

Career Readiness & Work-Based Learning Overview



Presented by
Arkansas Department of Education
Division of Career and Technical Education



Available Career Continuum Courses

- **Career Development** - Grades 7 or 8. This course focuses on an examination of careers using the career clusters and technology applications for students to analyze career planning, preparation, and development. Great course to begin the development of the Student Success Plan.

One Semester Course Credit:

- **Keystone** - Grades 9 - 10. This course is designed to help students successfully navigate high school. This transition course will create a sense of belonging among students. Students will perform activities in team building, leadership, and social/emotional skills.
- **Career Readiness** - Grades 9 - 12; recommended for grades 9 -10. It focuses on choosing a career of interest, logical sequence of steps to get there, essential skills, and financial planning.
- **College and Career Readiness** - Grades 9 - 12; recommended for grades 11-12. The course content shall reflect postsecondary education and training opportunities for success at the college level or employable level. It is designed to prepare students for the actions necessary to pursue their career. It also focuses on WorkKeys skills including Graphic Literacy, Applied Math, and Workplace Documents.
- **Work Ready** - Grades 9 - 12. This is an **online** course; it is highly recommended for students in grades 10 -12 since the curriculum's focus is preparing students for the National Career Readiness Certificate (NCRC).

Work-Based Learning

The Division of Career and Technical Education has developed a work-based learning program that follows federal and state guidelines and definitions. DCTE collaborates with other state agencies in moving WBL forward for all participants.

Names of the courses available for secondary students:

- ▶ **Internship** - a learning experience that can be **paid** or **unpaid**.
- ▶ **Career Practicum** – is a **paid** or **unpaid** work experience in a specific CTE career pathway.
- ▶ **Pre-Apprenticeship** - is designed to provide instruction or training to increase math, literacy, and other vocational and prevocational skills in order to prepare students for entry into a Department of Labor approved registered apprenticeship program.

- ▶ *Perkins V Defines WBL As:*
 - ▶ “Sustained interactions with industry or community professionals in a real worksite environment. It is practicable or simulated environments at an educational institution that allows firsthand experience with tasks that are aligned to curriculum” (2018 Perkins V, Section 3, Number 55; WIOA).
- ▶ *Workforce Innovation and Opportunity Act (WIOA):*
 - ▶ “Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path.”
- ▶ WBL courses are structured according to the guidelines of ACT 1042. This act expands the income tax credit allowed for employers who hire apprentices in an apprenticeship program or work-based learning program.

Comparison at a Glance

WBL	Unpaid	Paid	POS Specific	Non-POS Specific	Grades 10-12	Grades 11-12	Minimum Age 16	Counts toward Completer Status	Employer Tax Credit
Internship	X	X		X	X				
Career Practicum	X	X	X			X	X	X	X*
Pre-Apprenticeship (DOL)	X	X	X	X			X		X*

*The Employer Tax Credit is available to employers who offer **paid** work-based learning opportunities.

Internship General Information

- ▶ The Internship course is a **paid or unpaid** experience that integrates classroom knowledge paired with practical application and skills development in a professional setting.
- ▶ Internships give students the opportunity to gain valuable, applied experience and facilitates connections in professional fields.
- ▶ It gives employers the opportunity to guide and evaluate student talent and skill.
 - ▶ (2018 Advance CTE, Career Technical Education Glossary).

Career Practicum General Information

- ▶ Career Practicum is a **paid** or **unpaid** career focused, on-the-job-learning option that includes a combination of classroom instruction and on-site experience that concludes with a portable credential of value.
 - ▶ It is designed to align to a **CTE Program of Study**.
 - ▶ The duties of the job must align to the specific POS to count toward **completer** status.
 - ▶ Minimum job duties created by program areas.
 - ▶ This program is **eligible** for an employer tax credit, **if paid**.

Pre-Apprenticeship General Information

- ▶ An industry Pre-Apprenticeship must be sponsored by an approved registered apprenticeship program through the **Department of Labor**.
- ▶ Students that complete this program may be given special consideration for entry into an adult apprenticeship program, applied time served, and/or credits earned toward fulfilling program requirements.

Pre-Apprenticeship Program Cont.

- ▶ Pre-Apprenticeship programs must follow the guidelines provided by the Arkansas Apprenticeship Coordination Steering Committee, the Arkansas Department of Commerce, and Office of Skills Development.
- ▶ The number of classroom instruction hours may apply to the hours required for a Department of Labor registered apprenticeship program.
- ▶ The requirements are on a school-by-school basis and are developed in conjunction with the industry partner.
 - ▶ Therefore, the industry partner and the Registered DOL Apprenticeship partner(s) for the school will determine the curriculum and requirements for the course.

Classroom Instruction

The classroom portion of the work-based learning courses focus on essential skills required by employers.

