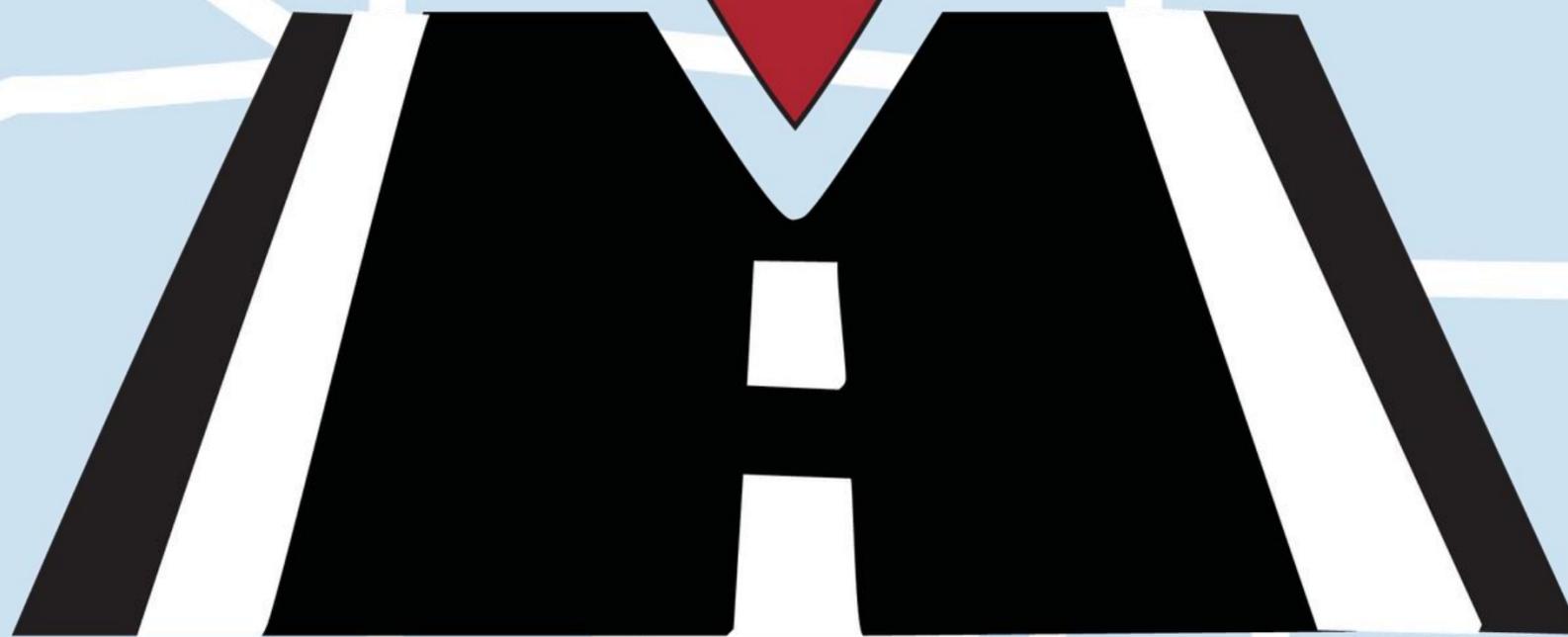
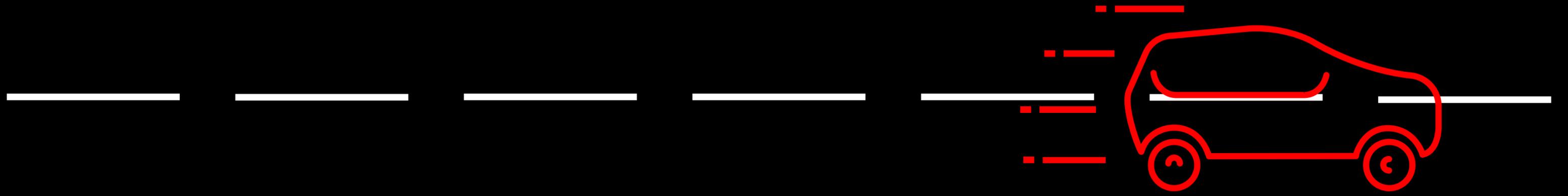


Northeast Texas Pathways



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Guide for Educators: Finding Work-Based Learning Opportunities for Students.

Work-Based Learning (WBL) programs bridge the gap between academic learning and practical work experience, providing benefits for both employers and employees.

Academics

**Work
Experience**



Align to Career

Pathways

Work-based learning experiences build knowledge, skills, and competencies aligned with in-demand careers and support participants in advancing along career pathways, leading to measurable economic success.

Identify and Validate Skills to be Gained

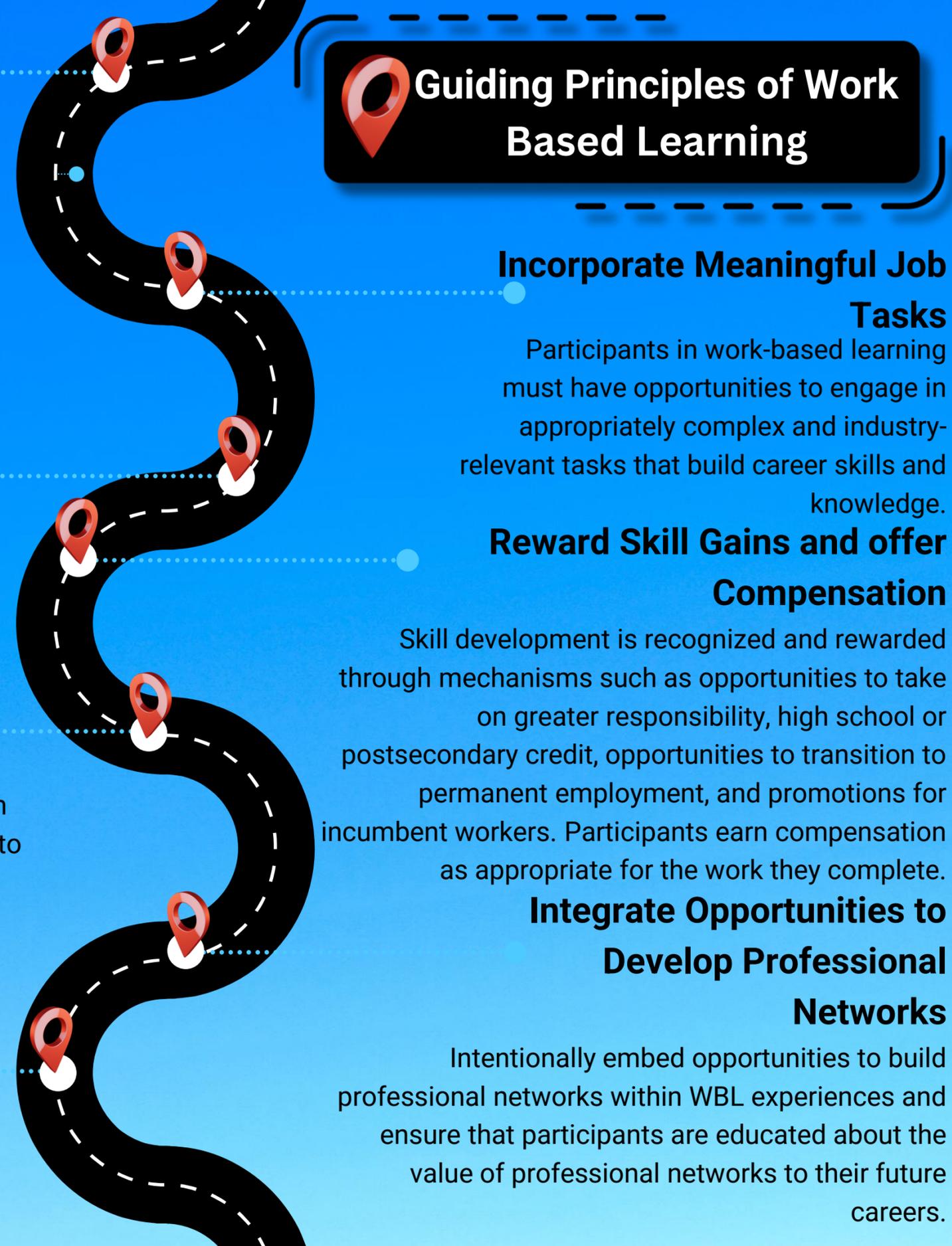
WBL programs are more valuable to both participants and employers when everyone has a clear understanding of the skills that participants are expected to attain and when there are clear guidelines for verifying that participants have mastered those skills.

