

GREENFIELD-CENTRAL HIGH SCHOOL GRADUATION PATHWAYS

Work-Based Learning (WBL)

The WBL pathway can be classified by four baseline indicators:

(1) Clear Work-Based Learning Partnership Agreement and Plan

- ❖ Detailed description of terms and expectations of work experience, including duration, compensation, and participant expectation
- ❖ Detailed description of partner expectations and roles, including financial investments, supports provided, and staffing requirements
- ❖ Clear articulation of projected learning outcomes, assessments, and how/where this learning will occur
- ❖ Identification of career pathway aligned with work experience, interests, and demand

(2) Authentic Work Experience Component

- ❖ Participant performs job at relevant worksite with performance expectations based on employer's workforce needs
- ❖ Employer/partner organization provides support and supervision of participant, including on-the-job mentoring and real-time feedback on performance

(3) Structured Learning Component

- ❖ Participant engages in regular, structured learning aimed at enhancing knowledge, skills, and abilities
- ❖ Learning activities are tied to work experience skills and employability skills
- ❖ Learning component has clearly articulated outcomes (skills/credentials) associated with successful completion
- ❖ Learning outcomes are aligned with career pathway opportunities

(4) Culminating Assessment and Recognition of Skills

- ❖ Employer/partner organization completes assessment of student experience in the WBL program
- ❖ Participant's skills, learning outcomes, and subjective experiences in the WBL are assessed
- ❖ Participant's success, as demonstrated through assessments and any credential attainment, is officially recognized and documented

Student must select one of the following WBL models. All required documentation elements must be present.

WBL Model	Description	Required Documentation
<p><input type="checkbox"/> WBL 1 – Registered Apprenticeship</p> <p>_____ Completed (student initials) _____ Verified (school official initials)</p>	<ul style="list-style-type: none"> ● Intensive work-based learning experience that generally lasts from 1 to 6 years and provides combination of on-the-job training and formal classroom instruction ● Supports progressive skill acquisition and leads to postsecondary credentials and, in some cases, degrees ● Involves 2,000-10,000 on-the-job hours ● Qualifies for both WBL and postsecondary-ready competency due to both demonstration of employability skills and acquisition of postsecondary credentials ● Per Indiana General Assembly, apprenticeship program must be registered under federal National Apprenticeship Act or other federal apprenticeship program administered by U.S. Department of Labor 	<ul style="list-style-type: none"> <input type="checkbox"/> Letter of acceptance into apprenticeship or verification of current placement demonstrating adequate progress toward completion <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student's employability skills; one must be from the apprenticeship <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of apprenticeship experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned
<p><input type="checkbox"/> WBL 2 – Pre-Apprenticeship or Youth Apprenticeship</p> <p>_____ Completed (student initials) _____ Verified (school official initials)</p>	<ul style="list-style-type: none"> ● An apprenticeship program that has waived some of the entry requirements or prerequisites for a student who, when he or she turns 18, enters a registered apprenticeship program ● Registered apprenticeships may progress through 6 months or a year of the required apprenticeship training if student completes a pre-apprenticeship program 	<ul style="list-style-type: none"> <input type="checkbox"/> Letter of acceptance into pre-apprenticeship or verification of current placement demonstrating adequate progress toward completion <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student's employability skills <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of pre-apprenticeship experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned

<input type="checkbox"/> WBL 3 – Cooperative ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Links academic programs with structured work experiences through which participants acquire professional and technical skills • Participant earns academic credit for work carried out over a period of time under the supervision of a professional mentor • Federal and state student employment and cooperative education laws must be followed. 	<input type="checkbox"/> Letter of employment verification <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student’s employability skills; one must be from a supervisor at the cooperative site <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of cooperative experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned
<input type="checkbox"/> WBL 4 – Internship ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Provides participant with an opportunity to learn about career or industry by working for an employer in the field of interest for a period of time • A form of experiential learning, often tied to a program of study, which enables participant to gain applied experience, build professional and technical skills, and make connections in a field of interest • The amount of time the student spends in the internship should be equivalent to 75-100 hours of work 	<input type="checkbox"/> Letter of employment verification <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student’s employability skills; one must be from a supervisor at the internship site <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of internship experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned
<input type="checkbox"/> WBL 5 – On-the-Job Training ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Workplace-based opportunity for participant to develop career-track skills needed for entry to a particular industry or advancement along a career track • May be incorporated in cooperative models • The amount of time the student spends in the on-the-job training experience should be equivalent to 75-100 hours of work 	<input type="checkbox"/> Letter of employment verification <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student’s employability skills; one must be from the on-the-job training site <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of on-the-job training experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned
<input type="checkbox"/> WBL 6 – School-Based Enterprise ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Entrepreneurial operation in a school setting that provides goods/services to meet the needs of the market • Managed and operated by students as work-based learning experiences • The amount of time the student spends in the school-based enterprise should be equivalent to 75-100 hours of work 	<input type="checkbox"/> Verification of course registration or letter of verification indicating placement into a school-based enterprise program <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student’s employability skills; one must be from a supervisor at the school-based enterprise <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of school-based enterprise experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned

