Work-Based Learning



Placement Criteria Checklist

Youth Apprenticeship

- ☑ Student has been promoted to the 11th or 12th grade
- ☑ Student has received as least one unit of CTE credit (***minimum hours of instruction-144 hours or 135 hours in a block schedule***) prior to placement.
- ☑ The student has a **training agreement** which has been completed and signed by all concerned parties (student, parent/guardian, employer, WBL-Coordinator)
- ☑ Student has a detailed **training plan** signed (by student, parent, employer, and WBL coordinator) that establishes a realistic goal of accumulating ***2000 hours of on-the-job training***
- ☑ Student has ***Training and Safety Agreement*** on file signed by all parties (student, parent/guardian, employer, school WBL Coordinator)
- ☑ Student receives compensation according to a ***progressive wage*** scale established by the employer
- ☑ Student has a ***mentor*** assigned by the business and is evaluated on-site
- ☑ Student has an ***Individual Career Plan*** (ICP) that includes a plan for completion of a post-secondary certificate, degree, diploma or other industry recognized credential
- ☑ Student has a ***Career Portfolio*** assignment which documents the technical skills applications as well as employability skills learned from this apprenticeship
- ☑ Job is classified as ***highly skilled*** in business and industry

Cooperative Education

- ☑ Student has been promoted to the 11th or 12th grade
- ☑ Job placement is directly correlated to a course in the student's pathway in which the student is concurrently enrolled
- ☑ Detailed ***Training Plan*** on file and signed (by student, parent, employer, and WBL coordinator) that is based on tasks that are an application of what is being learned in the pathway course in which he/she is concurrently enrolled
- ☑ Student has ***Training and Safety Agreement*** on file and signed by all parties (student, parent/guardian, employer, school WBL Coordinator)
- ☑ Student receives compensation in compliance with state and federal **labor laws**
- ☑ Student has a ***mentor*** assigned by the business and is evaluated on-site
- ☑ Student has an ***Individual Career Plan*** (ICP)
- ☑ Student has a ***Career Portfolio*** assignment which documents the technical skills applications as well as employability skills learned from this experience

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Placement Criteria Checklist

Clinical Experiences

- ☑ Student has been promoted to the 11th or 12th grade
- ☑ A Clinical placement is an extension of the curricula in **upper level courses** to apply what has already been learned in the Healthcare Science concentration.
- ☑ A detailed ***Training Plan*** is on file and signed (by student, parent, employer, and WBL coordinator)
- ☑ Student has ***Training and Safety Agreement*** on file and signed by all parties (student, parent/guardian, employer, and ***Clinical instructor***)
- ☑ The credit associated with a Clinical placement is limited to that which is already being awarded for the course from which the Clinical is arranged. It represents a part of the work-load for that course.
- ☑ ***A Clinical is an unpaid placement.***
- ☑ The student has a ***mentor*** assigned by the business and is evaluated on site by the Clinical Instructor. ***The WBL Coordinator does not supervise a student on a Clinical placement.***
- ☑ The student has an Individual Career Plan (ICP).

Internship Experiences

- ☑ Student has been promoted to the 11th or 12th grade.
- ☑ A detailed ***Training Plan*** is on file and signed by all parties (student, parent, employer, and WBL coordinator) that focus on development of technical skills and employability skills. The tasks of the training plan should contain items specifically matched to the standards of the student's CTE pathway course(s).
- ☑ Student has ***Training and Safety Agreement*** on file and signed by all parties (student, parent/guardian, employer, school WBL Coordinator)
- ☑ The student must have earned a minimum of **one unit** of credit in a CTE pathway related to the placement. If no directly related CTE course is offered in the school, the WBL-Coordinator can, at his or her discretion, qualify a closely-related academic course to meet this requirement.
- ☑ The student ***may receive compensation*** in compliance with state and federal labor laws, or this ***may be an unpaid placement***.
- ☑ The student has a ***mentor*** assigned by the business and is evaluated on site
- ☑ The student has an Individual Career Plan (ICP)
- ☑ The student has a ***Career Portfolio*** assignment which documents the technical skill applications as well as employability skills learned from this experience