Support Academic Progress and Achievement

By demonstrating the real-world value of classroom learning and providing students with opportunities to apply and contextualize their knowledge and skills, WBL supports and accelerates academic progress and achievement at the secondary and postsecondary levels.

Measure Shared Progress

Employer, participant, and program outcomes are measured and monitored using metrics that are transparent and hold all partners accountable for success



Guiding Principles of Work Based Learning

Incorporate Meaningful Job Tasks

Participants in work-based learning must have opportunities to engage in appropriately complex and industry-relevant tasks that build career skills and knowledge.

Reward Skill Gains and offer Compensation

Skill development is recognized and rewarded through mechanisms such as opportunities to take on greater responsibility, high school or postsecondary credit, opportunities to transition to permanent employment, and promotions for incumbent workers. Participants earn compensation as appropriate for the work they complete.

Integrate Opportunities to Develop Professional Networks

Intentionally embed opportunities to build professional networks within WBL experiences and ensure that participants are educated about the value of professional networks to their future careers.

**Program Planning
and Design**

**Identifying
Opportunities**

**Developing
Partnerships**

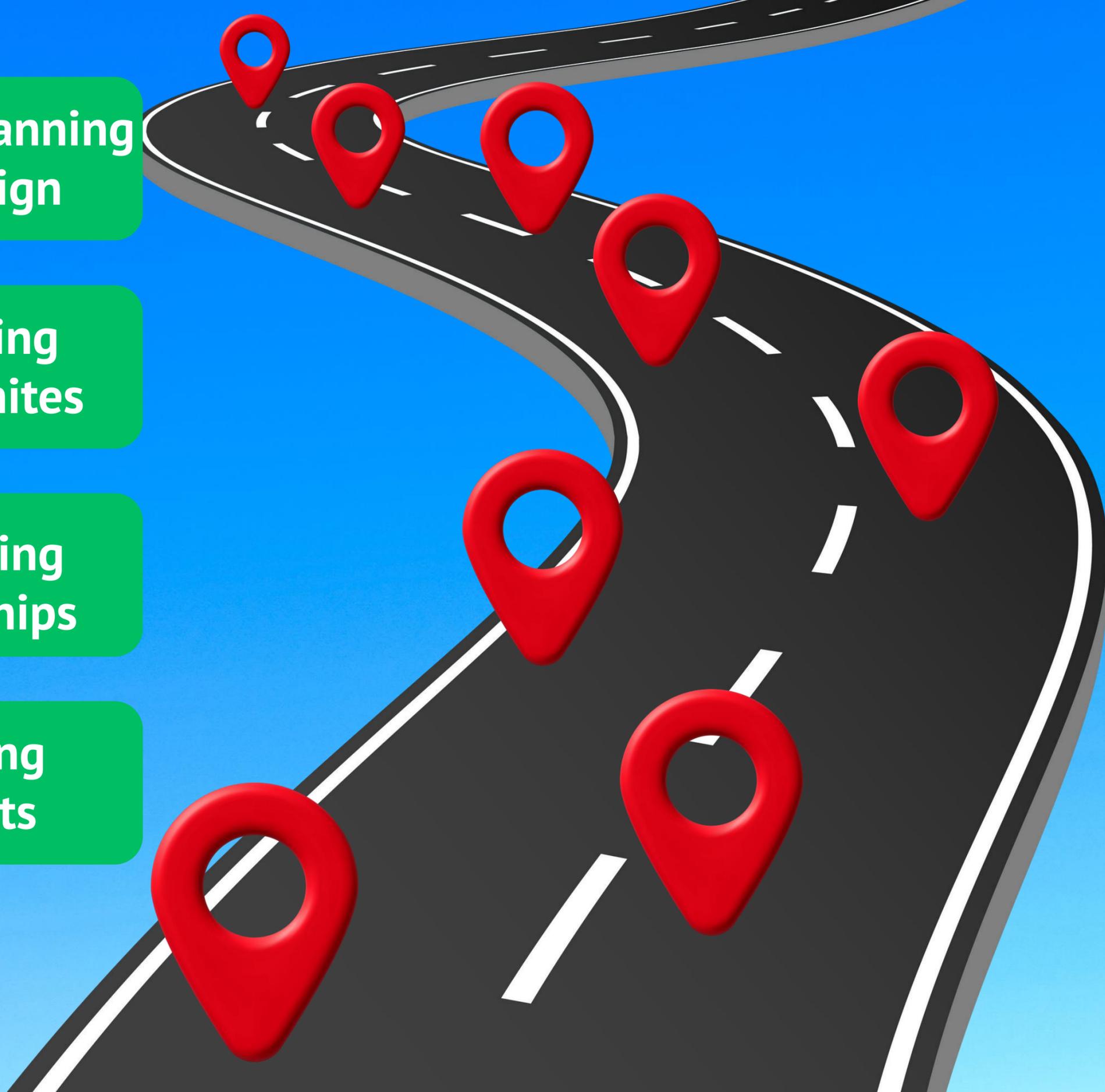
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Students**

