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.

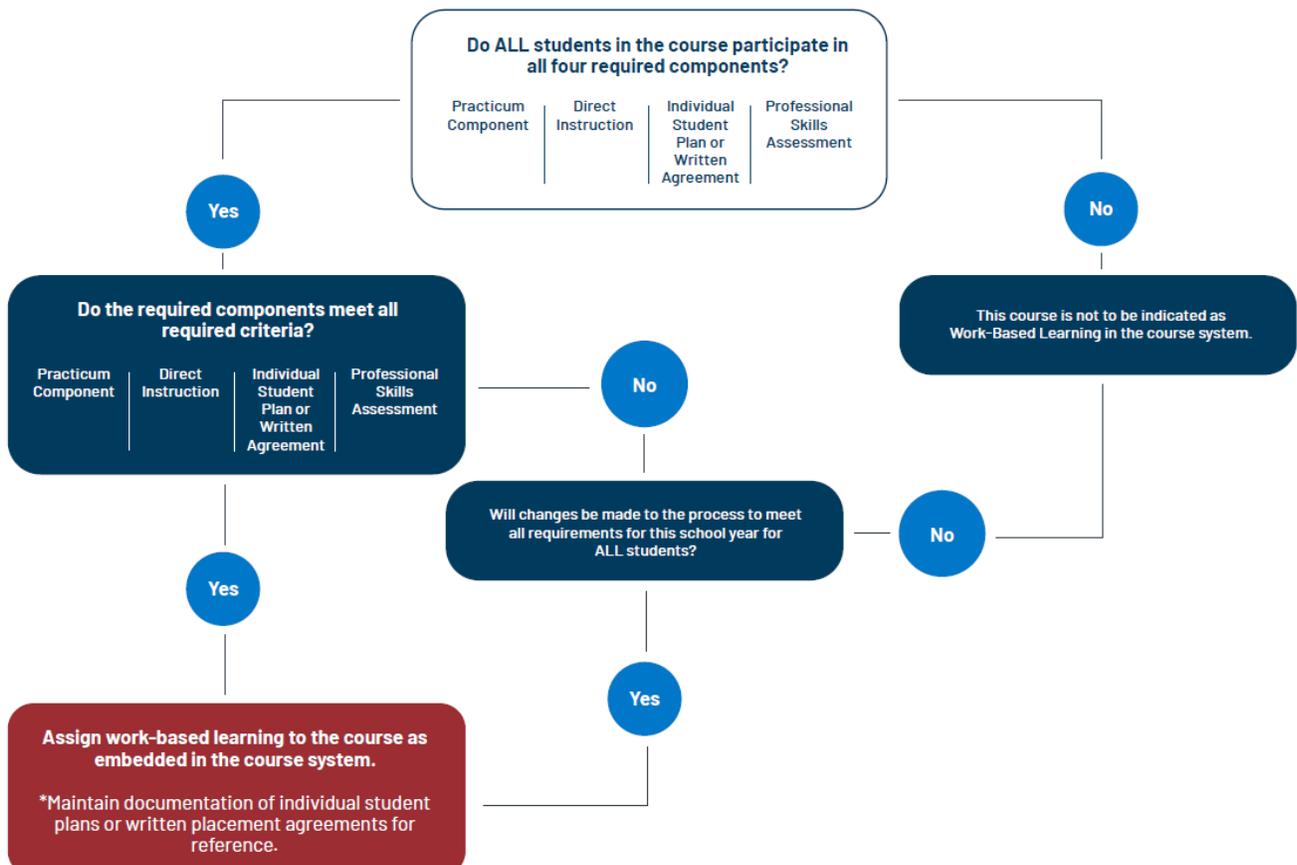## Embedded Work-based Learning Requirements

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

Do ALL students in the course participate in all four required components?

| Practicum Component | Direct Instruction | Individual Student Plan or Written Agreement | Professional Skills Assessment |

Yes →

No →

Do the required components meet all required criteria?

| Practicum Component | Direct Instruction | Individual Student Plan or Written Agreement | Professional Skills Assessment |

This course is not to be indicated as Work-Based Learning in the course system.

No

Will changes be made to the process to meet all requirements for this school year for ALL students?

No

Yes

Yes

Assign work-based learning to the course as embedded in the course system.

*Maintain documentation of individual student plans or written placement agreements for reference.

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.)

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.

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
Select	19001A001	Human Services Career Exploration		☐	☐
Select	22151A001	Career Exploration		☐	☐

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

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
Select	19151A001	Foundations to Teaching	Assigned	☐	☐
Select	19261A001	Human Growth and Development		☐	☐
Select	19259A001	Work and Family Relationships		☐	☐
Select	19052A001	Child Development and Parenting		☐	☐
Select	19154A002	Diversity in Education		☐	☐

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

	State Course Id	State Course Title	Assign Course	Offered Elsewhere	CTE WBL Included
Select	19152A001	Educational Methodology	Assigned	☐	☐

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
Select	19155A001	Instructional Technology	Assigned	☐	☐
Select	19154A001	Classroom Management		☐	☐

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

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		☐	☐
19001A001	**Human Services Career Exploration**	Assigned	☐	☐

⊟ **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	☐	☐

⊟ **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	☐	☑

⊟ **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		☐	☑
19998A003	Human Services Workplace Experience		☐	☑

[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.