Work-Based Learning

Cherokee County School District

Business Partner Handbook

Why Work-Based Learning?

The Cherokee County Work-Based Learning Program is an educational opportunity for juniors and seniors, who have an identified career objective, to obtain experience and skills in a workplace setting and begin working in their career pathway while still in high school. Students have the opportunity to connect what they learn in school with work-site application, enabling a smooth transition into the work force and/or education beyond high school.

Work-Based Learning Mission

The mission of the Work-Based Learning (WBL) Program is to assist in providing a highly trained, technologically sophisticated, and career oriented future work force. These goals are accomplished by developing partnerships which lead the participating student into meaningful careers.

Cherokee County School District Core Beliefs

Rigor: We believe in a growth mindset, as every student can learn, achieve and thrive.
Relevance: We believe the meaningful connections we forge with students, families and community partners positively influence how we teach, lead and prepare graduates for success in a knowledge-based, technology rich and culturally diverse world.
Relationships: We believe safe, diverse and inclusive schools are critical for successful teaching and strengthening our culture of belonging, kindness and possibility.

"Educating the Emerging Generation"

Cherokee County School District

What does this mean for my business?

The Work-Based Learning program involves employers directly with the education plan of your employee or intern. This includes assessing a student's performance, creating relevant curriculum, and developing occupational skill standards specific to business and industry. The Work-Based Learning Coordinator and employer work together as a team to provide a unique and valuable learning experience.

Employer Responsibilities:

- Provide a mentor(s) for the student. The mentor(s) will provide guidance and encouragement to the student as well as being involved in teaching the student work tasks and responsibilities.
- Adhere to a Training Agreement.
- Create and follow the defined Training Plan.
- Adhere to State and Federal regulations and guidelines for student workers.
- Evaluate student performance and provide feedback to the Career Pathways Facilitator.

Work Place Mentor

The success of the Work-Based Learning Program is primarily based on the quality of the placement of the student in a business and the instruction that the student receives as part of the Work-Based Learning segment of the program. A key individual in the success of the Work-Based Learning placement is the designated mentor.

An integral part of the Work-Based Learning Program is a supportive adult, referred to as a mentor, who is linked with the Work-Based Learning student. A mentor provides guidance and encouragement to the Work-Based Learning student as well as being involved in the teaching of work tasks and job responsibilities to the student.

Many different individuals may be involved in teaching a Work-Based Learning student or a single person may take on the entire responsibility depending upon the size of the business. In either case, one individual in a business is usually designated as the mentor.

The selection of the mentor is the prerogative of the business. However an effective mentor must possess both the personal qualities and the technical competence to be successful. In addition, it is important for the business to provide time for the mentor to work with the Work-Based Learning student on a one-to-one basis.

Personal Qualities

A good mentor is one who is interested in young people. Mentors must know and perform their job well and be willing to share their knowledge. They should understand human relations and be of the character that the Work-Based Learning student will want to emulate.

Role of the Mentor

The mentor evaluates the Work-Based Learning student's progress in learning their job and communicates with the Work-Based Learning Coordinator the strengths and areas in which improvement is needed. The mentor verifies the Work-Based Learning student's attendance and production reports.

Induction

The mentor orients the Work-Based Learning student to the job, business and industry as a whole.

Training Plan

The mentor participates in the development of the training plan for the Work-Based Learning student under their supervision. The mentor assists the Work-Based Learning student in carrying out classroom assignments related to their job and evaluates the skill tasks listed on the Work-Based Learning student's schedule of training.

Evaluation

The mentor performs a number of functions including: (1) induction of the Work-Based Learning student into the business, (2) training of the Work-Based Learning student, (3) evaluation of the Work-Based Learning student, and (4) counseling the Work-Based Learning student on matters related to work and school.

Counseling

The mentor counsels with the student concerning their performance both on the job and in school as well as their relationships with other employees. The mentor must take the responsibility for preparing the Work-Based Learning student for a definite goal and provide them with the individual attention necessary to attain that goal.

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Work-Based Learning Sample Forms

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Cherokee County School District Work-Based Learning
All Placements - Paid Positions or Unpaid Internships
EDUCATIONAL TRAINING AGREEMENT

Please Print:

Student Name:		**Parent/Guardian Name:**	
Employing Company Name:		**Employing Company Supervisor's Name:**	
Work-Based Learning Coordinator's Name:		Michelle Duren	

The Student Agrees:

1. To be at least 16 years of age and to have a Social Security number.
2. To assist the Work-Based Learning Coordinator in finding an appropriate employment or unpaid internship position related to the career focus area of the program and the career objective of the student.
3. To provide transportation to and from work.
4. To attend school and work regularly. Failure to adhere to this part of the agreement may result in the student receiving appropriate academic and/or disciplinary action.
5. To discuss all aspects of the employment with the Work-Based Learning Coordinator and the worksite or unpaid internship placement supervisor—not with other students, coworkers, etc.
6. To represent the school and employer or unpaid internship by demonstrating honesty, punctuality, courtesy, and a willingness to learn. If the student is dismissed from employment due to negligence or misconduct, the student will be dropped from the Work-Based Learning Program and receive academic penalty.
7. To work a minimum per week of 5 hours for 1 period release, 10 hours for 2 period release, or 15 hours for 3 period release with the majority of these hours during M-F of the school week.
8. To make employment or unpaid internship changes with the approval of the Work-Based Learning Coordinator. The Work-Based Learning Coordinator reserves the right to change the student's employment or internship situation if necessary.
9. To be evaluated by the Work-Based Learning Coordinator and the Work-Based Learning work or internship-site placement supervisor a minimum of twice per semester.
10. To submit to the Work-Based Learning (WBL) Coordinator a record indicating activities engaged in at the worksite and total hours and salary earned, if any, in a format determined by the WBL Coordinator.
11. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
12. To follow all the safety rules and regulations of the current employer or unpaid internship placement and understand that failure to comply with these safety procedures may result in personal injury or injury to others and/or dismissal from the Work Based Learning program.
13. To keep all placement site operating, planning, product/service and customer/patient/student information confidential as appropriate and according to employer policy. Any concerns should be brought to the attention of the WBL teacher or site supervisor.
14. To be responsible for obtaining, understanding and complying with employer or unpaid internship site dress code.

The Parents/Guardian of the Student Agree:

1. To encourage the student to carry out effectively his/her duties and responsibilities at both the school and place of employment or unpaid internship.
2. Although Department of Labor rules allow for minors to move cars under certain conditions as part of their employment, the school does not necessarily feel that this is a good practice. Consequently, the parents and the employer agree to assume all liability if the student is required to move an automobile as part of his or her employment or unpaid internship.
3. To make inquiries concerning the student's training, wages, or working conditions through the Work-Based Learning Coordinator rather than directly to the employer or unpaid internship placement.
4. To understand that the student must attend school and work regularly and not go to work or to the unpaid internship without going to school, unless approved by the Work-Based Learning Coordinator.
5. To offer assistance to the Work-Based Learning Coordinator, serve as a resource person, and/or aid in other ways that could benefit the school and the student.
6. To allow the release of student records regarding academic performance, attendance, and discipline for the purpose of employment and program follow-up.
7. To provide transportation to and from work or the unpaid internship for my child. Student must leave campus immediately upon their release time or, for morning placements, not arrive until immediately before their first scheduled on-campus class.
8. To assume full responsibility for my child after dismissal from, or before arriving at school, including days when my child is not required to be on the job or unpaid internship.
9. To assist and support student in obtaining, understanding and complying with employer/unpaid internship dress code.

The Employer/Worksite/Unpaid Internship Supervisor Agrees:

1. The Employee-Student or Unpaid Intern-Student has completed the necessary safety training for the current position of employment or internship and the employer or unpaid internship certifies that the proper procedures related to the job/internship requirements have been shown to the student and that in the case of an emergency, the student has been given instructions on what to do to resolve the situation.
2. To agree to follow Georgia Department of Labor guidelines regarding the student driving vehicles as part of his or her employment or unpaid internship. Although Department of Labor rules allow for minors to move cars under certain conditions as part of their employment, the school does not necessarily feel that this is a good practice. Consequently, the parents and the employer agree to assume all liability if the student is required to move an automobile as part of his or her employment or unpaid internship.
3. To provide a variety of work experiences for the student that contributes to the attainment of his/her career objective.
4. To employ the student for a minimum per week of 5 hours for 1 period release, 10 hours for 2 period release, or 15 hours for 3 period release during the academic year with the majority of those hours occurring during M-F of the school week.
5. To adhere to policies and practices which prohibit discrimination on the bases of race, color, national origin, sex, and handicap in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.
6. To provide instructional materials and occupational guidance to the student.
7. To evaluate the student, in consultation with the Work-Based Learning Coordinator, a minimum of twice per semester.
8. To adhere to all federal and state regulations including child labor laws and minimum wage regulations.
9. For paid positions only: To adhere to income tax and Social Security withholding regulations. WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099.
10. To provide time for consultation with the work-based learning coordinator concerning the student and to discuss with the Work-Based Learning Coordinator any difficulties that may arise.
11. To inform the Work-Based Learning Coordinator before any disciplinary action is taken in regard to the employment of the student.
12. To accept any disciplinary action that may result in the student being detained or absent from reporting to work.
13. All sites must have a supervisor on duty at all times, and the supervisor must be directly responsible for the supervision of the student's performance on the job.