**Program Implementation
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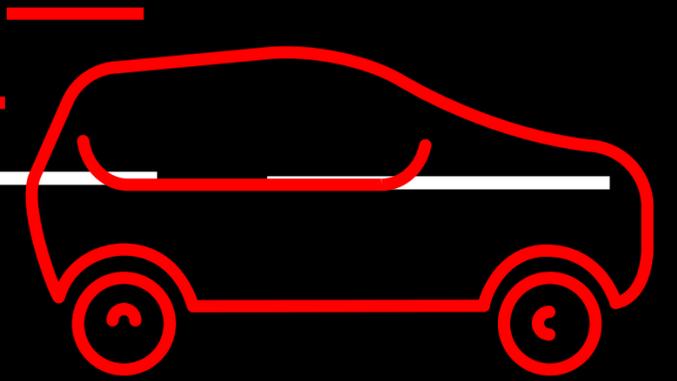
**Evaluation and
Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Program Planning and Design



Define Objectives

- Identify the goals of the WBL program
 - Skill Development
 - Career Exploration
 - Industry Exposure
- Align the program to the educational standards and student career goals

Program Planning and Design

Partnerships

- Establish connections with local business and industry associations, and community organizations
- Collaborate with these partners to create a mutually beneficial WBL program

Program Planning and Design

Program Structure

- Decide on the type of WBL program
 - Internships
 - Apprenticeships
 - Project-Based Learning
 - Mentorships
- Define the duration, schedule, and structure of the program to fit both academic calendars and employer needs

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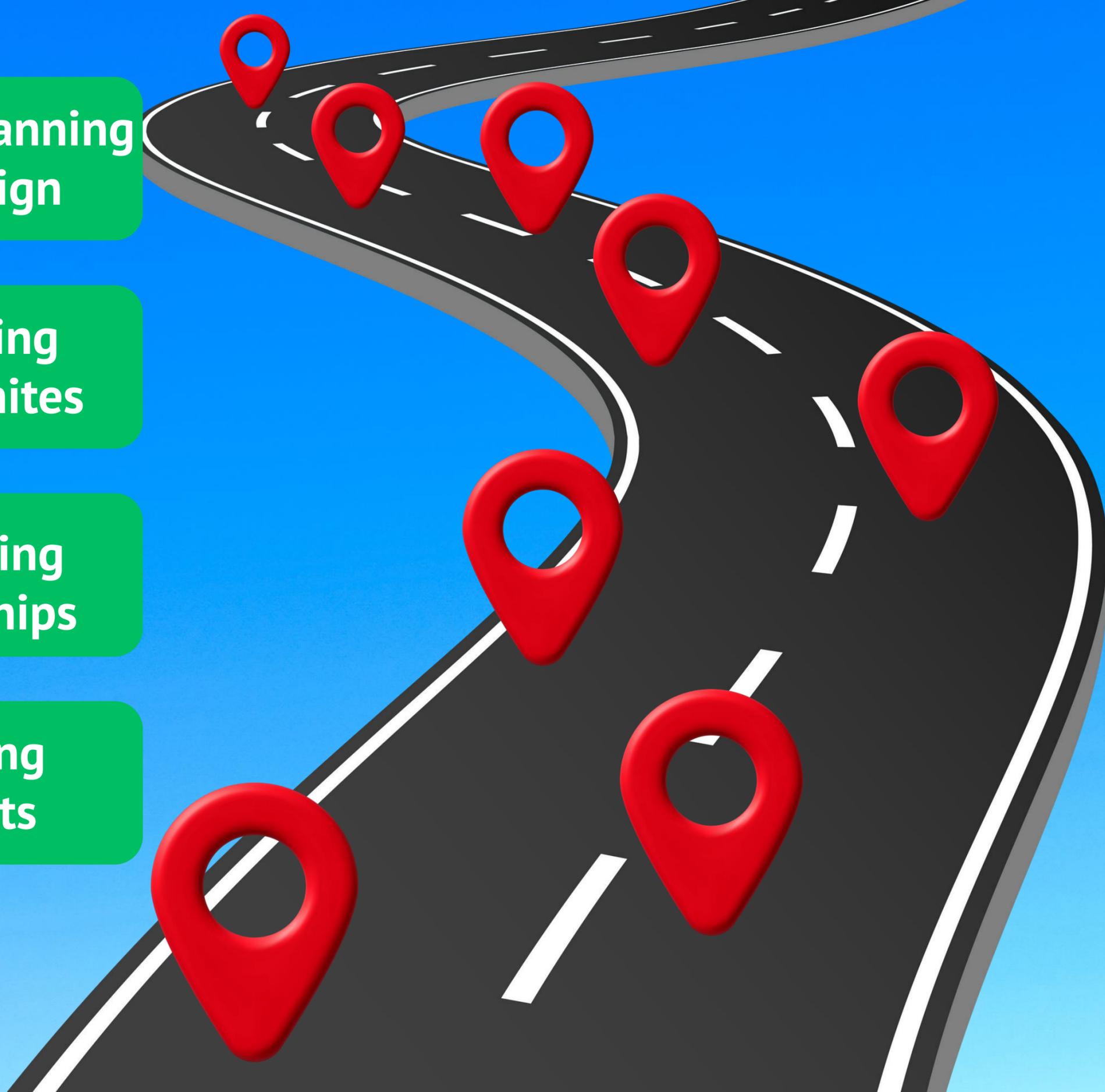
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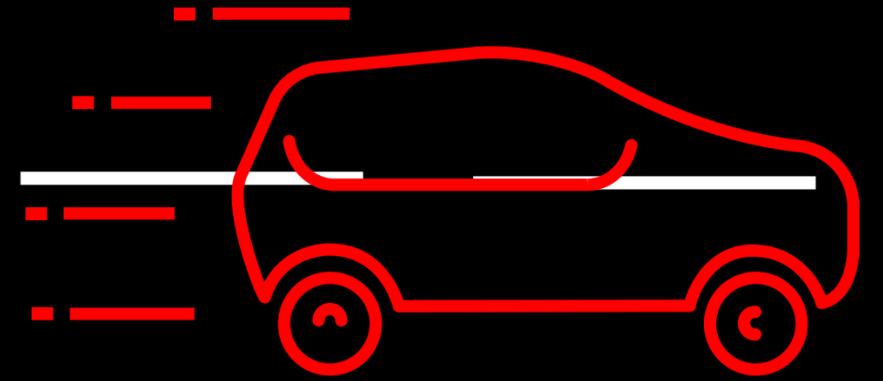
**Evaluation and
Feedback**

**Post-Program
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Identify Opportunities



Industry Research

- Research local industries and employers that align with your students' career interests and academic focus
- Identify key contacts and gather information on potential WBL opportunities

Identify Opportunities

Outreach and Networking

- Promote the WBL program through job fairs, educational institutions, online platforms, and industry events
- Highlight the benefits of the program for participants
 - Hands-on experience
 - Potential for permanent employment

Identify Opportunities

Outreach and Networking

- Attend industry events, career fairs, and networking functions to establish relationships with potential employers
- Use social media and professional networks (e.g., LinkedIn) to connect with industry professionals

Identify Opportunities

Community Engagement

- Engage with local chambers of commerce, business development organizations, and workforce boards
- Leverage these connections to find WBL opportunities and promote the benefits of partnering with your institution

