

Daniel Morgan Technology Center

Work-Based Learning Handbook

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What is Work Based Learning?

When it comes to choosing a career, experience is the best teacher. Time spent learning about a profession in a classroom can't match the firsthand knowledge gained on the job. The Work Based Learning program combines classroom-based education with on-the-job training experiences to help students prepare for and explore career objectives. A Work Based Learning experience must be planned and supervised by the school and employers so that it contributes to a student's education and employability.

What can be gained from Work Based Learning (WBL)?

The greatest reward from a Work Based Learning experience isn't a paycheck. Intangible benefits will pay dividends throughout a student's educational and career path.

- **Setting career goals**-Students learn what it takes to get jobs in their chosen field and begin charting a course to attain career goals.
- **Improved self-image**-Students will master new skills, make decisions and get positive feedback; all of which help build self-esteem and confidence.
- **Increased career opportunities**-Students make career connections and gain work experience that will open doors in the future.
- **Mentor relationships**-Mentors offer guidance and encouragement and act as career resources for students during and after WBL experiences.
- **Knowledge of workplace expectations**-Learning what companies are looking for and what it takes to succeed in the workplace better prepare students to enter the workforce after graduation.

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Introduction

Work-Based Learning is an alternative method of instruction for career and technology education students who, through written cooperative arrangements between the career center and employers, receive instruction at an appropriate work site in business and industry. The experience must be planned and supervised by the school and employers so that it contributes to the student's education and employability.

The purpose of this "Handbook and Training Record" is to inform students, parents and the employer of the work-based learning policies and procedures and to communicate the responsibilities of all parties involved in the work-based learning process.

Mission Statement of Daniel Morgan Technology Center

The mission of Daniel Morgan Technology Center is to provide students with the academic, technical and decision-making skills needed to compete successfully at the post-secondary level, and in the global community.

Goals

To provide students the opportunity to receive real experience in the world of work which will increase their knowledge of a specific trade area and enhance other skills necessary for employment.

Objectives of the Cooperative Education Program

1. To offer qualified student's Experienced Based and Career Oriented Learning Experiences as mandated by the Education and Economic Development Act (EEDA) of 2005.
2. To place students in training sites where they will meet career and technology program objectives and competencies.
3. To provide students an opportunity to develop skills through on the job training and working with professionals in local business and industry.
4. To allow students to develop positive attitudes and work habits necessary for job placement.
5. To allow students to develop work ethics, marketable skills and knowledge which are necessary for successful careers.
6. To allow students to develop self-confidence, maturity, and a feeling of achievement.
7. To permit students to receive job experience in business/industries that cannot be duplicated in the classroom.

8. To give students an opportunity to improve communication skills and work ethics.
9. To expand the students' knowledge of available occupations, employment requirements, and working conditions.
10. To provide students an opportunity for a smooth transition into the work force.
11. To establish relationships between the career center and business/industry.

Requirements for Student Participation

- A. Be enrolled in a second level of a CATE program.
- B. Be at least 16 years of age (18 if required by a worksite).
- C. Be recommended by an instructor.
- D. Have a "B" average in the CATE program.
- E. Be passing all high school courses or meet the standard for participation as recommended by the CATE instructor.
- F. Have an attendance record and discipline record rated acceptable by instructor, co-op coordinator and training site representative.
- G. Have paid any applicable DMTC program fees.
- H. Provide own transportation.
- I. Have parents/guardian permission.

Policies

- A. Work-Based Learning experiences are offered in the following:

Automotive Technology	Law, Public Safety, Corrections, and Security
Carpentry	Machine Tool Technology
Cosmetology	Marketing
Culinary Arts	Mechatronics
Electricity	Media Technology
Finance	Programming and Software Development
Graphic Communications	Sports Medicine
Health Science	Welding Technology

- B. The instructor determines when the work-based learning experience will be beneficial to the student and the duration of the experience. Students will be expected to keep up with new content being taught by reporting to their regular class at DMTC as scheduled in their training plan.
- C. Work-based training will be available to students at any time during the school year. Exact dates will be scheduled on an individual basis as part of the training plan.
- D. Work-based training hours will normally be during afternoon CATE class hours and/or after classes at the high school. Exact schedules will be decided on as a part of the training plan.
- E. Work-based learning students may be paid at a rate agreed upon by instructor and employer as part of the training plan.
- F. Workers compensation will be provided as specified in training plan. If the employer does not cover the student, DMTC will provide workers' compensation through its insurance carrier.
- G. Duties performed by student must coincide with CATE course competencies and objectives.
- H. Daniel Morgan Technology Center will not furnish transportation.

