



WORK-BASED LEARNING



DO IT THE RIGHT WAY!

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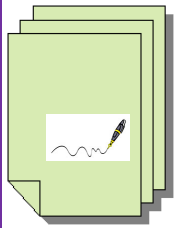



1

Instruction...Supervision...Legal

Always make sure your forms are signed and dated by all parties:

- Enrollment/parent permission
- Memorandum of agreement
- Training with safety instruction
- Hours verifications
- Evaluations

2

Instruction...Supervision...Legal



Make sure the student knows where the business is and how to get there.



3

Instruction...Supervision...Legal


Never let a student report to a training site without you having approved the site for:

- Safety
- Quality training
- Appropriate supervision
- Legal





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Instruction...Supervision...Legal



Never let a student intern work illegal hours.
16-17 years old

- 6 a.m. – 10 p.m. on days preceding school
- 6 a.m. – 12 midnight on days preceding school classes.



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Instruction...Supervision...Legal




Never let a student ride with you in your car.




6

Instruction...Supervision...Legal





Never let a student work in a prohibitive occupation restricted to all minors under the age of 18.



7


Instruction...Supervision...Legal

Never let an employer use/abuse/take advantage/exploit a WBL student.




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Instruction...Supervision...Legal





Never let a student go too long without having been to their placement for an evaluation.



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Instruction...Supervision...Legal


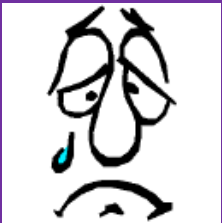
Never let a student break confidentiality.



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Instruction...Supervision...Legal

Never let a student dismiss his/her responsibilities to the employer.



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Instruction...Supervision...Legal


Never let a student forget that her behavior reflects back upon the school, program and their future.



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Instruction...Supervision...Legal

Never let a student forget that the business usually receives NO monetary benefits from participating in a training program.

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Instruction...Supervision...Legal



Never let a student forget the value of a WBL program.



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Instruction...Supervision...Legal

Never forget your responsibilities toward the business in terms of instruction, supervision and evaluation.

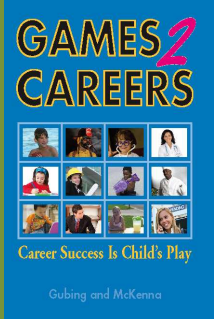




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Add Value to Your Services

Provide students with career counseling services such as.

- Assessments
- Career Planning
- Resume

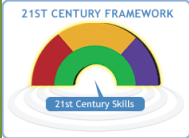
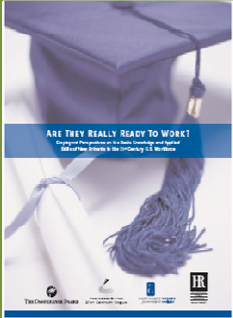




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Add Value to Your Services

Make your students:

- "Workforce Ready."
- 21st Century Skills

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Add Value to Your Services

Provide your school with:

- Career Days
- Employment Fairs
- Mentoring/Shadowing




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Add Value to Your Services



Provide your district with services such as:

- Advisory Board
- Leadership Chamber of Commerce
- Alumni Association



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ANY QUESTIONS?

Thank you!



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