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Partnerships**

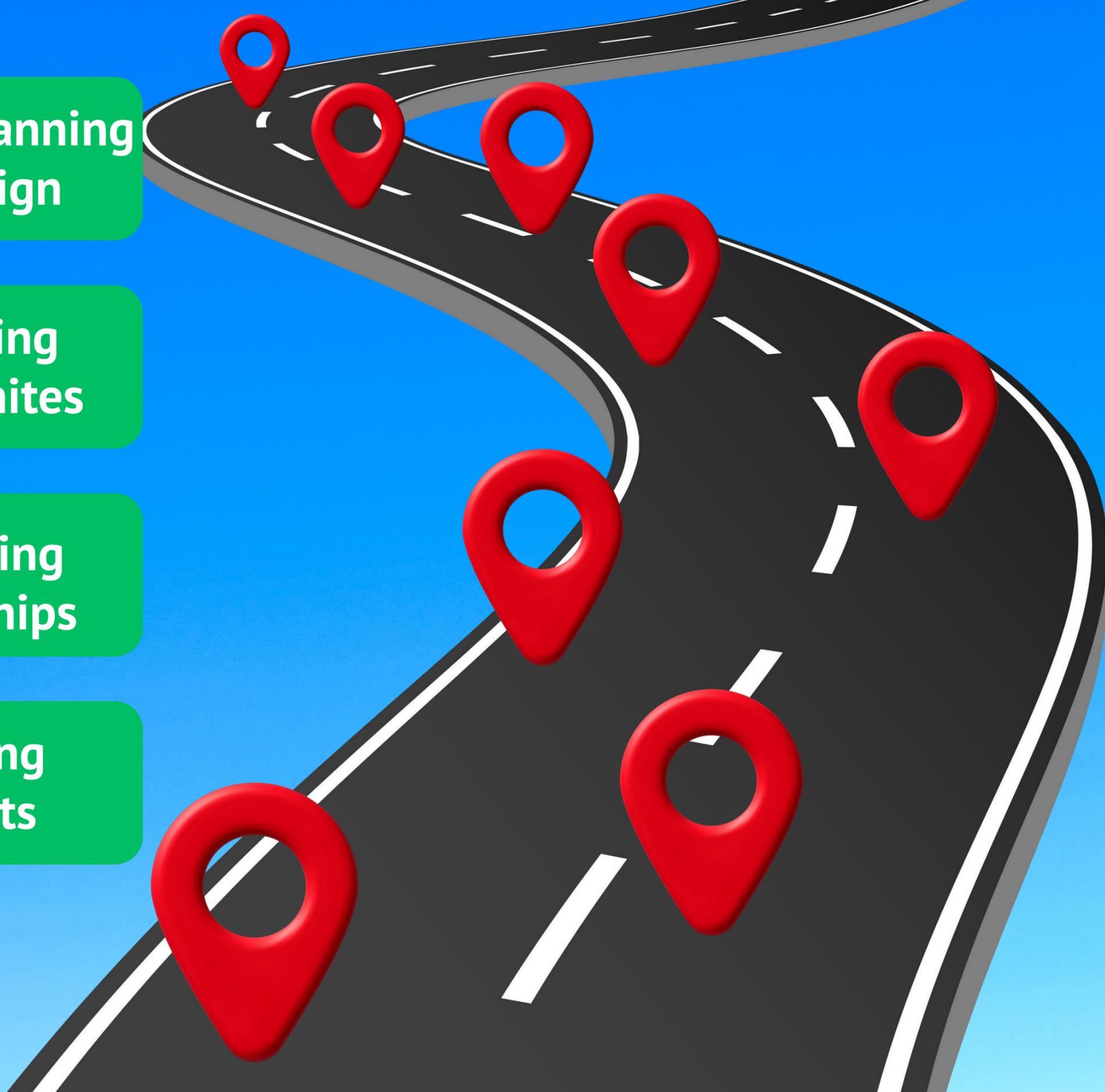
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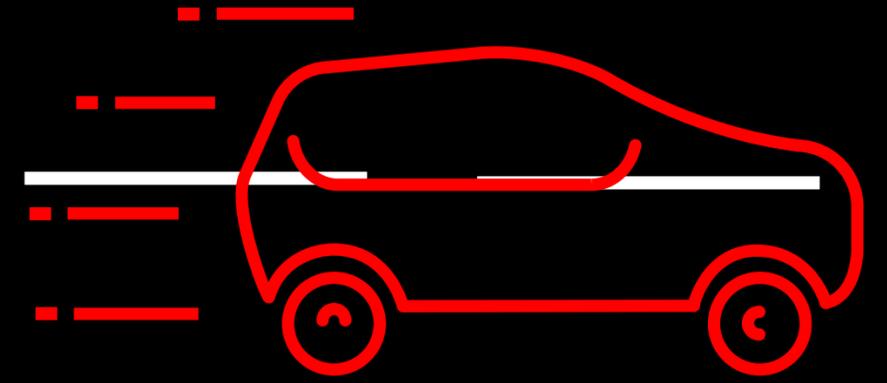
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Feedback**

**Post-Program
Support**

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with Disabilities**



Developing Partnerships



Proposal and Pitch

- Create a compelling proposal outlining the benefits of WBL programs for employers, such as access to emerging talent and community involvement
- Schedule meetings with potential partners to present your proposal and discuss collaboration opportunities

Developing Partnerships

Memoranda of Understanding (MOU)

- Develop MOUs that clearly define the roles, responsibilities, and expectations of both the educational institution and the employer
- Ensure agreements cover aspects such as supervision, safety, evaluation, and legal considerations

Developing Partnerships

Communication and Coordination

- Maintain open and regular communication with employer partners to coordinate student placements and address any concerns
- Designate a point of contact within your institution to manage the relationship with each partner

