

## Office of Career and College Readiness

# Work-Based Learning Guidelines

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## Policy Information

### Types of Work-Based Learning Programs

All work-based learning programs include several key elements:

1. On-the-job training paired with classroom instruction that includes career navigation, financial literacy, and workplace and professional behavioral competencies, including communication, teamwork, leadership, and problem-solving.
2. Classroom instruction that includes a training memorandum or memorandum of understanding detailing what occurs during the classroom instruction and on-the-job training, including a list of competencies, skills, and knowledge acquired.
3. Financial compensation for the student's time during the on-the-job training. School systems can still offer unpaid internships; however, *unpaid internships do not meet the WBL Internship eligibility criteria*.
4. A work-based learning instructor is assigned to conduct the classroom instruction and monitor the on-the-job training.
5. The work-based learning instructor shall visit each student on the job to observe the student at work, to confer with the employer, and to obtain an evaluation of the student's progress at least four times during the school year or semester or two times during summer months in which the student is employed as part of a work-based learning program.
6. The employer shall document and submit to the school system a complete evaluation of each student's on-the-job performance for each grading period.

### Internship

Internships are work-based experiences in which students work with an employer for a specified period 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 that outlines the expected objectives to be accomplished by the student. This must include financial compensation. Internships must incorporate classroom instruction and on-the-job training:

- 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. Classroom instruction shall count for no more than 20 percent of the total Carnegie Unit instructional minutes.

- Teacher-coordinators must be scheduled for classroom instruction and on-the-job supervision.

### **Cooperative Education**

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

- The classroom phase shall include a total of 5 hours of CTE-related classroom instruction each week.
- The on-the-job training phase shall include a minimum of 15 hours per week for the duration of the student's enrollment 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.

### **Fast Forward Registered Apprenticeship On-the-Job Training**

Fast Forward Registered -Apprenticeship On-the-Job Training is a work-based activity where students work with an employer directly aligned to their Fast Forward 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.

- The apprentice must receive full-time employment.
- At least one journey worker must be present and supervising every apprentice in the program at all times.
- Only Registered Apprenticeships recognized by the Louisiana Workforce Commission (LWC) meet the requirements for Structured On-the-Job Training.

## **Work-Based Learning Instructor Requirements**

### **Teacher Certification**

- A work-based learning teacher shall hold one of the following:
  - a valid CTTIE certification or an agriculture certification
  - a valid level 2 Louisiana teaching certificate and at least three years of work experience other than classroom instruction
  - a valid level 2 Louisiana teaching certificate and completion of a work-based learning workshop by an approved provider
- **For teachers qualifying through the level 2 plus work experience pathway or the level 2 plus work-based learning workshop pathway, the employing school system should support the educator in applying for the CTTIE certification in CIP 32.0111.**

- This step documents the educator's eligibility in the state certification system and ensures accurate assignment reporting. Teachers who already hold a valid CTTIE or agriculture certification do not need to take additional action.
- Applications for CTTIE are submitted through the Louisiana Educator Certification (LEC) system at <https://lep.edlink.la.gov/>.
- Additional CTTIE information and documentation examples are available at <https://www.teachlouisiana.net/pdf/applications/CTTIEApplication.pdf>.

### **Teacher/Coordinator Responsibilities**

- Each teacher-coordinator for work-based programs must maintain documentation of the employment certificate, training memorandum, skill competencies attained by each student, and employer evaluation.
- The teacher-coordinator shall visit each student on the job to observe the student at work, to confer with the employer, and to obtain an evaluation of the student's progress at least four times during the school year or semester or two times during summer months in which the student is employed as part of a work-based learning program.
- The teacher-coordinator shall consult with the employer regarding labor laws for the industry and shall inform the student and parent or legal guardian of labor laws as they apply to minors engaged in work-based learning.
- The teacher-coordinator shall collect, from the employer, an evaluation of each student's on-the-job performance for each grading period.
- The teacher-coordinator shall be responsible for determining the student's grade.

### **School System Responsibilities**

- The school system and the employer shall cooperatively complete a training memorandum for both the classroom phase and the OJT phase. The training memorandum and a list of skill competencies shall be prepared for each student. The list of competencies shall include skills and knowledge to be learned in the classroom and skills to be learned through OJT.
- The school system and employers must discuss risk management in the training memorandum.
- The school system must ensure that the work-based learning is documented in the student's Individual Graduation Plan (IGP).

### **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

# Technical information

## Course Codes

- **Internships**
  - 080202; CDF-Qualifying CTE Internship I (1 credit)
  - 080200; CDF-Qualifying CTE Internship I (2 credits)
  - 080203; CDF-Qualifying CTE Internship II (1 credit)
  - 080201; CDF-Qualifying CTE Internship II (2 credits)
- **Fast Forward Registered Apprenticeship Aligned OJT**
  - 890002 Fast Forward On-the-Job Training 1 (4 credits)
  - 890013 Fast Forward On-the-Job Training 2 (4 credits)
  - 890014 Fast Forward On-the-Job Training 3 (4 credits)
  - 890015 Fast Forward On-the-Job Training 4 (4 credits)
  - 890016 Fast Forward On-the-Job Training 5 (4 credits)
  - 890017 Fast Forward On-the-Job Training 6 (4 credits)
  - 890018 Fast Forward On-the-Job Training 7 (4 credits)
  - 890019 Fast Forward On-the-Job Training 8 (4 credits)
- **Cooperative Education**
  - 080300 General Cooperative Education I (3 credits)
  - 080301 General Cooperative Education II (3 credits)
  - 090004 Cooperative Health Occupations (3 credits)
  - 100800 Cooperative Family and Consumer Sciences (3 credits)
  - 110098 Cooperative Technology Education (3 credits)
  - 010323 Cooperative Agriscience Education I (3 credits)
  - 010325 Cooperative Agriscience Education II (3 credits)
  - 040205 Cooperative Office Education (3 credits)
  - 041010 Cooperative Marketing Education I (3 credits)
  - 040011 Cooperative Marketing Education II (3 credits)
  - 310013 Trade and Industrial Coop. Education I (3 credits)
  - 310023 Trade and Industrial Coop. Education II (3 credits)

## Child Labor Laws

- Students in work-based learning programs shall meet legal age requirements for work.
- All students in work-based learning programs are required to hold an Employment Certificate. Once a student has been hired, the employer must complete the [application](#) to then be signed by a parent or guardian. It is the responsibility of the student to bring the completed application to an [authorized official](#), who will then process the application and issue an Employment Certificate.

For more information on child labor laws and requirements, see the Louisiana Workforce Commission's [Employment of Minor's Guidance](#). For questions related to child labor laws, contact [laborprograms@lwc.la.gov](mailto:laborprograms@lwc.la.gov).