


## What Every Administrator Should Know About WBL Programs!




**Richard Heim, Shaker High School**  
**Susan Gubing, SUNY Oswego**

**Work Experience Coordinators Association**

Work Experience Coordinators Association of New York State

## Work Based Learning

WBL Bridges School To The Global Workplace



**SCHOOL**

- Rigorous academics
- Applied applications (CTE)
- Career Competitive Skills from WBL class.
- Clubs/teams/-competitions

*Career Plan* →

**WORKPLACE**

- Validation of knowledge
- Application of work ethic, attitude.
- All aspects of industry from WBL site.

Work Experience Coordinators Association of New York State

## What You Should Know About WBL



- Criteria for state approved WBL Programs.
- Variations of WBL Programs.
- Special labor law exceptions
- Program quality
- WBL certifications



Work Experience Coordinators Association of New York State

## Criteria For Approved Work Based Learning Programs


1. The Board of Ed has acted on the inclusion of this program.
2. Students will be employed under State and Federal Labor Laws.
3. All students participants are meeting or have met academic requirements.

Work Experience Coordinators Association of New York State

## Criteria For Approved Work Based Learning Programs


4. In-school related instruction, such as pre-employment, job success and career planning.
5. Health and safety instruction
6. Student supervision is provided.



Work Experience Coordinators Association of New York State

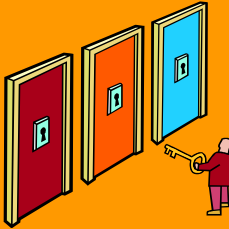
## Criteria For Approved Work Based Learning Programs

7. A written memorandum of agreement and training plan are in effect.
8. Credit will be awarded in relation to competencies being satisfactorily achieved on the basis of 150+ hours.
9. Program is conducted by a certified WBL teacher/coordinator.



Work Experience Coordinators Association of New York State

## Schools May Offer One or More WBL Programs



- Offer a variety of programs for your students.
- Paid & non-paid
- Short term & long term
- Career Focus & Career Exploration

## WBL Programs

### Programs differ by:

- Age
- Career Focus
  - Exploration
  - Training
- Paid or Non-paid



## WBL Programs Skill training - Paid

### CO-OP

- Cooperative Work Experience
- 16 yrs.+

### GEWEP

- General Work Experience
- 16 yrs.+



*In a paid program, the student becomes an employee and is covered by the employer's Workers Compensation.*

## WBL Programs Paid - Skill training

### WECEP

- Work Experience Career Exploration Programs – 14 – 15 year olds.

### SWAP

- School to Work Apprentices Programs 16 yrs.+



*In a paid program, the student becomes an employee and is covered by the employer's Workers Compensation.*

## WBL Programs Career Exploration - Non-Paid

### CEIP

- Career Exploration Internship Program – 14 yrs.+

### CBVEP

- Community Based Vocational Education Programs – 14 yrs.+

*In a non-paid program, the student is not an employee and is covered by the school district's liability insurance policy.*

## Special Labor Law Exceptions for State Approved Programs

Train in certain occupations considered hazardous to minors.



Train or explore 6 hours in one day, but not more than 28 hours per week.

## WBL Can Serve All Students



Work Experience Coordinators Association of New York State

13

## Program Quality

### Essential Elements

- In-school instruction
- Career Planning
- On the Job Instruction
- Student Evaluation



Work Experience Coordinators Association of New York State

14

## Program Quality

### Risk Management Issues:

- Permission Forms
- Safety Instruction
- Site Approval
- Student Evaluation



Work Experience Coordinators Association of New York State

15

## Program Quality

### More Risk Management Issues:

- Labor Laws
- Legal Employment
- Training Outlines
- Student Supervision

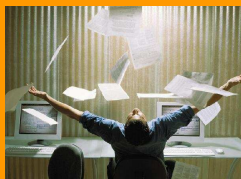


Work Experience Coordinators Association of New York State

16

## Your Coordinator is a Huge Asset!

- Advisory Board Coordinator
- Career events
- Classroom guest speakers
- Shadowing
- Job fairs
- Access to corporate resources



*District Ambassador to the corporate community.*

Work Experience Coordinators Association of New York State

17

## Certification for WBL Coordinators

### Why?

- Knowledge of
  - Labor laws
  - Training procedures
  - Safety procedures
  - Risk management issues
  - Pre-employment instruction.
  - Public relations/networking skills



Work Experience Coordinators Association of New York State

18

## Two WBL Certifications



### Coordinator of WBL for...

#### CAREER AWARENESS

#### CAREER DEVELOPMENT\*

\*Career Development coordinators must possess a NYSED certification for Career and Technical Education.

## Coordinator of WBL for...

### CAREER AWARENESS

Must have 300 hours of work outside of classroom teaching.

Programs qualified to coordinate:

- GEWEP
- WECEP
- CBVEP



## Coordinator of WBL for...

### CAREER DEVELOPMENT

Must have 600 hours of work outside classroom teaching.

Program qualified to provide:

- CEIP
  - CO-OP
  - SWAP
- And
- GEWEP
  - WECEP
  - CBVEP



## How do you become certified? Two Courses.

- Developing a Work Based Learning Program
- Implementation and Evaluation of a Work Based Learning Program



Classes available on-line from SUNY OSWEGO!

## For those who already possess the WBL Certification

### Advanced Applications of Work-Based Learning

- Program tools and strategies
- Mastering risk management issues
- Survival tactics for your program
- Marketing Tools
- Safety Training
- Work Smarter NOT Harder



July 2008 Class website: [www.gubing.com/wbl](http://www.gubing.com/wbl)

## Thank you....any Questions?

- WECA website – [www.nysweca.org](http://www.nysweca.org)
- New York State Work Experience Coordinators' Association – [www.nysweca.org](http://www.nysweca.org)
- Tony Schilling – [aschilli@mail.nysed.gov](mailto:aschilli@mail.nysed.gov)
- NYSED WORKFORCE  
<http://www.emsc.nysed.gov/cis/>