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Opportunities**

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Partnerships**

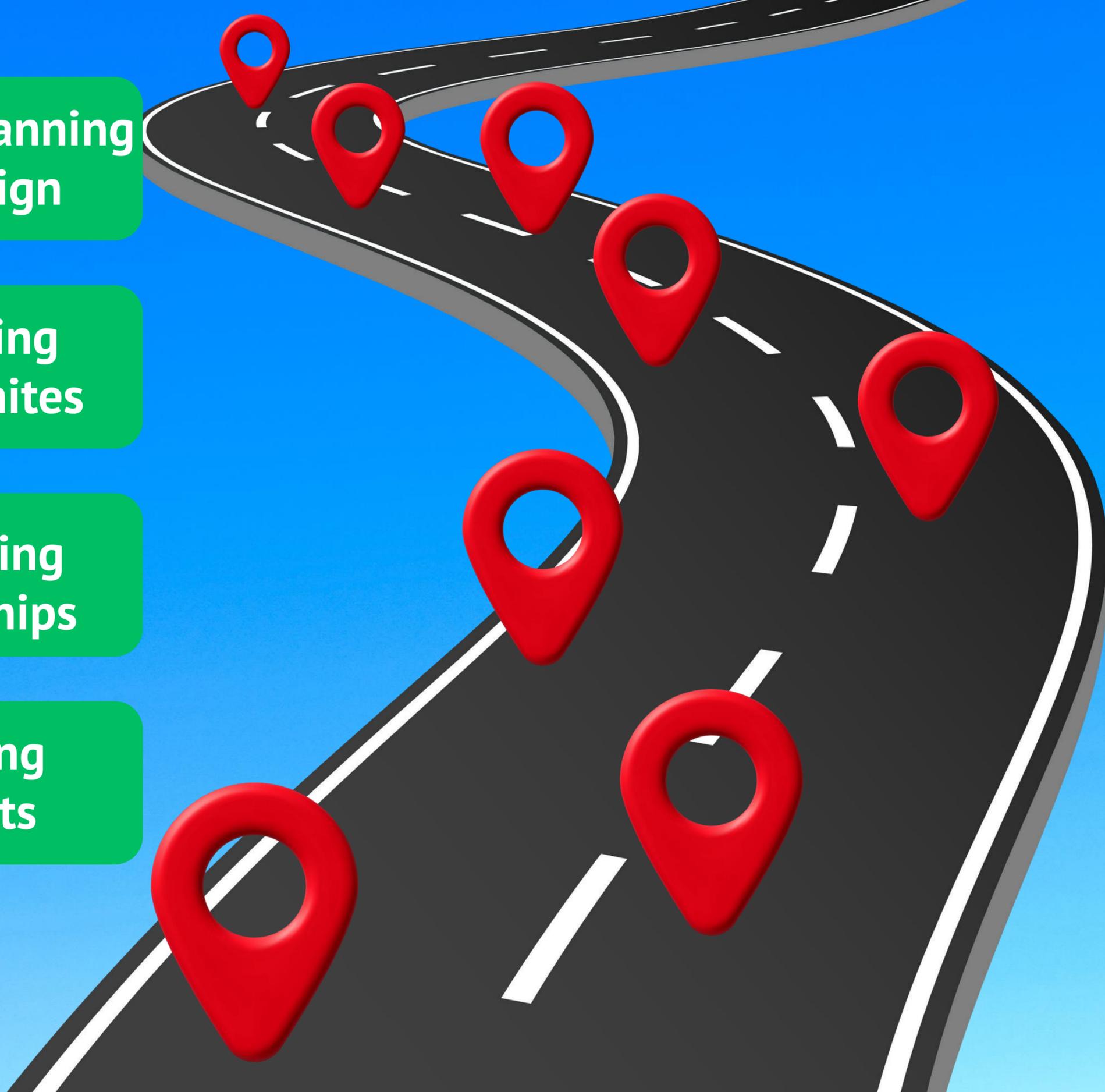
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**Program Implementation
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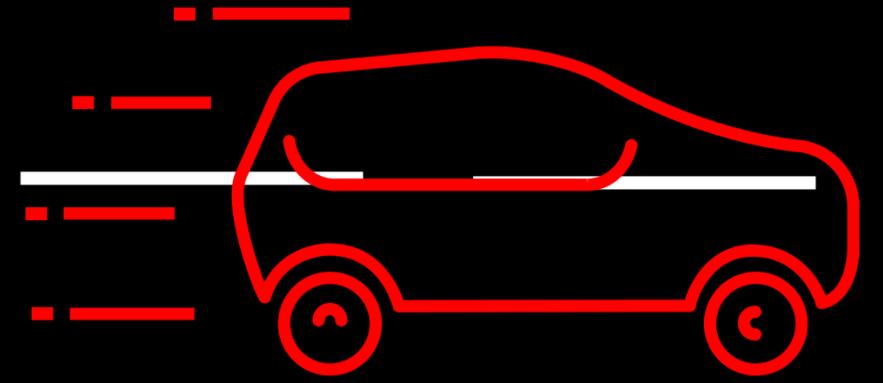
**Evaluation and
Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Preparing Students



Career Readiness

- Provide career readiness workshops covering resume writing, interview skills, and professional behavior
- Offer guidance on how to research potential employers and industries

Preparing Students

Application Process

- Assist students with the application process, including preparing application materials and practicing interview techniques
- Facilitate mock interviews and provide constructive feedback

Preparing Students

Orientation and Training

- Conduct pre-placement orientation sessions to prepare students for the workplace
- Cover topics such as workplace expectations, communication skills, and time management

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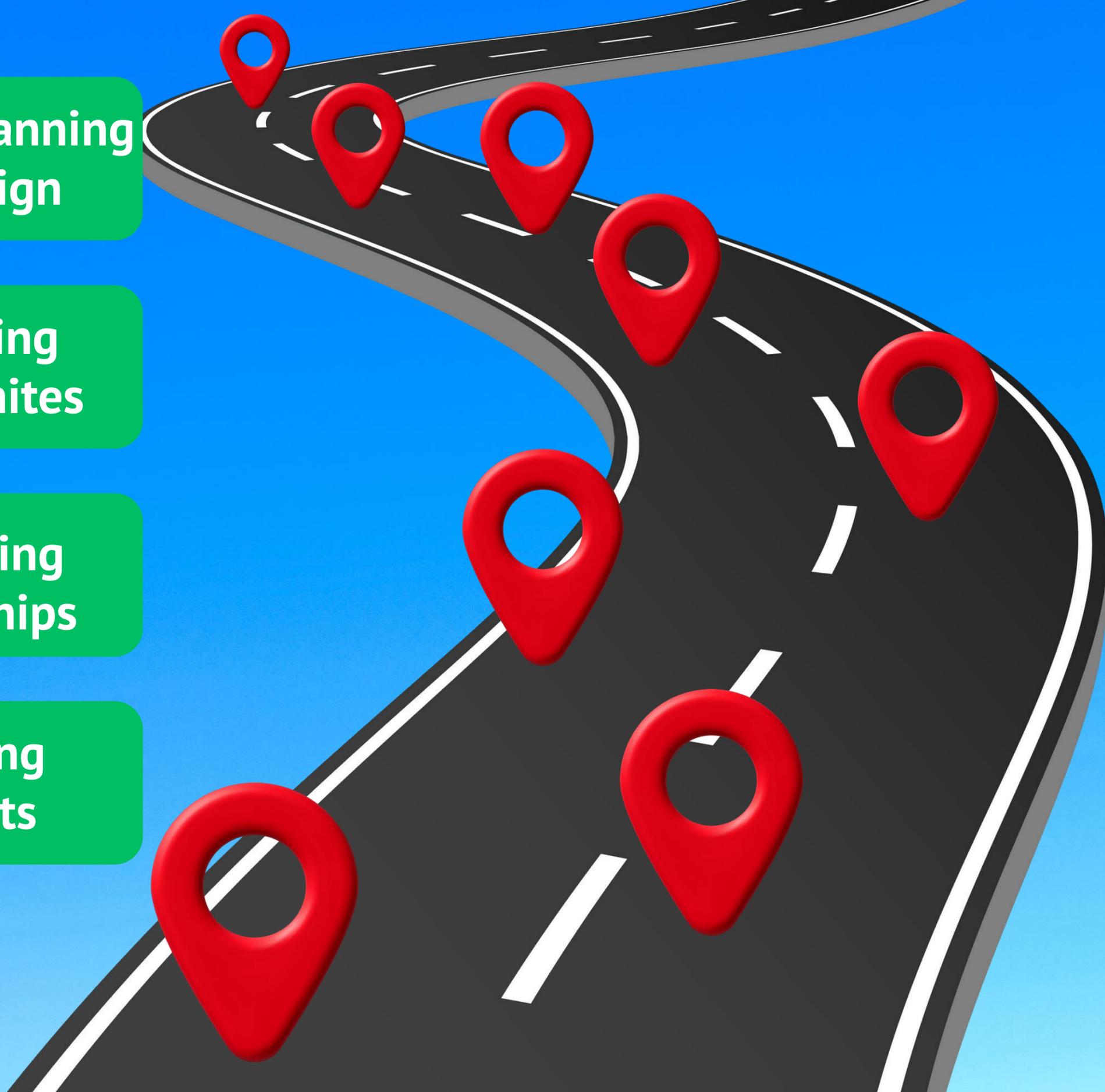
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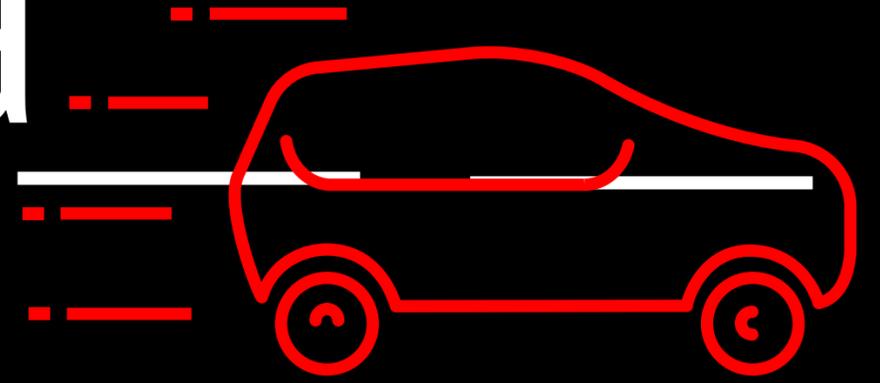
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Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Program Implementation and Management



