

Instruction

WORK-BASED LEARNING

BP 6178.1

The Governing Board desires to improve student educational outcomes and successes and support student workforce preparedness by facilitating work-based learning opportunities which link classroom learning with real-world experiences. The district's work-based learning program shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

The district's work-based learning program may offer opportunities for paid and/or unpaid work experiences, including, but not limited to:

1. Work experience education as defined in Education Code 51764
2. Cooperative CTE or community classrooms as defined in Education Code 52372.1
3. Job shadowing experience as defined in Education Code 51769
4. Student internships
5. Apprenticeships
6. Service learning
7. Employment in social/civic or school-based enterprises
8. Technology-based or other simulated work experiences

The Superintendent or designee may provide students employment opportunities with public and private employers in areas within or outside the district, including in any contiguous state. (Education Code 51768)

The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)

Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California

Highlighted Section: PUSD Exclusive

Instruction

WORK-BASED LEARNING

BP 6178.1

Department of Education or other state agency or official.

The Superintendent or designee may collaborate with businesses, government agencies, postsecondary institutions including universities and career technical schools, community organizations, and/or other employers in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts.

At the beginning of the first semester or quarter of the regular school term, the Superintendent or designee shall notify parents/guardians of students in grades 11-12 about local apprenticeship and pre-apprenticeship programs and make the Division of Apprenticeship Standards' database accessible through a direct link on the district's website. (Education Code 48980.5)

In accordance with Board Policy 6178 - Career Technical Education, the district may provide students with opportunities to explore, make career choices, and seek appropriate instruction and training to support those choices, by hosting locally focused apprenticeship and/or career technical education fair events.

As specified in Board Policy 6142.94 - History-Social Science Instruction, the district shall annually observe "Workplace Readiness Week." (Education Code 49110.5)

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, district staff shall coordinate with the workplace supervisors or mentors.

A minor student shall be allowed employment through a paid work-based learning program only if the student has been issued a work permit, in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

Highlighted Section: PUSD Exclusive

Instruction

WORK-BASED LEARNING

BP 6178.1

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate experience and credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

The Superintendent or designee shall maintain records related to each student's participation in the district's work-based learning program, including, but not limited to, the student's individualized training plan, employment hours and job site, work permit if applicable, the employer's report of student's attendance and job performance, the teacher-coordinator's consultations and observations, and reports of the student's grade and credits earned.

The Superintendent or designee shall **annually** report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

5 CCR 10070-10075

5 CCR 10080-10092

5 CCR 10100-10111

5 CCR 1635

Ed. Code 35208

Ed. Code 46144

Description

[Work experience education](#)

[Community classrooms](#)

[Cooperative vocational education](#)

[Credit for work experience education](#)

[Liability insurance](#)

[Minimum school day for work experience program](#)

