



219 North Main Street, Suite 402
Barre, VT 05641 (p) 802-479-1030 | (f) 802-479-1835

Work-Based Learning Standard One: Additional Guidelines

STANDARD ONE: Every high school provides Work-Based Learning (WBL) experiences that contribute to college and career readiness.

SCHOOLS AND ADMINISTRATORS: ROLES AND RESPONSIBILITIES

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness **schools are responsible** for the following:

- Support the work-based learning program and, if applicable, any WBL advisory committee (e.g., an internal school team or an external entity such as a local [Workforce Investment Board](#)).
- Provide students the opportunity to participate in WBL experiences.
- Identify student readiness criteria for WBL experiences and developmental opportunities to attain readiness.
- Carry proper insurance coverage.
- Provide sufficient time for the WBL Coordinator to manage the program and observe students at worksites.
- Adopt processes for evaluation and assessment to ensure WBL experiences are of high quality for the student.
- Provide WBL Coordinators with Supervisory Union/School District policy on Criminal Background Checks for people that directly work or volunteer with youth.

SCHOOL ADMINISTRATORS

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness school administrators are responsible for the following:

- Review [Vermont Work-Based Learning Standards](#) in order to monitor the program.
- Promote WBL programs as an integral part of the school's curriculum.
- Support WBL experiences as part of the [Career Development Progression](#).
- Ensure compliance with federal and state regulations.
- Ensure an appropriately licensed WBL Coordinator oversees WBL experiences.
- Assist WBL Coordinator in the management of student conduct or discipline when needed.

SCHOOL ADMINISTRATORS & SCHOOL STAFF

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness school administrators are responsible for collaborating with school staff around the following:

- Develop a budget and identify funds and other resources to support WBL experiences (e.g., transportation, technology for virtual WBL opportunities, professional learning).
- Inform staff about the purpose and benefits of WBL experiences, the changing demands of the workplace and the range of post-secondary options.
- Provide professional learning opportunities for all staff that are involved in WBL experiences.
- Provide opportunities for the WBL Coordinator to visit the workplace and meet with work site staff.
- Integrate WBL experiences into the school culture.
- Provide academic educators and WBL Coordinators time to identify which academic proficiencies can be met effectively through work-based learning.
- Ensure that WBL Coordinators have the time to collaborate with special educators to meet the needs of students with disabilities.
- Provide WBL Coordinators flexible time to collaborate with external partners to provide authentic WBL experiences to students.

SCHOOL ADMINISTRATORS & STUDENTS

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness school administrators are responsible for collaborating with students around the following:

- Inform students about the purpose and benefits of WBL experiences, the changing demands of the workplace, and the range of post-secondary options.
- Provide time for students and educators to collaborate in the design of work-based learning opportunities as part of the students' personalized learning planning process.
- Provide relevant work-based learning resources and opportunities that encompass diverse cultures, ensure gender equity, and explore non-traditional career options.

SCHOOL ADMINISTRATORS & GUARDIAN(S)/PARENT(S)

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness school administrators are responsible for collaborating with guardians/parents around the following:

- Inform guardians about the purpose and benefits of WBL experiences, the changing demands of the workplace and the range of post-secondary options.
- Involve guardians in work-based learning design and ongoing operations as part of the student's personalized learning planning process.

- Invite guardians to meet the employers and visit the institutions connected with work-based learning experiences.
- Provide guardians with the academic and career planning resources relative to work-based learning experiences.

SCHOOL ADMINISTRATORS & EXTERNAL PARTNERS

In order to integrate sustainable work-based learning experiences that contribute to college and career readiness school administrators are responsible for collaborating with external partners around the following:

- Inform employers and community about the purpose and benefits of WBL experiences, the changing demands of the workplace and the range of post-secondary options.
- Engage employers and community in developing work-based learning experiences.
- Invite employers and community members to contribute authentic and relevant resources that support work-based learning experiences.
- Establish partnerships with employers and community members to support sustainable work-based learning experiences.

BENEFITS TO SCHOOLS

- ❖ Provide flexible pathways for students to demonstrate college and career readiness
- ❖ Enhance the ability to meet the interests and needs of diverse student populations
- ❖ Contribute to and support the personalized learning planning process
- ❖ Strengthen the school's relationship with the community and the workforce
- ❖ Inform staff of professional learning opportunities
- ❖ Make learning more relevant and authentic for students
- ❖ Increase student engagement

RESOURCES

- [Minnesota Connecting Youth to Work-Based Learning Manual](#)
- [Tennessee Building a Work-Based Learning System: Key Roles and Responsibilities](#)
- [The Upper Valley Business & Education Partnership's Externship Program](#)