

Work-Based Learning 101

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Agenda

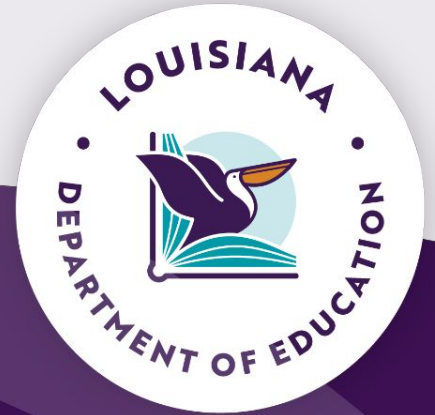
- Definition of work-based learning
 - Memorandum of understanding
 - Registered apprenticeship
 - Classroom instruction
 - Individual Graduation Plan
- Cooperative education
- Internships
- Registered Apprenticeships
- Building Quality Work-Based Learning Programs



Objectives

- This session will describe the definition of Work-Based Learning as defined in policy.
- This session will provide guidance on creating work-based learning programs.

Definition of Work-Based Learning



Work-Based Learning (Bulletin 741 Section 3113)

Work-based learning programs provide opportunities for CTE students to receive on-the-job training and related classroom instruction in all CTE program areas, including activities in which the school system employs students.

This includes

- Cooperative education
- Internships
- Structured On-the-Job Training (OJT) as part of a registered apprenticeship



Memorandum of Understanding

- Each student placement should involve an MOU between the school system and the business
- What the MOU should include:
 - An overview of the program
 - The school system and employer information
 - The hours and time frame of the period of work
 - The intern job description and specific tasks the intern will perform
 - The salary and terms of payment
 - School system and employer responsibilities
 - Information about liability and responsibilities associated (if applicable)
 - A description of the mode and frequency of evaluation of the intern



Classroom Instruction

At a minimum, classroom instruction shall include career navigation, financial literacy, and workplace behavioral competencies including communication, teamwork, leadership, and problem solving and should be aligned (but not limited) to the following:

- Identifying career interests and personal and technical strengths that are applicable to those interests, particularly high wage, high need career opportunities in their communities
- Tailoring students' experiences to capitalize on specific job opportunities
- Reflective practices that help students identify areas of strength and growth in their workplace experiences
- Strategies for managing time effectively and prioritizing tasks
- Reading and understanding pay stubs, taxes, and deductions
- Engaging with coworkers, managers, and administrative staff
- Problem solving strategies in the workplace
- Refining the application, interview, and onboarding cycle



Classroom Instruction

A work-based learning teacher shall hold:

1. a valid CTTIE certificate or agriculture certification; or
2. a valid level 2 Louisiana teaching certificate and at least three years of work experience other than classroom instruction; or
3. a valid level 2 Louisiana teaching certificate and completion of a work-based learning workshop by an approved provider.



Individual Graduation Plan (IGP)

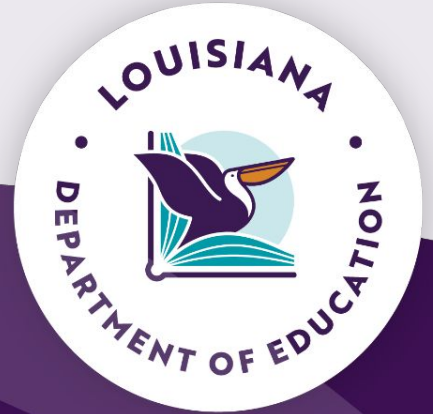
Work-based learning must be documented in the student's Individual Graduation Plan (IGP).

Work-based learning should align to the student's career interests.

Every effort should be made to place a student at a worksite aligned to the student's career interest or aligned to regional workforce demand.



Cooperative Education



Cooperative Education

Cooperative education features an agreement between schools and employers to provide paid on-the-job training that relates to the areas of technical study in school and is based on objectives jointly developed by the school and the employer.

A good start is to gauge the students who are already employed by pulling data on employment certificates/work permits issued.

