

## **GUIDELINES: WORK-BASED LEARNING PLAN**

***DOCUMENT TITLE:*** Work-Based Learning Plan

***WHO CREATES:***

Work-Based Learning Coordinator (school);  
Work-Site Supervisor (employer);  
Student.

The creation of this Plan may include input from school counselor(s), academic/vocational teachers, work-site mentor (if identified), parent or guardian.

***FOR WHOM:***

All high school students, grades 9-12, and postsecondary students engaged in intensive, structured work-based learning experiences at a work site. This includes but is not limited to: service learning projects, internships, cooperative work experiences, practicum, fieldwork and entrepreneurial projects. Work sites may include but are not limited to: businesses and industry, education and community-based nonprofit organizations, entrepreneurial sites.

The Work-Based Learning Plan does NOT pertain to shorter-term career exploration experiences at work sites such as tours or job shadows.

***WHEN:***

The Work-Based Learning Plan is created before the structured work-site experience begins, is reviewed periodically throughout the experience for progress and continuous improvement, and finally is utilized at the end of the experience as the basis for student evaluation.

***WHERE:***

The Work-Based Learning Plan can be created at the school or the work site with input from all partners.

***WHY:***

The Work-Based Learning Plan identifies the specific academic, technical and employability skills to be learned by the individual student during the work-based learning opportunity; structures the student's work-site experience to address these skills in a practical and logical manner in order to make learning more relevant; and exposes the student to all aspects of the particular industry to which her/his work-based learning experience is related.



## Partnership Agreement for Work-based Learning

<b>Student:</b>	
Name:	_____
Address:	_____
City:	_____
State:	_____ Zip: _____
Home Phone:	_____
Parent or Guardian:	_____
Emergency Phone:	_____
E-mail:	_____

<b>Employer:</b>	
Company Name:	_____
Address:	_____
City:	_____
State:	_____ Zip: _____
Work Site:	_____
Supervisor/Mentor:	_____
Phone:	_____ Fax: _____
E-mail:	_____

<b>Educational Institution:</b>	
School:	_____
Address:	_____
City:	_____
State:	_____ Zip: _____
Work-based Coordinator:	_____
Phone:	_____ Fax: _____
E-mail:	_____

<b>Type of Work-based Learning Experience:</b>	
Career and Technical Education, Credit-bearing Work Experience:	
_____	
Paid or unpaid Work-based Experience:	
_____	
Other (describe): _____	
Start date and/or end date: _____	
Student Worksite Job Title: _____	

This partnership agreement outlines the basic responsibilities of the student, parent, worksite and educational institution in the delivery of this student's work-based learning experience. All responsible parties should read this document carefully and indicate their understanding and agreement by signing on the following page.

### All parties agree to:

1. Understand and comply with all federal and state regulations regarding employment, safety, worker's compensation, child labor laws, minimum wage, and other applicable regulations pertaining to employment of a student;
2. Develop and engage in a mutually agreed upon Student Education and Career Plan (SECP) related to student's career interest area;
3. Support the school's policies relative to school and job attendance;
4. Support all rules and regulations of the cooperating business;
5. Participate in the periodic assessment of student progress on the job and achievement of school awarded grade and credit;



## Work-Based Learning Plan

Student Name: \_\_\_\_\_  
 Worksite: \_\_\_\_\_  
 Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_  
 Supervisor/Mentor: \_\_\_\_\_  
 End Date: \_\_\_\_\_

**Placement:**  Career and Technical Education, Credit-bearing Work Experience  Other Paid or Unpaid Work-Based Experience

**COMPETENCY SOURCES:**

**WEBSITE:**

**Job tasks should be related to at least one of the following publications:**

CTE Performance Standards and Competencies

[www.state.ct.us/sde/deps/index.htm](http://www.state.ct.us/sde/deps/index.htm)

Click on Career and Technical Education (CTE) Programs

Industry Skill Standards (School-to-Career)

[www.state.ct.us/deps/Career/STC/index.htm](http://www.state.ct.us/deps/Career/STC/index.htm)

Scroll down and click on Content Standards under Career Cluster Frameworks

Job Task	Competency/Source	Evaluation* (Marking Period)			
		1	2	3	4
1. Complies with labor and safety regulations on the job	CTE/CWE/STC Legal Awareness – F52, G54, G55, G56, G57				
2.					
3.					
4.					
5.					
6.					

\*Evaluation: Space provided for up to 4 marking periods.

Ratings: 1 – Needs Improvement    2 – Met Standard    3 – Exceeds Standard

Additional tasks may be added to supplemental sheets if necessary.

Work-Based Learning Plan

Job Task	Competency/Source	Evaluation* (Marking Period)			
		1	2	3	4
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

## Approval Form: Workplace Learning Experiences for Minor Students in Hazardous Occupations

This LED 75-1(Rev.09/04) form has been developed in accordance with the provisions of section 31-23 of the Connecticut Statutes allowing minor students (ages 16 and 17) to be placed in paid, credit-bearing workplace learning opportunities within potentially hazardous occupations. Only such workplace learning opportunities that are: a.) structured by the school and workplace partners to integrate with the classroom curriculum, and b.) monitored by local School to Career (STC) or Cooperative Work Education (CWE) staff whose programs have been reviewed and approved by the State Department of Education are eligible to use the DOL-approved LED 75-1 (Rev. 09/04) form. This form does not waive any liability issues in the workplace. *In order to be processed and approved, a copy of the student's structured work-based learning plan must be attached. (See accompanying, complete instructions.)*

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School Name: \_\_\_\_\_ School Location: \_\_\_\_\_

Worksite/Employer: \_\_\_\_\_

Employer's Name	Complete Address	Phone
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Workplace Mentor: \_\_\_\_\_

Mentor's Name	Position	Phone
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Work-based Assignment: \_\_\_\_\_ \*Dates: \_\_\_\_\_ Starting Wage: \$ \_\_\_\_\_ /hr.