I. Discharge, withdrawal, or transfer may occur when student:

1. Performs duties not specified on the training plan.
2. Fails a high school subject.
3. Is absent an excessive number of days.
4. Reports to work and not to high school classes.
5. **Is absent from work without prior arrangements and does not notify the co-op coordinator or instructor as specified.**
6. Receives low evaluations from employer.
7. Receives poor performance ratings.
8. Discipline problems at the Career Center or home high school.

J. A student's grades in CATE courses will include employer evaluation input.

K. Students will not displace other workers who perform similar work on the job.

L. No person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or being disadvantaged will be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in this program.

M. Training sites must be within a reasonable driving distance of the high school.

N. If any instructor recommends work-based learning earlier than the times prescribed, the instructor must:

1. Schedule days in which the student reports to DMTC to work on competencies that are not being met through the work-based learning experience.
2. Submit a written plan to the director and job placement coordinator stating competencies that will be taught at DMTC and competencies at the work site.

Procedures

- Students will be informed of work-based learning opportunities:
 1. during recruitment by DMTC staff
 2. during orientation session
 3. by instructor
 4. by written materials
- Students will be informed of eligibility by School to Career Coordinator and the instructor.
- When two or more students are available for the same work-based learning position, the employer will interview eligible students and select the candidate(s).
- When only one student is available for two or more work-based learning employer requests, the student, assisted by the instructor, will decide on a training site.
- The instructor, School to Career Coordinator and employer will develop the training plan for the student (competencies, hours, length of co-op experience, pay rate).
- Training plan and agreements will be signed and copies distributed to employer instructor and School to Career Coordinator. Students will not be released to start work-based learning until all forms are signed by all participants.
- Students will receive "Work Based Learning Handbook" with information, training plan, and all required forms. (Turn in to DMTC instructor or School to Career Coordinator at end of training period)

- School to Career Coordinator and/or instructor will visit student on training site.
- Employer will evaluate students periodically as listed in training plan.
- All records will be completed and maintained as outlined by state standards.

Participant Responsibilities

Career Center

1. Provide implementation, maintenance, and supervision of cooperative instruction.
2. Provide training plan for each student participant.
3. **Verify insurance coverage designated by state regulations.**
4. Provide Workers Compensation when not provided by the employer.
4. Ensure the health, safety, and working conditions of the students enrolled are satisfactory.

Daniel Morgan Technology Center reserves the right to discharge, withdraw or transfer any student from work-based learning when the student:

Fails a high school subject.

Misses more than 5 unexcused days of school; DMTC or high school.

Is suspended from school for any reason.

Is absent from work without prior arrangements and does not notify the School to Career Coordinator.

Is absent from high school classes without notifying School to Career Coordinator.

Experiences a layoff when the employer experiences economic conditions that require a reduction in employees.

Receives low performance evaluations.

Fails to report to DMTC on assigned dates.

School to Career Coordinator

1. Determine student eligibility.
2. Locate employers and training site.
3. Assist in writing plans and agreements.
4. Sign training agreements.
5. Visit student at training site.
6. Follow-up after training is complete.
7. Maintain all work-based learning record/files.
8. Coordinates all work-based learning activities

Instructor

1. Recommend student for work-based learning experience.
2. Assist coordinator in locating training site.
3. Assist in writing training plans and agreements.
4. Visit student at training site.
5. Sign training agreement.
6. Maintain record/files.
7. Determine grade based on work-based learning evaluations.

Employer-Training Site Representative

1. Assist in writing training plan.
2. Sign training agreement.
3. Comply with all labor laws.
4. Evaluate student as outlined in training plan.

5. Communicate with School to Career Coordinator.
6. Provide safety instruction.
7. Supervise students on the job.
8. Maintain records and files.
9. Call School to Career Coordinator or instructor when student is absent.

Student

1. Sign training agreement.
2. Provide own transportation to worksite.
3. Call training site and Daniel Morgan Technology Center on days absent.
4. Maintain records/forms.
5. Exhibit good work habits.
6. Maintain passing grades in high school subjects.
7. Perform assign tasks as listed in the training plan.
8. Return to DMTC on scheduled dates and at other times as requested by instructor (field trips, contests, exams, honors day, etc.).
9. Call DMTC and employer when absent.
10. Will not report to job site when inclement weather cancels school.

Parent/Guardian

1. Sign training agreement.
2. Provide insurance coverage.
3. Contact student's employer thru School to Career Coordinator. (No direct contact)
4. Support their son/daughter's on-the-job effort.

Statement of Non-Discrimination

Spartanburg School District Three does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the nondiscrimination policies: Director of Pupil and Personnel Services * 3535 Clifton Glendale Road * Glendale, SC 29346 *(864)279-6000 * rgoode@spartanburg3.org