Placement and Supervision

- Match students with suitable WBL opportunities based on their skills, interests, and career goals
- Ensure students are adequately supervised and supported throughout their placements

Program Implementation and Management

Mentorship

- Encourage employers to assign mentors to guide students and provide regular feedback
- Foster a supportive environment where students feel comfortable seeking advice and assistance

Program Implementation and Management

Ongoing Support

- Regularly check in with both students and employers to monitor progress and address any issues
- Provide additional resources or support as needed to ensure a successful experience for all parties

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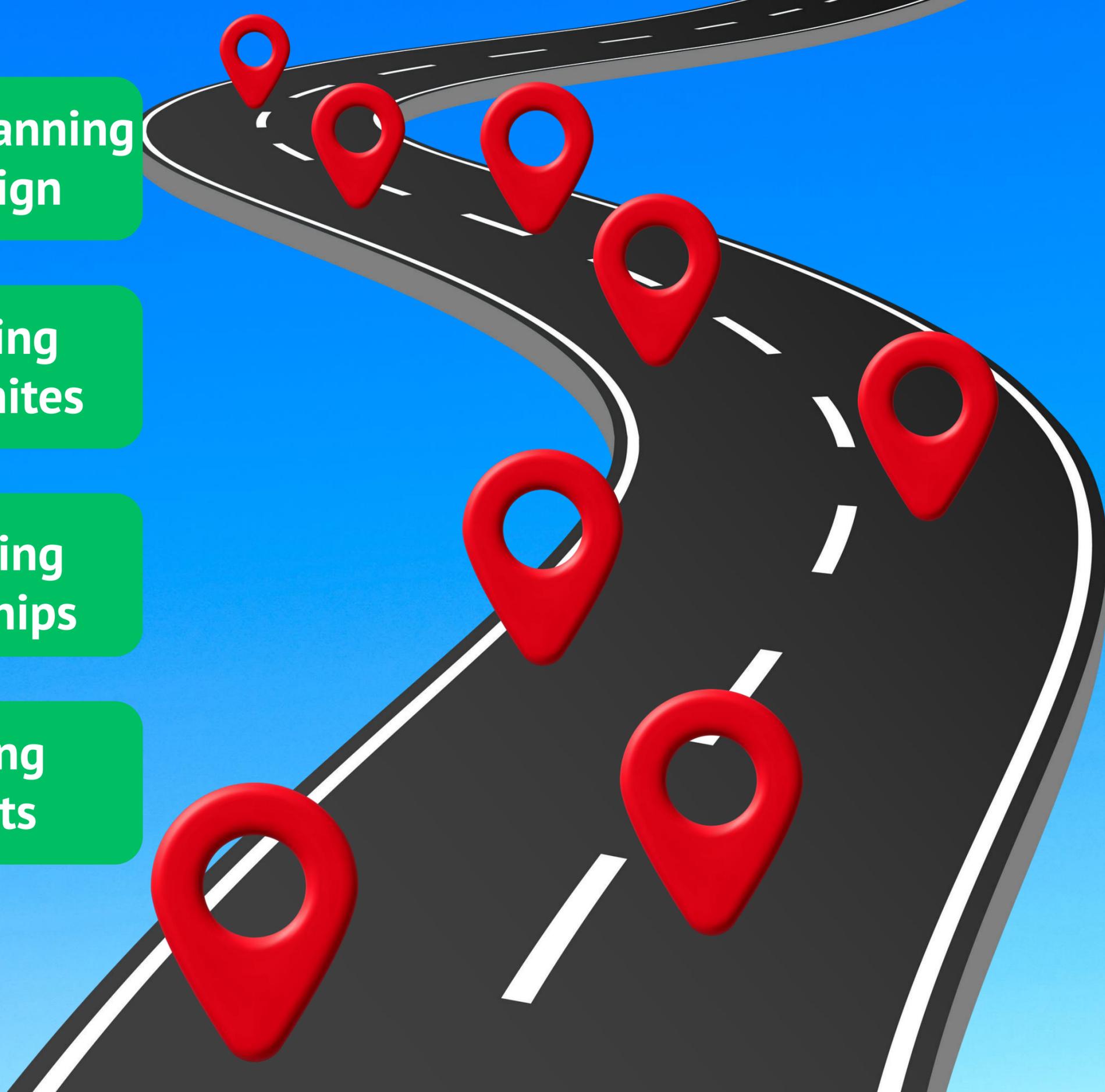
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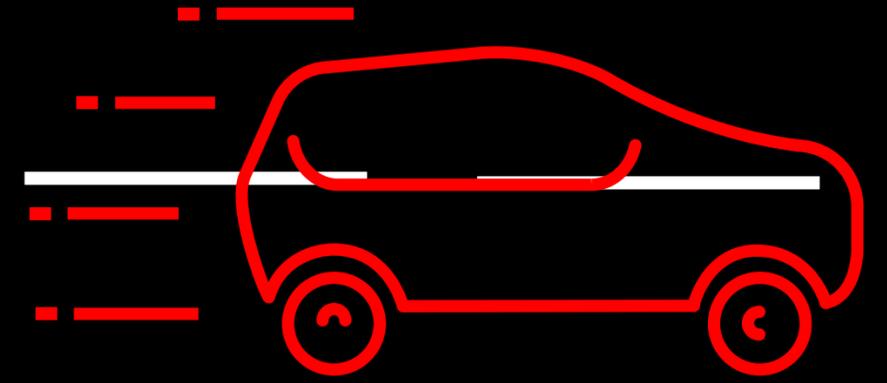
**Evaluation and
Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Evaluation and Feedback