Highlighted Section: PUSD Exclusive

Instruction

WORK-BASED LEARNING

BP 6178.1

<i>Ed. Code 46147</i>	<u>Exception for minimum day; students in last semester or quarter of grade 12</u>
<i>Ed. Code 46300</i>	<u>Method of computing average daily attendance</u>
<i>Ed. Code 48402</i>	<u>Enrollment in continuation education; minors not regularly employed</u>
<i>Ed. Code 48980.5</i>	Notification of apprenticeship and pre-apprenticeship programs
<i>Ed. Code 49110-49119</i>	<u>Permits to work</u>
<i>Ed. Code 49160</i>	<u>Permits to work; duties of employer</u>
<i>Ed. Code 51760-51769.5</i>	<u>Work experience education</u>
<i>Ed. Code 52055.770</i>	Quality Education Investment Act of 2006
<i>Ed. Code 52300-52462</i>	<u>Career technical education</u>
<i>Ed. Code 52372.1</i>	<u>Community classrooms and cooperative career technical education programs</u>
<i>Ed. Code 54690-54697</i>	<u>Partnership academies</u>
<i>Ed. Code 56026</i>	<u>Individual with exceptional needs; definition</u>
<i>Lab. Code 1285-1312</i>	<u>Employment of minors</u>
<i>Lab. Code 1391-1394</i>	<u>Working hours for minors</u>
<i>Lab. Code 3070-3099.5</i>	<u>Apprenticeships</u>
<i>Lab. Code 3200-6002</i>	<u>Workers' compensation and insurance</u>
Federal	Description
<i>20 USC 2301-2414</i>	<u>Strengthening Career and Technical Education for the 21st Century Act</u>
<i>29 CFR 570.35a</i>	Work experience programs
Management Resources	Description
<i>CA Department of Industrial Relations Publication</i>	<u>Child Labor Laws, 2013</u>
<i>California Department of Education Publication</i>	<u>California State Plan for Career Technical Education, 2023</u>
<i>California Department of Education Publication</i>	<u>Work Experience Education Guide</u>
<i>California Department of Education Publication</i>	<u>California Career Technical Education Model Curriculum Standards, 2013</u>
<i>California Department of Education Publication</i>	<u>Career Technical Education Framework for California Public Schools, Grades Seven Through Twelve, January 2007</u>
<i>U. S. Department of Labor</i>	<u>Training and Employment Guidance Letter, No. 10-23, Change 2, July 2025</u>
<i>Website</i>	<u>California Division of Apprenticeship Standards</u>
<i>Website</i>	<u>CSBA District and County Office of Education Legal Services</u>
<i>Website</i>	<u>Linked Learning Alliance</u>
<i>Website</i>	<u>California Association of Work Experience Educators</u>

Highlighted Section: PUSD Exclusive

Instruction

WORK-BASED LEARNING

BP 6178.1

Website	<u>California Department of Education, Work Experience Education</u>
Website	<u>California Department of Industrial Relations</u>
Website	<u>WestEd</u>
Website	<u>CSBA</u>
WestEd Publication	<u>Work-Based Learning in California: Opportunities and Models for Expansion, 2009</u>

Cross References

Policy	Description
0000	<u>Vision</u>
0200	<u>Goals For The School District</u>
0500	<u>Accountability</u>
1220	<u>Citizen Advisory Committees</u>
1220	<u>Citizen Advisory Committees</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3	<u>Uniform Complaint Procedures</u>
1312.3-E(1)	<u>Uniform Complaint Procedures</u>
1312.3-E(2)	<u>Uniform Complaint Procedures</u>
1700	<u>Relations Between Private Industry And The Schools</u>
3530	<u>Risk Management/ Insurance</u>
3530	<u>Risk Management/ Insurance</u>
4112.2	<u>Certification</u>
4112.2	<u>Certification</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.1	<u>Chronic Absence And Truancy</u>
5113.2	<u>Work Permits</u>
5113.2	<u>Work Permits</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5147	<u>Dropout Prevention</u>
6000	<u>Concepts And Roles</u>
6011	<u>Academic Standards</u>
6020	<u>Parent Involvement</u>
6020	<u>Parent Involvement</u>
6112	<u>School Day</u>
6112	<u>School Day</u>
6115	<u>Ceremonies And Observances</u>
6115	<u>Ceremonies And Observances</u>
6141.4	<u>International Baccalaureate Program</u>
6142.4	<u>Service Learning/ Community Service Classes</u>
6142.94	<u>History-Social Science Instruction</u>
6143	<u>Courses Of Study</u>

Highlighted Section: PUSD Exclusive

Instruction

WORK-BASED LEARNING

BP 6178.1

6143	<u>Courses Of Study</u>
6146.1	<u>High School Graduation Requirements</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6146.11	<u>Alternative Credits Toward Graduation</u>
6159	<u>Individualized Education Program</u>
6159	<u>Individualized Education Program</u>
6164.5	<u>Student Success Teams</u>
6164.5	<u>Student Success Teams</u>
6177	<u>Summer Learning Programs</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
6178.2	<u>Regional Occupational Center/Program</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>

Policy

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Pasadena Unified School District

Pasadena, California