- ▶ Basic skills in literacy, math, and the workplace.
- ▶ Interpersonal skills in self-management, creative thinking, critical thinking, decision-making, teamwork, and problem-solving.
- ▶ Workplace skills in business etiquette, communication, work habits, work effectiveness, leadership, and business writing.
- ▶ Networking of students to share experiences.
- ▶ Creating a portfolio and documents needed to pursue their career.

Work-Based Learning Onsite Experiences

The workplace provides a real-world opportunity to shape the interests and develop the skills of students toward their future career.

- ▶ There shall be established objectives between the student, teacher, and worksite supervisor upon placement.
- ▶ A **Site Agreement** shall be developed to reflect the responsibilities of all parties, the goals and expectations for the student to achieve throughout the work-based learning experience. The Site Agreement will include the **student's training plan**.
- ▶ Periodic evaluations shall be done by the supervisor and WBL Coordinator with the student.

WBL Coordinator Teacher Requirements

- ▶ WBL shall be coordinated at the local level by at least one WBL Coordinator who:
 1. currently has a valid Arkansas standard teaching license
AND
 2. is endorsed with the 412 licensure code.

- + Pre-Apprenticeship also requires a DOL partner instructor.

WBL Coordinator Supervision Period Requirement

- ▶ One supervision period for 1-25 students.
- ▶ Two supervision periods for 26-50 students.
- ▶ Three supervision periods for 51 or more students.
 - ▶ The teacher's conference/planning period may count as one of the three (3) supervision periods.

Internship/Career Practicum Course Credits

Students can earn a maximum of 4 credits in a two-year period, at a rate of 1 credit per semester.

Hours of Classroom Instruction - Semester	Hours of Work Experience - Semester	Credits Earned - Semester
At least 18 hours	120 hours	1 credit
At least 36 hours	240 hours	2 credits
At least 54 hours	360 hours	3 credits
At least 72 hours	480 hours	4 credits

1 credit may be granted for an entire year for students that work 120 hours throughout the year and are in class at least 36 hours.

Resources Available on DCTE Website

- ▶ Internship, Career Practicum, and Pre-Apprenticeship manuals
- ▶ Business/Industry Employer manual
- ▶ Selected Onsite/Offsite Placement Minimum Duties
- ▶ Career Practicum Minimum Job Duties Reference
- ▶ Operational Guides
- ▶ [My AR Dashboard](#)

Work-Based Learning Information

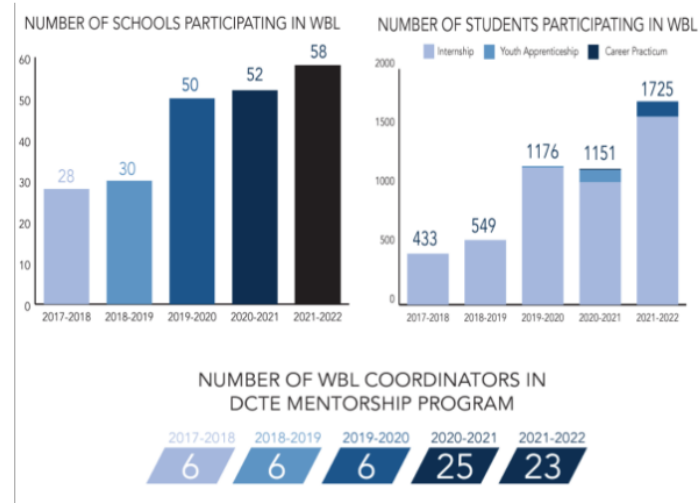
Work-Based Learning

The Division of Career and Technical Education offers the following types of work-based learning opportunities: Internship, Career Practicum, and Pre-Apprenticeship.

