**Overview of Work-Based Learning**

Work-based learning is a school-coordinated, sponsored, coherent sequence of workplace experiences that are related to each students’ career goals and interests, while based on instructional preparation, and are performed in partnership with local businesses, industries, or other organizations in the community. WBL enables students to apply classroom instruction in a real-world business or service-oriented work environment. The ten WBL methods of instruction currently recognized and practice in South Carolina are listed below. Career ready qualifiers are designated with the lead asterisk.

**Definitions**

**1. \*Apprenticeship:** An earn-while-you-learn training model that combines on-the-job training, job-related education, and a scalable wage progression. a.

**\*Registered Apprenticeship**: An adult educational program that is registered with the U.S. Department of Labor’s Bureau of Apprenticeship and Training. The traditional program is designed for adults; however, it may be linked to an approved youth apprenticeship program in grades 11–12 with a minimum student age requirement of 16.

**\*Youth Apprenticeship:** A structured program giving youth at least age 16 or older an opportunity to earn while they learn. This forward-focus program combines classroom instruction with one to two years of on-the-job training with an end result in a “certification of mastery of a specific technical skill.” A youth apprenticeship may matriculate to a registered apprenticeship after high school. High school completion is a requirement of the program. \*Registered and Youth Apprenticeships are career ready qualifiers.

**2. \*Cooperative Education (Co-Op):** A structured training program for high school level students requiring a written contract and training plan between the high school and sponsored worksite. The program coordinates secondary studies with a job role in a field related to the academic and/or technical education objectives. The written training and evaluation plans guide workplace activities in coordination with classroom instruction. The training agreement and evaluation plan should be kept on file for two years after the student graduates from high school. Students receive course credit for their Co-Op completion. Academic credit, compensation, and activities are district specific and may vary within the course of study. \*Co-Op is a career ready qualifier.

**3. \*Internship:** A progressive, school-coordinated experience that places students in real workplace environments so that they develop and practice career-related knowledge and skills needed for a specific level job. An internship provides hands-on experience in a particular industry or occupation related to a student’s career interests, abilities, and goals. A learning contract outlines the expectations and responsibilities of the high school and worksite including a specified number of hours in the training agreement. The high school intern works regularly during or after school in exchange for the worksite mentor’s time in teaching and demonstrating. An internship usually lasts 3–6 months, depending on hours of completion requirements. Internships may or may not include financial compensation. Prior to an internship, the student receives the established criteria and guidelines from the workplace supervisor. Throughout the internship, the supervisor evaluates the student and the school representative evaluates the student through on-site visits. The training agreement and evaluation should be maintained for two years after the student graduates from high school. Academic credit, compensation, and activities are district specific and may vary with the course of study. \*Internship is a career ready qualifier.

4. Job Shadowing (On-Site) is a method of short-term, school-coordinated career exploration in which the student is introduced to a particular job role or career by being paired, one-onone, with an employee at the worksite. The student “shadows” (follows) the employee for a specified time to better understand and observe work expectations and requirements of a variety of job tasks. Job shadowing is less intensive than the other WBL methods and is usually the first form of worksite assignment given to a student. Prior to job shadowing, the student should receive formalized instruction about careers and the process of career choice, develop appropriate questions to ask, and know the expectations as related to school rules and guidelines for grooming, dress, and behavior in the workplace. On-Site Job Shadowing does not provide any form of course credit. A classroom speaker is not considered a job-shadowing experience.

**5. CTE Internship, Work-Based Credit Bearing Course: An internship that is a structured, work-based credit bearing course that is taken as a fourth unit in a Career and Technical Education (CTE) Classification of Instructional Programs (CIP)-coded program. Each work-based learning (credit-bearing) course has an assigned CTE course code, and guidelines must be followed to award one Carnegie unit of credit upon successful completion of the course. The student is supervised by a content-specific, certified teacher completing a minimum of 120 practical experience hours or the highest number of hours required by the industry-defined competencies within the career pathway. The Work-Based Learning credit-bearing course must be a part of the student’s major and/or Individual Graduation Plan (IGP).** Curriculum standards and employability skills are specific to the CTE course and must be mastered during the work-based experience and documented. Graded assignments are required and in alignment with course standards. Regularly scheduled worksite visits are conducted by the supervising teacher and documented. All required paperwork, training agreement, and worksite evaluation between the high school student and sponsoring worksite is completed and kept on file for at least two years after the participating student graduates from high school. Courses are approved through the South Carolina Department of Education (SCDE), Office of Career and Technical Education’s (OCTE) designated Program Education Associate. (Refer to p. 8 for details and a complete listing of course codes).