Performance Reviews

- Implement a structured evaluation process to assess student performance and learning outcomes
- Use a combination of self-assessments, employer evaluations, and educator reviews

Evaluation and Feedback

Feedback Mechanisms

- Create opportunities for students and employers to provide feedback on their WBL experience
- Use surveys, focus groups, and one-on-one meetings to gather insights

Evaluation and Feedback

Continuous Improvement

- Analyze feedback and evaluation results to identify areas for improvement
- Adjust the program as needed to enhance future WBL opportunities

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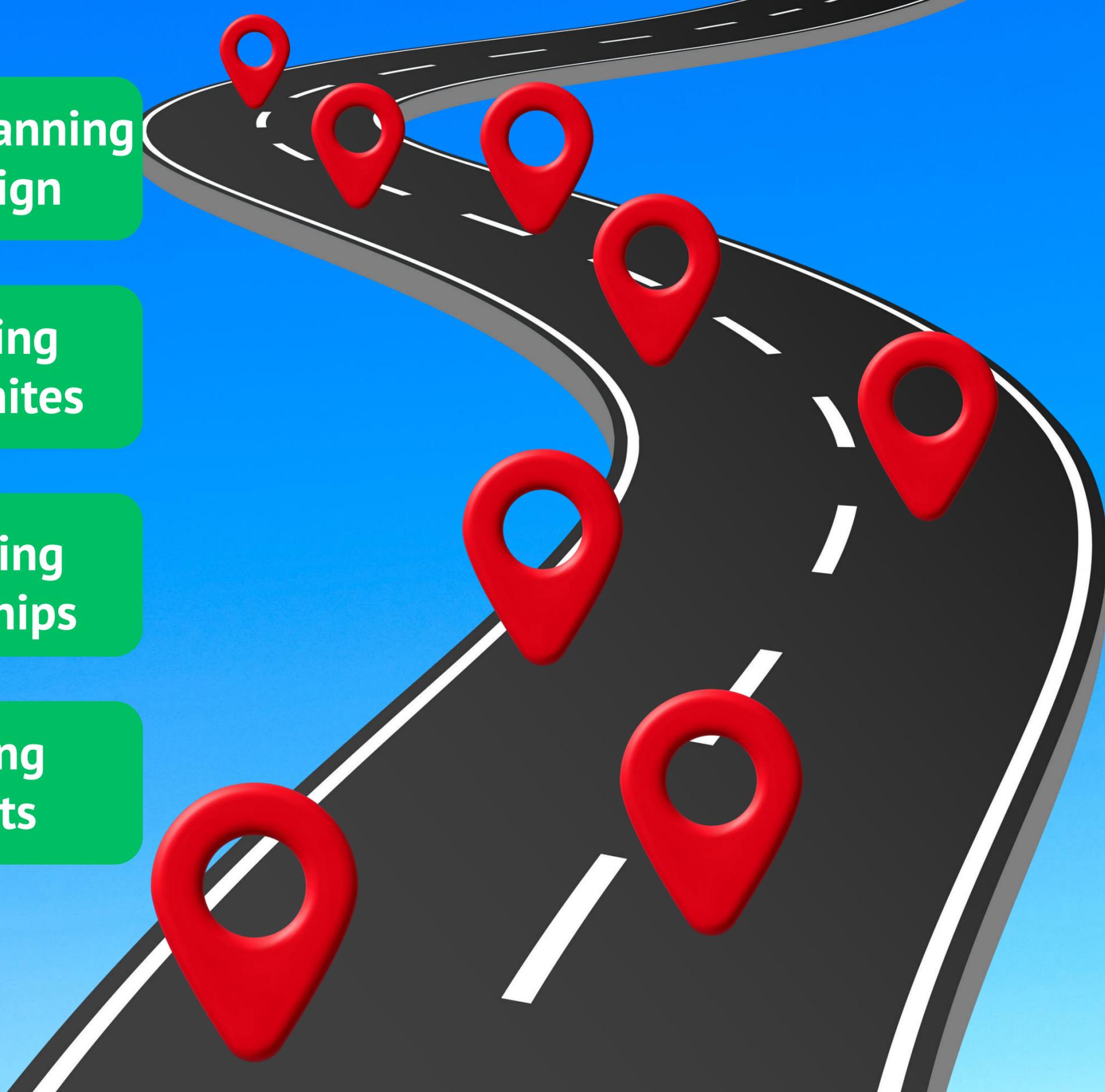
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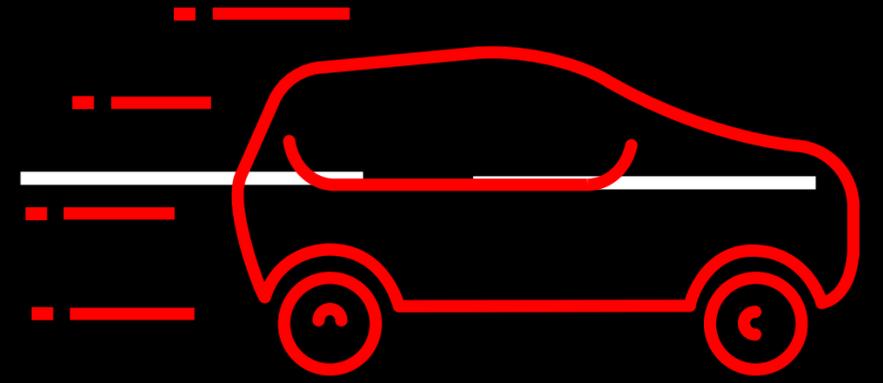
**Evaluation and
Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Post-Program Support



Reflection and Debriefing

- Facilitate reflection sessions where students can discuss their experiences and lessons learned
- Encourage students to identify how their WBL experience has influenced their career goals

Post-Program Support

Career Pathways

- Provide guidance on next steps, including further education, additional WBL opportunities, or job search strategies
- Help students explore potential career pathways based on their interests and experiences

Post-Program Support

Alumni Networks

- Maintain connections with program alumni to build a strong talent networks
- Offer ongoing professional development and networking opportunities

