Work-Based Learning Components

1

Practicum Component

- Includes at least 60 hours of work experience.
- Supports a student's individualized program of study.
- Educator-coordinators are qualified.
- Includes at least one direct supervision workplace visit per student.
- Includes at least weekly direct and indirect supervisory activities 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.
- Relevant stakeholders cooperate to identify suitable placement.

2

Direct Instruction

- Includes related instruction taught by a qualified educator-coordinator.
- Incorporates essential and technical employability skills and placement specific skills.
- 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.

3

Individual Student Plan or Written Agreement

- Includes verified tasks that align to the occupational and employability skills of the student.
- Includes duration of course of training.
- Includes working hours.
- Includes date of student's birth.
- Includes company name.
- Includes responsibilities of the employer, coordinator, student, and parent/guardian.
- Includes signatures of employer, coordinator, student, and parent/guardian.

4

Professional Skills Assessment

- Includes a tool-based observational assessment of a participant's performance in a career development experience that addresses foundational professional skills.
- Includes observation by an adult supervisor.
- Results, including, at a minimum, those outlined in the Recommended Technical and Essential Employability Competencies framework, are shared with the participant.
- Used primarily as a feedback tool and development strategy.
  Note: This assessment should not be used as the sole basis for a grade or credit determination.

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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 |

No

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

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.

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