<input type="checkbox"/> WBL 7 – Employment ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Paid workplace-based opportunity or occupation 	<input type="checkbox"/> Letter of employment verification showing continued employment at the same location for at least two months (student should average at least 10 hours of work per week) <input type="checkbox"/> Current résumé in correct format – all training received and related classes taken must be listed <input type="checkbox"/> 3 letters of recommendation highlighting student’s employability skills; one must be from a supervisor at the student’s place of employment <input type="checkbox"/> 5-year goal plan including educational, professional, and personal goals <input type="checkbox"/> Written reflection of apprenticeship experience including life lessons learned and how the experience allows the student to demonstrate employability skills <input type="checkbox"/> If applicable, documentation of certifications or dual credits earned
<input type="checkbox"/> WBL 8 – Additional Programs ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Governor’s Work Ethic Certificate (student must be able to demonstrate either good standing or completion) • Jobs for America’s Graduates (JAG) • JROTC • Extended Labs or Field Experiences 	<input type="checkbox"/> Governor’s Work Ethic Certificate ○ Letter from supervisor or lead teacher verifying good standing OR ○ Copy of Governor’s Work Ethic Certificate <input type="checkbox"/> Jobs for America’s Graduates (JAG) ○ Documentation verifying completion of the JAG program <input type="checkbox"/> JROTC ○ Documentation verifying completion of the JROTC program <input type="checkbox"/> Extended Labs or Field Experiences ○ Verification of completion by lead teacher or research supervisor
<input type="checkbox"/> WBL 9 – Greenfield-Central High School Course* ____ Completed (student initials) ____ Verified (school official initials)	<ul style="list-style-type: none"> • Student must complete at least one semester of the course (equivalent of 75-100 hours of work) • Student must earn a grade of C- or better in the course to count as a WBL experience 	<input type="checkbox"/> Official transcript or other official school documentation verifying completion of course and credit earned

***Greenfield-Central High School Courses that Qualify as WBL Experiences**

- **Career Exploration Internship** (ADH450/451)
- **Education Professions I & Education Professions II** (FCH350/351, FCH352/353)
- **Fashion & Textiles Careers I** (FCH260/261)
- **Radio and Television I** (GCH410/411/414/415)
- **Supervised Agricultural Experience** (AGH250)
- **Paid CTE Course** (e.g., Walker Career Center course) on 30a Form verifying it entered into InTERS
- **Work-Based Learning Capstone** in Multiple Pathways, Advanced Manufacturing and Engineering, Business and Marketing, Family and Consumer Sciences, Health Services, and/or Trade and Industry. This must include all of the following components:
 - Employment Relationship
 - Paid Work Experience
 - Corresponding Classroom Instruction

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Work-Based Learning Verification of Completion

◆ I have chosen the following as my Work-Based Learning experience:

- | | |
|---|--|
| <input type="checkbox"/> WBL 1 – Registered Apprenticeship | <input type="checkbox"/> WBL 6 – School-Based Enterprise |
| <input type="checkbox"/> WBL 2 – Pre-Apprenticeship or Youth Apprenticeship | <input type="checkbox"/> WBL 7 – Employment |
| <input type="checkbox"/> WBL 3 – Cooperative | <input type="checkbox"/> WBL 8 – Additional Program |
| <input type="checkbox"/> WBL 4 – Internship | <input type="checkbox"/> WBL 9 – Greenfield-Central High School Course** |
| <input type="checkbox"/> WBL 5 – On-the-Job Training | |

****If WBL 9 is selected, please complete the following:**

I have completed and successfully earned credit in one or more of the following courses:

- | | | | |
|---|--------------------|---------------------|---------------------------|
| <input type="checkbox"/> Career Exploration Internship | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Education Professions I | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Education Professions II | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Fashion & Textiles Careers I | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Radio & Television I | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Supervised Ag Experience | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> CTE Coursework Course: _____ | | | |
| | School year: _____ | Letter grade: _____ | Counselor initials: _____ |
| <input type="checkbox"/> Work-Based Learning Capstone Field: _____ | | | |
| | School year: _____ | Letter grade: _____ | Counselor initials: _____ |

◆ I have all the required documentation included in my Work-Based Learning portfolio:

- Letter of verification of employment/apprenticeship/internship/cooperative learning/school-based enterprise
- Current résumé in correct format listing all training and education received, and applicable skills gained
- 3 letters of recommendation; at least one must be from current or last employment experience
- 5-year goal plan including educational, professional, and personal goals
- Written reflection of work-based learning experience including life lessons learned and how the experience allows the student to demonstrate employability skills
- Official transcript or other official school documentation verifying completion of G-CHS course and credit earned
- If applicable, documentation of certifications or dual credits earned

◆ By signing below, I verify that this Work-Based Learning experience portfolio is complete.

Student Signature

Date

Parent/Guardian Signature

Date

School Official Signature

Date