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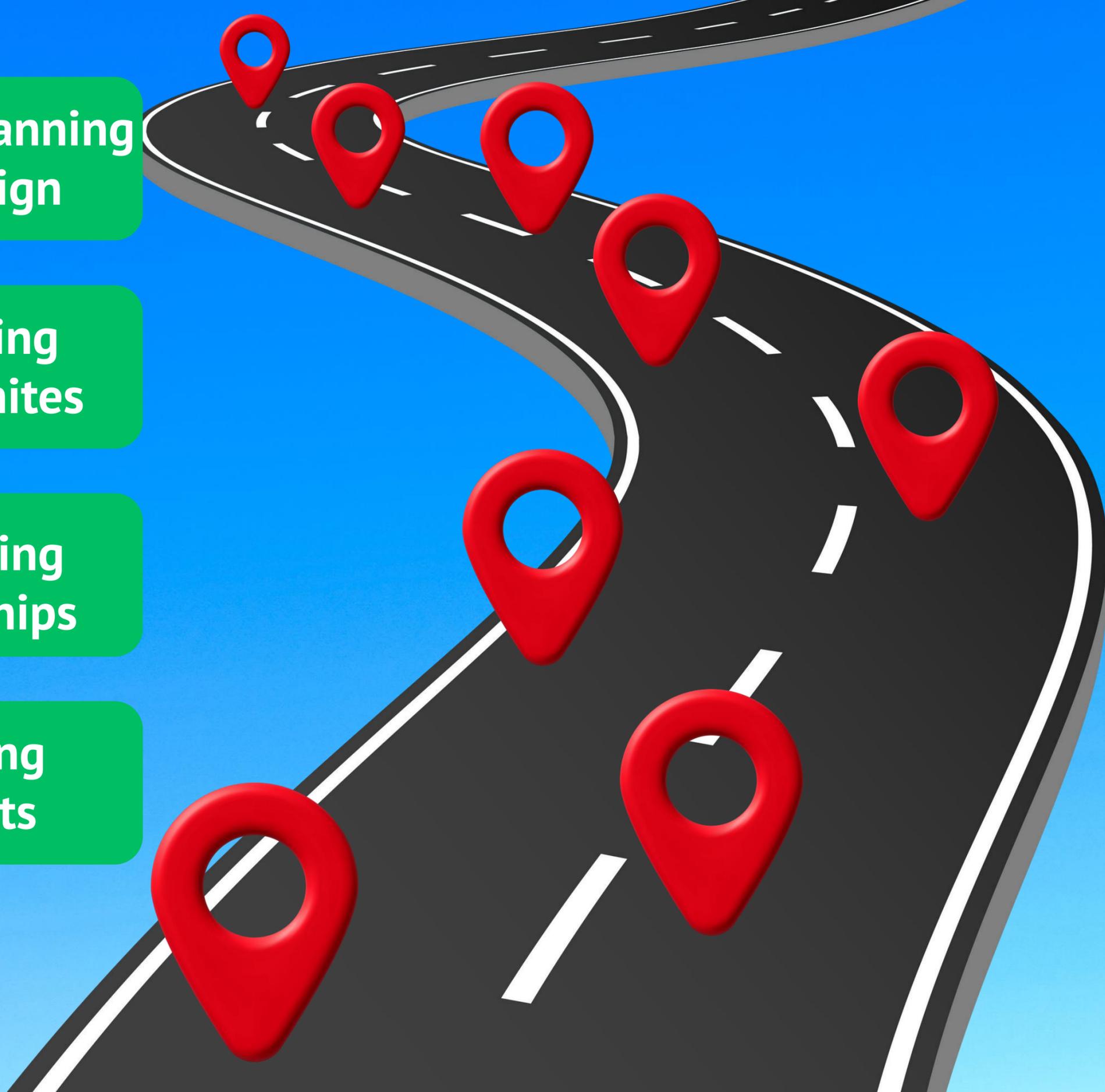
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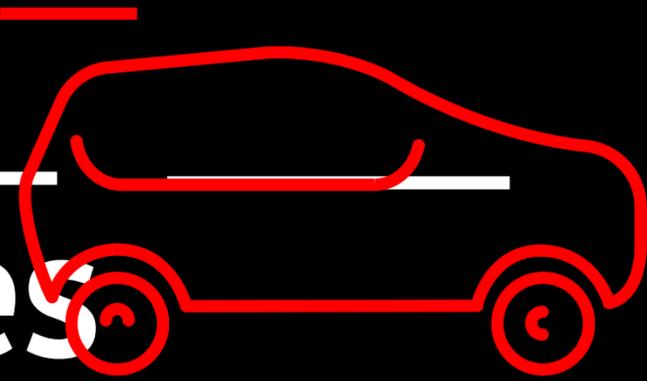
**Evaluation and
Feedback**

**Post-Program
Support**

**Placing Students
with Disabilities**



Placing Students with Disabilities



When placing students with disabilities in work-based learning settings, teachers should consider the following key components:

Placing Students with Disabilities

Individualized Assessment and Planning

- Comprehensive Evaluation - Conduct an assessment of the student's strengths, weaknesses, skills, and interests. This assessment should consider both academic and functional skills, including social skills, communication skills, and problem-solving abilities

Placing Students with Disabilities

Individualized Assessment and Planning

- Individualized Education Program (IEP): Develop an IEP that outlines specific goals and objectives for the student's work-based learning experience. This should include accommodations and modifications needed to ensure success.

Placing Students with Disabilities

Individualized Assessment and Planning

- Career Exploration: Help the student explore various career options that align with their interests and abilities

Placing Students with Disabilities

Workplace Readiness Skills:

- **Soft Skills:** Teach essential soft skills such as communication, teamwork, punctuality, and problem-solving. These skills are crucial for success in any workplace

Placing Students with Disabilities

Workplace Readiness Skills:

- **Technical Skills:** Provide training in specific job skills relevant to the chosen work-based learning opportunity. This may include computer skills, customer service skills, or industry-specific skills

Placing Students with Disabilities

Workplace Readiness Skills:

- **Self-Advocacy:** Empower students to advocate for themselves and their needs in the workplace. Teach them how to communicate their needs to supervisors and coworkers, and how to ask for accommodations if necessary

Placing Students with Disabilities

Job Placement and Support:

- Identify Suitable Workplaces: Collaborate with local businesses and organizations to identify suitable work-based learning opportunities that match the student's skills and interests.

Placing Students with Disabilities

Job Placement and Support:

- Job Coaching: When necessary, provide job coaching and support to the student during the transition to the workplace. This may include job training, on-the-job support, and ongoing monitoring

Placing Students with Disabilities

Job Placement and Support:

- **Employer Partnerships:** Build strong relationships with employers to ensure that they understand the student's needs and are willing to provide appropriate support.

Placing Students with Disabilities

Monitoring and Evaluation:

- Regular Check-ins: Conduct regular check-ins with the student, employer, and job coach to monitor the student's progress and address any challenges

Placing Students with Disabilities

Monitoring and Evaluation:

- Data Collection: Collect data on the student's performance, including attendance, productivity, and quality of work. This data can be used to evaluate the effectiveness of the work-based learning experience and make adjustments as needed

For more information, please contact:

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