— Navigation

- ☆ Show All
- ⌵ Internship
- ⌵ Career Practicum
- ⌵ Pre-Apprenticeship

Program Details

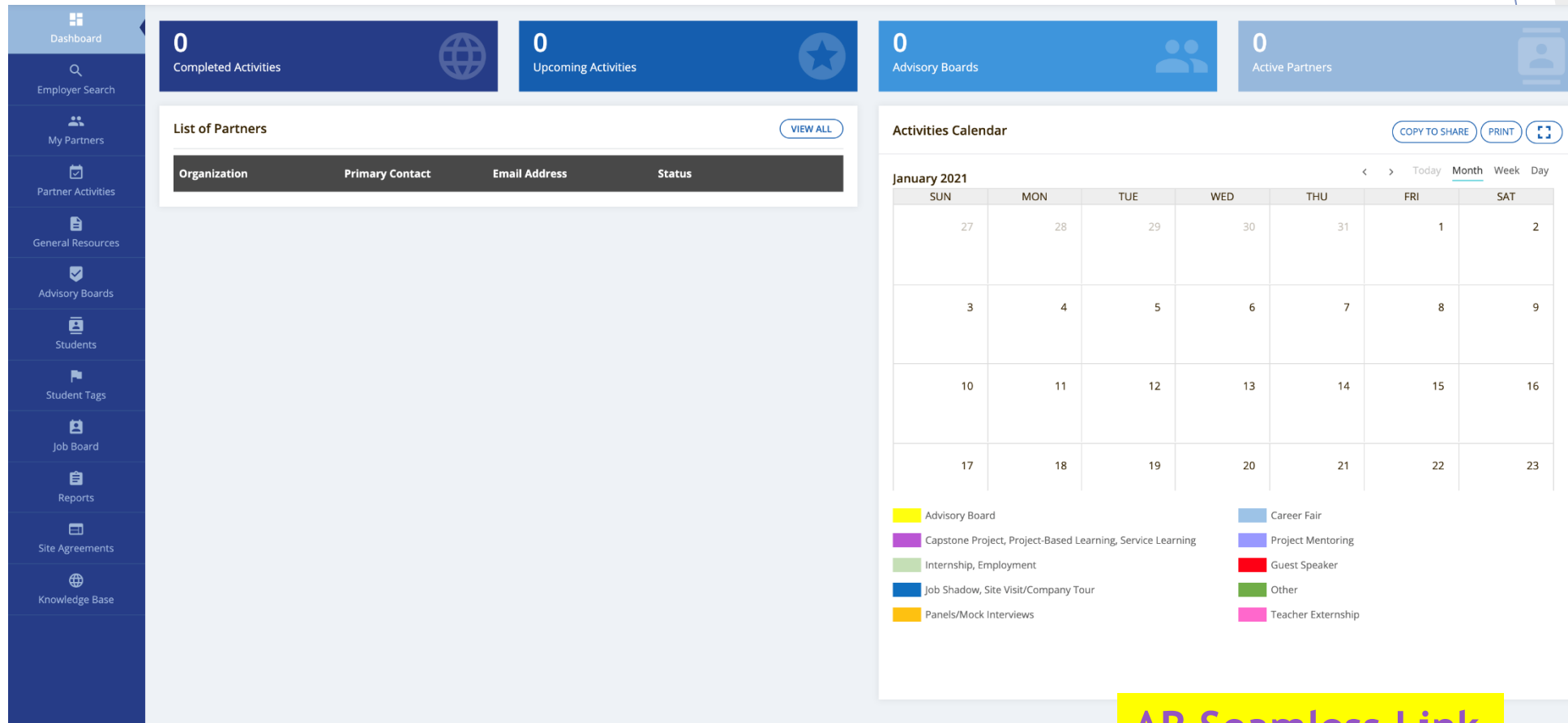


- [Work Based Learning Presentation for WBL Coordinators and Schools](#)
- [Work-Based Learning Progression Infographic](#)
- [Employer Manual](#) and [Employer One Pager](#)

[WBL Website Link](#)

AR Seamless Work-Based Learning Platform

- ▶ Online platform to manage WBL opportunities



The screenshot displays a user interface for the AR Seamless Work-Based Learning Platform. On the left is a vertical navigation menu with options: Dashboard, Employer Search, My Partners, Partner Activities, General Resources, Advisory Boards, Students, Student Tags, Job Board, Reports, Site Agreements, and Knowledge Base. The main content area features four summary cards at the top: Completed Activities (0), Upcoming Activities (0), Advisory Boards (0), and Active Partners (0). Below these is a 'List of Partners' table with columns for Organization, Primary Contact, Email Address, and Status, and a 'VIEW ALL' button. To the right is an 'Activities Calendar' for January 2021, showing a grid of dates from 27 to 23. A legend below the calendar identifies activity types with color-coded boxes: Advisory Board (yellow), Career Fair (light blue), Capstone Project, Project-Based Learning, Service Learning (purple), Project Mentoring (dark blue), Internship, Employment (green), Guest Speaker (red), Job Shadow, Site Visit/Company Tour (dark blue), Other (olive green), Panels/Mock Interviews (orange), and Teacher Externship (pink).

[AR Seamless Link](#)

Seamless allows Work-Based Learning Coordinators to:

- ▶ Create a database of partner employers
- ▶ Manage all student WBL activities in one centralized location
- ▶ Allow students and partners to log hours and information
- ▶ Keep all documentation in a digital format
- ▶ Auto-formulate accountability reports
- ▶ Create detailed reports for analysis

Accountability Quarter Reporting Dates

- ▶ Quarter 1: August 1 - October 15
- ▶ Quarter 2: October 16 - December 31
- ▶ Quarter 3: January 1 - March 15
- ▶ Quarter 4: March 16 - June 10



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