The Work-Based Learning Coordinator Agrees:

1. To assist in the academic and occupational instruction of the student.
2. To conduct site visits to the student's place of employment.
3. To render assistance with educational and training problems of the student.
4. To assist the work-based training supervisor in an evaluation of the student's performance a minimum of twice per semester.
5. To maintain records pertinent to the student, the employer, and the school.

I have read the above agreement and will carry out the responsibilities delegated to the best of my ability.

Student Signature	Date	Parent/Guardian Signature	Date 7-29-2019
Employer Signature	Date	Work-Based Learning Coordinator Signature	Date

Cherokee County School District
Work-Based Learning

Training Plan Development Worksheet

The Role of the Training Plan in Work-Based Learning (WBL)

It would be difficult to overemphasize the importance of the training plan in the success of a Work-Based Learning student. All courses for which credit can be earned require a curriculum. Certainly, the primary purpose of the WBL placement is to help students gain the experience they will need in the workplace in order to make a successful transition from school to a career. Thus, the curriculum for WBL placements is the Training Plan.

Directions: Ask your employer to sit down with you and together make a list of **all the duties** you will be expected to perform during this school year. This list should be comprehensive and specific. **You should list a minimum of 10 specific duties.** Go over the list with your employer carefully so that you understand what will be expected of you. It may take more than one session or your employer may want to take this form and complete at a time convenient for him or her.

1. Communicate effectively through writing, speaking, listening, reading, and interpersonal skills.
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

Student's signature _____ Date _____

Employer's signature _____ Date _____

Updated 1/2018

Cherokee County Schools
Work-Based Learning Student Evaluation

Student: _____ Date: _____

Place of Employment: _____ Supervisor: _____

WBL Students receive credit for High School Graduation for participating in the WBL program. Your feedback concerning performance on the jobsite are vital to the success of our program and students. If you have any questions, please contact me.

	Distinguished (4)	Proficient (3)	Developed (2)	Beginning (1)	1 = Beginning (poor, emerging) 2 = Developed (average) 3 = Proficient (good) 4 = Distinguished (above average)
Overall Employability Skills					
Communicates effectively through writing, speaking, listening, reading, and interpersonal skills.					
Attendance					Comments:
Arrives on time to work					
Returns form breaks and meals on time					
Arranges for lateness/absence					
DISCIPLINE AND CHARACTER					Comments:
Willingness to assist others					
Establishes goodwill with customers					
Accepts constructive criticism					
TIME AND SELF-MANAGEMENT					Comments:
Demonstrates personal management					
Satisfactory amount of work produced					
Ease of adjustment to new task					
RESPONSIBILITY AND ORGANIZATION					Comments:
Maintains a safe and orderly work area					
Acts independently and effectively					
Performs tasks without assistance					
ORAL AND WRITTEN COMMUNICATION					Comments:
Communicates thoughts and ideas clearly					
Understands oral and written instructions					
Ability to grasp instructions easily					
PRODUCTIVITY AND PERFORMANCE					Comments:
Looks for ways to improve					
Understands work essentials					
Accuracy and dependability of results					
ATTITUDE AND RESPECT					Comments:
Demonstrates respect to customers					
Demonstrates respect to coworkers					
Demonstrates respect to supervisors					
TEAM WORK AND WORK HABITS					Comments:
Demonstrates team cooperation					
Completes assigned tasks					
Fosters team spirit					
APPEARANCE & PROFESSIONAL IMAGE					Comments:
Dresses appropriately for work					
Presents self with confidence					
Practices good hygiene					

Employer Signature: Date:

School Use only:
Students was reviewed on Date (Share comments on back) Total Points Grade

Student Signature Work Based Learning Coordinator

Cherokee County School District

Benefits of Partnering with the WBL Programs in Cherokee County

How Do Students Benefit?

- Ability to explore various career opportunities.
- Connection between educational and work experiences.
- Promotion of self-confidence at school and work.
- Growth and development of their technical skills.
- Development and exercise of beneficial behaviors and attitudes related to the job such as accountability, critical thinking, problem-solving, and team work.
- Allows for the opportunity to earn high school credit while learning and exploring a new potential career.

How Do Employers Benefit?

- Ability to provide students with a better understanding of a career field.
- Opportunity to influence student training in order to meet ever changing industry requirements.
- Work-based learning decreases the cost of training and recruitment, matching interested, invested young individuals with a broad spectrum of industries.
- Expanded pool of qualified applicants.
- Opportunity to collaborate and build a meaningful partnership with local school/system.

How Does the Community Benefit?

Development of a skilled work force.
Enhanced youth employability.
Economic growth through an expanded, skilled workforce and taxpayer base.

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We look forward to partnering with you as we "Educate the Emerging Generation" and provide them with this unique learning experience!