, at a minimum, those outlined in the Recommended Technical and Essential Employability Competencies framework.
  - Used primarily as a feedback tool and development strategy. *This assessment should not be used as the sole basis for a grade or credit determination.*

### Embedded Work-Based Learning in CTE Courses Guidance Flowchart



# Guidance for Assigning Work-Based Learning to a Course

- **Please note: These changes should not be implemented until the SY 2024-25 Education for Employment (EFE) Assignments are open.**

Step 1: Enter the ISCS in IWAS and navigate to the correct school.

- Select EFE Assignments on the left side of the screen.
- Select the School Year, District, School, and Cluster. (Cluster is optional.)

The screenshot shows the Illinois State Course System (ISCS) interface. The top navigation bar includes the Illinois State Board of Education logo, the title "Illinois State Course System (ISCS)", and the subtitle "EFE Assignment Search". A user login "ESLREGIONCTEC3" is visible in the top left. A sidebar on the left contains navigation links: Home, Course, CIP, EFE Assignments (highlighted), Reports, Help, and Log Out. The main content area displays search criteria: School Year (2024), District (BROOKLYN UNIT DISTRICT 188), School (Lovejoy Technology Academy -- 0001), and Cluster (All). A "Search" button is located to the right of the criteria.

Step 2: Select the Classification of Instruction Program (CIP) that has the embedded WBL experience.

- Previously assigned CIPs can be found under Assigned CIPs. Click on View to edit the courses.
- New CIPs for the school will be located under "Unassigned CIPs."
- Click Edit at the bottom of the screen once you have selected the correct CIP.

The screenshot shows the ISCS interface with search criteria set to School Year 2024, District 188, School Lovejoy Technology Academy, and Cluster All. Below the search criteria, there are two tables of CIPs. The first table, titled "Previously Assigned CIPs", lists 14 CIP codes with their descriptions and "View" and "Edit" buttons. The second table, titled "Unassigned CIPs", lists 24 CIP codes with their descriptions and "Assign" buttons. Blue arrows point from text boxes labeled "Previously Assigned CIPs" and "New CIPs" to the respective tables.

CIP Code	Description	Action
10.0202	Radio and Television Broadcasting Technology/Technician.	View   Assign
12.0401	Cosmetology/Cosmetologist, General.	View   Assign
12.0500	Cooking and Related Culinary Arts, General.	View   Assign
13.0101	Education, General.	View   Assign
46.0000	Construction Trades, General.	View   Assign
46.0202	Electrician.	View   Assign
47.0604	Automobile/Automotive Mechanics Technology/Technician.	View   Assign
48.0508	Welding Technology/Welder.	View   Assign
51.3902	Nursing Assistant/Aide and Patient Care Assistant/Aide.	View   Assign
52.0202	Accounting Technology/Technician and Bookkeeping.	View   Assign
52.5401	Administrative Assistant and Secretarial Science, General.	View   Assign

CIP Code	Description	Action
01.0000	Agriculture, General.	Assign
01.0101	Agricultural Business and Management, General.	Assign
01.0201	Agricultural Mechanic, General.	Assign
01.5401	Agricultural and Food Products Processing.	Assign
01.9801	Applied Horticulture/Horticulture Operations, General.	Assign
01.9901	Animal Sciences, General.	Assign
10.0101	Natural Resources/Conservation, General.	Assign
10.0301	Graphic Communications, General.	Assign
10.0303	Press/Desk/Publishing and Digital Imaging Design.	Assign
11.0201	Computer Programming/Programmer, General.	Assign
11.0202	Computer Programming, Specific Applications.	Assign
11.0701	Computer Science.	Assign
11.0801	Web Page, Digital/Multimedia and Information Resources Design.	Assign
11.0901	Computer Systems Networking and Telecommunications.	Assign
12.0402	Barbering/Barber.	Assign
12.0410	Hair Technician/Specialist and Manicurist.	Assign
13.1210	Early Childhood Education and Teaching.	Assign
15.0000	Engineering Technology, General.	Assign
15.0507	Environmental/Environmental Engineering Technology/Technician.	Assign
15.1101	Drafting and Design Technology/Technician, General.	Assign
15.1701	Energy Systems Technology/Technician.	Assign
19.0202	Family and Consumer Sciences/Human Sciences Communication.	Assign
19.0401	Food Production and Wellness Studies, General.	Assign

Step 3: Add or edit the course that has embedded WBL experience.