From To

STC cluster/CWE-CTE subject: \_\_\_\_\_ STC/CWE approval # \_\_\_\_\_ Equipment used: Y N  
(If "Yes" describe in Work-plan)

STC/CWE Coordinator: \_\_\_\_\_

Coordinator's Name	Position	Phone
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***Signatures: Please sign on the appropriate line below. All signatories agree to comply with the requirements of structured work-based learning activities, listed on the accompanying instructions page.***

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Name/Title/Signature

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Signature

Parent/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s)/Signature(s)

STC/CWE Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Signature

(\*If summer placement, educator- monitor: \_\_\_\_\_ Phone: \_\_\_\_\_)

Monitor's Name/Signature

Employer-provided Workplace Mentor: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

Department of Education review: \_\_\_\_\_ Date: \_\_\_\_\_

Work-based Learning Consultant's Name/Signature

Department of Labor approval: \_\_\_\_\_ Date: \_\_\_\_\_

Wage and Workplace Standards Division Officer's Name/Signature

***Use of the LED 75-1 (Rev. 09/04) form is authorized only for those students enrolled in School-to-Career Initiatives or Cooperative Work Education Programs currently approved by the Connecticut State Department of Education (SDE). Attach a copy of the student's individual structured work-based learning plan to this LED 75-1 (Rev. 09/04) form before submitting it to the Work-based Consultant at the CT SDE. To view a suggested format for a structured work-based learning plan, visit the SDE website [www.state.ct.us/sde/deps/Career/WB/index.htm](http://www.state.ct.us/sde/deps/Career/WB/index.htm). Illegible/incomplete forms will not be processed and will be returned unapproved; they may be re-submitted when complete and legible.***

**Instructions for completing the LED 75-1 (Rev. 09/04) Approval Form:**

(09/10/04)

- School-identified STC or CWE coordinators (*not employers*) complete this form for every *minor* student (ages 16 or 17), enrolled in a STC initiative or CWE program pre-approved by the Connecticut State Department of Education, who will participate in a *paid, credit-bearing* work-based learning opportunity at a work-site that is potentially hazardous;
- Complete all sections, including signatures, legibly; *illegible and/or incomplete forms will be returned unapproved*; (Note: if students complete parts of the form, educators might use this exercise as a lesson in a basic employability skill, and should screen them for legibility before submitting them to SDE);
- *Start-dates may not be prior to the submission and approval of this form*; under normal circumstances the approval process takes a week to ten days, from the time it is mailed to SDE, reviewed for eligibility, forwarded and approved by DOL, and mailed back to the school; around the holidays and during the summer, allow two-three weeks;
- Starting wage must be *at least minimum wage*, which is \$7.10/hr., as of January 2004;
- If you are submitting this form under your school's current, state-approved STC initiative, enter the STC career cluster and *current STC approval code*; if you are submitting under your current, state-approved CWE program, enter the CWE/CTE subject area and *the current CWE approval code*;
- All work-based learning experiences must be structured to integrate the learning at the job site with the classroom curriculum; a sample *structured work-based learning plan* template may be found in the *Work-based Learning Toolkit* on the SDE website: [www.state.ct.us/sde/deps/Career/WB/index.htm](http://www.state.ct.us/sde/deps/Career/WB/index.htm);
- Attach a copy of the student's individual structured work-based learning plan to this form; forms received without an attached, current work-plan will not be processed or approved;
- A *workplace mentor*, assigned by the employer, is highly recommended; the mentor-coach increases the value of the work-based learning experience and the safety of the student in these potentially hazardous situations (see above-referenced WB Learning Toolkit for a copy of the *Workplace Mentor Guide*);
- It is highly recommended that all students, especially those participating in either STC or CWE, receive instruction in the CT Young Worker Safety Curriculum, *Work Safe!*; this training is available to school faculty, in a train-the-trainer mode (for training information contact Judith Andrews, STC Manager and Work-based Learning Consultant at SDE: 860-713-6766 or [judith.andrews@po.state.ct.us](mailto:judith.andrews@po.state.ct.us));
- *The approval criteria and process is the same for summer STC or CWE work-based learning opportunities as those that occur during the school year.* The name and contact information for the educator responsible for monitoring the summer work-site must be included on the front of this form and a student work-plan attached in order for the summer experience to be approved by SDE and DOL;
- *Submit* this completed and legible form for initial review *directly to Judith Andrews, Work-based Learning Consultant*, at the CT State Department of Education, 165 Capitol Ave., Room 363, Hartford, CT, 06106. After initial SDE review to determine eligibility, forms will be forwarded directly to DOL for final approval and subsequently will be returned to the school's STC/CWE work-based coordinator.

**Note:** This form is not to be used for unpaid work-based learning activities such as community service/service learning, nor is it a waiver for any liability responsibility. By approving a LED 75-1 (Rev. 09/08) form, the Connecticut Department of Labor acknowledges that the student is participating in a paid, credit-bearing and structured workplace learning situation under the auspices of School to Career (STC) Initiative or Cooperative Work Education (CWE) Program, currently approved by the Connecticut State Department of Education.