

## Structured Learning Experience Through Employment for Credit

### What is Work-Site Learning (WSL)?

Work-Site Learning is a structured Career and Technical Education (CTE) Program that provides students an opportunity to apply learning in the related course to the job site. A CTE certified worksite learning coordinator supports the student and employer throughout the experience providing guidance, making onsite observations, assisting with setting learning goals and conducting regular evaluations of student progress. In cooperative WSL, a student must document 360 hours of paid work to earn one credit.

### Why Should Business & Industry Engage in a CTE Work-Site Learning Experience?

- Build a talent pipeline to your specific industry by providing structured youth employment and training
- Recruit from a diverse and innovative candidate pool
- Support the development of high quality employees, reducing training and retention costs in the future
- Help students complete a CTE Graduation Readiness Pathway required for graduation
- Receive on-going support from a CTE Work-Site Learning Coordinator in mentoring student development on the job
- Provide students with intentional wrap-around supports to facilitate skill advancement in entry-level jobs while closing the equity gap for our most vulnerable students
- Support education in your local communities by serving as a mentor

#### Student/Parent Expectations

- Completed or are enrolled in a related CTE course
- Be 16 years of age
- Set learning goals to support the High School and Beyond Plan (HSBP)
- Follow all workplace and safety guidelines
- Make a commitment to attend school while working
- Follow all minor work laws
- Ensure student has transportation to worksite
- Ask questions of employer and teacher to meet worksite expectations

#### CTE Certified Instructor Responsibilities

- Meet with student to pre-qualify student and review training agreement outlining commitment to balance school and work
- Review expectations with employer
- Support the development of learning goals
- Make regular site visits to observe student on the job and connect with employer on performance
- Conduct regular evaluations to assess progress
- Obtain signatures from students, parents and employer on all required documentation

#### Employer Responsibilities

- Offer paid employment
- Provide an employee orientation
- Approve learning goals related to job duties
- Provide feedback on evaluation of learning goals and employability skills
- Verify paid work hours on a regular basis
- Seek support from WSL Coordinator when student may not be meeting expectations

## What does the time commitment look like?

- Complete worksite learning agreement (student will bring this in to get signatures)
- Schedule Orientation Meeting with WSL Coordinator
- Attend Orientation Meeting **(10-15 minutes)**
  - Overview of Class/ Expectations
  - Review Agreement - Employer Expectations
  - Develop WSL Plan/ Evaluation - set learning goals specific to the job
  - New Employee Orientation - copy of completion/ sign orientation documents
  - Health and Safety Checkoff
  - Minor Work Permit (If applicable)
- Evaluation Meeting at 90 hours **(5 minutes)** - employer will complete the work readiness evaluation
- Verification of Hours- student will bring a copy of their hours to be signed quarterly
- Evaluation Meeting at 180 hours **(5 minutes)** - employer will complete the work readiness evaluation
- Verification of Hours - student will bring a copy of their hours to be signed

**Sandy Rossmailer, Worksite Learning Coordinator**