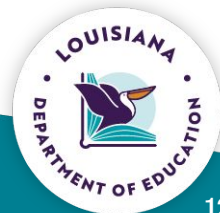
It is important to know the exact persons who are able to provide work permits in your school system, their locations, and hours in which students can acquire these permits.



Cooperative Education

The classroom phase shall include a total of five hours each week of CTE related classroom instruction.

- The on-the-job training phase shall include a minimum of 15 hours of on-the-job training per week for the timeframe in which the student is enrolled in the cooperative education program.
- Teacher-coordinators shall be scheduled for classroom instruction and on-the-job supervision.
- Teacher-coordinators shall be scheduled for one cooperative education preparatory/supervision period for up to 45 students.
Teacher-coordinators with more than 45 students shall be scheduled for two cooperative education supervision periods.



Internships



Internships

- Internships are work-based activities where students work with an employer for a specified period of time to learn about a particular occupation or industry.
- The workplace activities involved with an internship could include special projects, a sample of tasks from different jobs, or tasks from a single occupation.
- An internship agreement is set up prior to the experience and outlines the expected objectives to be accomplished by the student.
- This must include financial compensation.



Internships

- The classroom phase shall occur a minimum of once per week throughout the course. This can be completed virtually.
- The classroom instruction and on-the-job training phase shall be a minimum of 7,965 minutes for one Carnegie Unit. A student must complete a minimum of 106.2 hours of on-the-job training with an employer in addition to 26.55 hours of classroom instruction.
- The classroom instruction shall count as no more than 20 percent of the instructional minutes of the total Carnegie Unit.
- Teacher-coordinators must be scheduled for classroom instruction and on-the-job supervision (4 times per school year and 2 in the summer).



School System as the Employer

Where the employing party is the school or school system, the work-based activities must not occur at their own school.

Examples:

- Accounting department
- Food and nutrition
- Academic content
- Front offices
- IT department

This is an easy win and a good place to start.

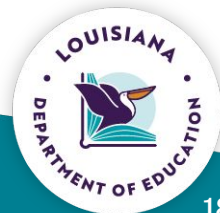


Registered Apprenticeships

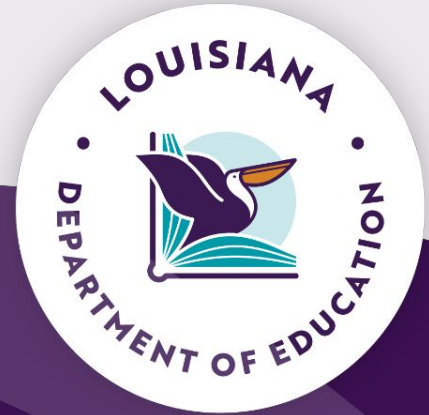


Registered Apprenticeships

Registered-Apprenticeship On the Job Trainings are work-based activities where students work with an employer directly aligned to their pathways to gain real-world hands-on experience to strengthen skills learned during classroom instruction. The student should be fully immersed in the work experience with support from an industry supervisor to work towards mastering skills. An apprenticeship agreement is set up prior to the experience that outlines the expected objectives to be accomplished by the student.



Building High Quality Work-Based Learning Guidance



Building High Quality Work-Based Learning Programs Guidance

There is guidance on [building high quality work-based learning programs](#).

Work-based learning (WBL) offers Career and Technical Education (CTE) students on-the-job training and classroom instruction, helping them develop job skills, explore career interests, and gain real-world experience. WBL experiences now include cooperative education, paid internships, and structured on-the-job training through Registered Apprenticeships recognized by the Louisiana Workforce Commission (LWC).

The LDOE has published [guidance on work-based learning](#). This is heavily rooted in the policy.



Think, Pair, Share

Talk to the persons next to you about how you can begin to implement WBL programs in your school system. Begin by examining what you have in place and how to make those programs meet policy definition. Then branch into what can be easily accomplished.



Questions?

General work-based learning:
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Basic bundles or advanced credentials:
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Registered apprenticeships:
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