- Locate the course you wish to add/edit and click Select.
- Ensure that the course meets all required components of a Workplace Experience course as outlined on pp. 24-27 of the [Work-Based Learning Manual](#) before marking the course as embedded work-based learning.
- Ensure that all students enrolled in the class will be participating in the direct instruction and work practicum. A copy of individual student plans and/or work placement agreements should be maintained at the CTE system level for any course designated as having embedded work-based learning.
- **To identify a course as having embedded WBL, you will need to unassign it first for SY 2024-25, then assign it again by selecting the CTE WBL Included radio button.**
- Once the course has been assigned, click Assign to the left of the course code.

Group 1 Orientation Courses: Exploratory coursework, could be offered at the secondary level or prior-to-secondary in 7th or 8th grade.

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
<a href="#">Select</a>	19001A001	Human Services Career Exploration		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	22151A001	Career Exploration		<input type="checkbox"/>	<input type="checkbox"/>

Group 2 Introductory Courses: Introductory coursework for the program of study.

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
<a href="#">Select</a>	19151A001	Foundations to Teaching	Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	19261A001	Human Growth and Development		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	19259A001	Work and Family Relationships		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	19052A001	Child Development and Parenting		<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	19154A002	Diversity in Education		<input type="checkbox"/>	<input type="checkbox"/>

Group 3 Skills Courses: More in-depth courses for program concentrators.

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
<a href="#">Select</a>	19152A001	Educational Methodology	Assigned	<input type="checkbox"/>	<input type="checkbox"/>

Group 4 Advanced Courses: More advanced courses for learners completing a program of study to allow for specialization.

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
<a href="#">Select</a>	19155A001	Instructional Technology	Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<a href="#">Select</a>	19154A001	Classroom Management		<input type="checkbox"/>	<input type="checkbox"/>

Group 5 Workplace Experience: Similar model to the existing Cooperative Education coursework that is designed to give students relevant work experience within their program of study.

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
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Step 4: Save all changes.

- Click Next at the bottom of the screen and review the assigned courses for accuracy.
- **Be sure to click Submit at the bottom of the screen once you have confirmed that all information is accurate. The changes are not saved until you have completed this step.**

**Note:** To work with a course, click **Edit** (page bottom) and then click the **Select** link.  
 Enter course **Carnegie Units** and click the **Assign** link.  
 Click **Unassign** to remove a selected course.  
 To save course assignments, click **Next** (page bottom) and then **Submit**.

[-] **Group 1 Orientation Courses:** Exploratory coursework, could be offered at the secondary level or prior-to-secondary in 7th or 8th grade.

State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
22151A001	Career Exploration		<input type="checkbox"/>	<input type="checkbox"/>
19001A001	Human Services Career Exploration	Assigned	<input type="checkbox"/>	<input type="checkbox"/>

[-] **Group 2 Introductory Courses:** Introductory coursework for the program of study.

State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
19101A001	Cosmetology I	Assigned	<input type="checkbox"/>	<input type="checkbox"/>

[-] **Group 3 Skills Courses:** More in-depth courses for program concentrators.

State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
19101A002	Cosmetology II	Assigned	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[-] **Group 4 Advanced Courses:** More advanced courses for learners completing a program of study to allow for specialization.

No Courses Assigned

[-] **Group 5 Workplace Experience:** Similar model to the existing Cooperative Education coursework that is designed to give students relevant work experience within their program of study.

State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
19148A001	Cosmetology Workplace Experience		<input type="checkbox"/>	<input checked="" type="checkbox"/>
19998A003	Human Services Workplace Experience		<input type="checkbox"/>	<input checked="" type="checkbox"/>



Submit Change Cancel

**Step 5: Follow the above steps for each school, CIP, and course that you wish to be identified as having WBL experience.**