Work-Based Learning Guidance and Resources

Work-based learning information including resources, definitions, Labor Code, and Education Code.

According to California *Education Code (EC)* 51760.1, **"Work-based learning"** (WBL) means an educational approach or instructional methodology that uses the workplace or real work to provide pupils with the knowledge and skills that will help them connect school experiences to real-life work activities and future career opportunities. When feasible, work-based learning should be an integral part of a more comprehensive program that integrates academic courses and career technical education (CTE).

- *EC* Section 51760.1 (e) High-quality work-based learning may include, but is not limited to, any of the following:
  1. Emphasis on learning in the workplace.
  2. Exposure to a wide range of career areas and worksites in order to help youth make informed choices about education, training options, and career pursuits.
  3. Thoughtful placement of pupils into opportunities that are evaluated for their safety, qualified supervision, and learning opportunities.
  4. Appropriate sequencing of experiences based upon the pupil's age and maturity, ranging from site visits and tours, job shadowing, unpaid and paid internships, and paid work experience.
  5. Explicit aim to supplement, or systematically reinforce, classroom instruction in technical courses, academic courses, or both.
  6. Systematic attention to the development of 21st century skills, such as communication, problem solving, teamwork, project planning, and critical thinking.
  7. A trained mentor who structures the learning at the worksite.
  8. Coordination between the classroom teacher and the workplace mentor or supervisor.
  9. Built-in regular assessment and feedback.
  10. Involvement of youth in choosing and structuring the experience

11. Clear and measurable learning outcomes.

- *EC* Section 51760.1 (f) School districts are encouraged to work with local workforce investment board youth councils and workforce investment boards to maximize the use of available resources for youth employment opportunities by coordinating work-based learning opportunities and facilitating work-based learning regional planning.
- *Education Code* Section 51760.1-51769.5

Work Experience Education

According to California *Education Code* 51760-51769.5, **"Work Experience Education"** (WEE) is a work-based learning course of study that offers internships and on-the-job experience combined with instruction in critical workplace skills. WEE prepares students to excel in the workplace and incorporates the elements of high-quality work-based learning in its implementation.

- *Education Code* Section 51760.1-51769.5
- Work Experience Education
- Child Labor Laws (PDF)
- Frequently Asked Questions About Youth Employment

Internship

According to The Fair Labor Standards Act, an **"Internship"** or work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time. Internships and other work experience may be paid or unpaid, as appropriate and consistent with other laws, such as the Fair Labor Standards Act.

- Fair Labor Standards Act Internships Fact Sheet

Job Shadow

According to California *Education Code* 51769, **"Job shadowing experience"** means a visit to a workplace for the purpose of career exploration for no less than three hours and no more than 25 hours in one semester, intersession, or summer school session.

- *Education Code* Section 51769(b)

Mentorship

According to the Code of Federal Regulations, Title 20, Part 681, **"Mentorship"** is defined as a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee; and while group mentoring

activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis.

Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company. A mentorship is a relationship between an experienced professional (mentor) and an aspiring or junior professional (mentee) for the purpose of sharing experience, knowledge, and connections within a certain field.

- (*WIOA LAW* §129(c)(2) 20 CFR § 681.)

Registered Preapprenticeship Program

According to California *Labor Code* 3100, a **"Preapprenticeship Program"** is a classrom-based training program approved by a registered apprenticeship program and the Division of Apprenticeship standards that includes the following key elements relevant to school-based programs:

- California *Labor Code* 3100 (c) (1) Training and curriculum based on industry standards and approved by the documented registered apprenticeship program partner or partners that will prepare individuals with the skills and competencies needed to enter one or more registered apprenticeship programs.
- California *Labor Code* 3100 (c) (2) (B) Educational and prevocational services that prepare individuals to meet the entry requisites of one or more registered apprenticeship programs, such as specific career and industry awareness workshops, job readiness courses, English for speakers of other languages, adult basic education, financial literacy seminars, and mathematics tutoring.
- California *Labor Code* 3100 (c) (2) (F) Providing physical preparedness training for jobs where physical ability and endurance are key elements of success.
- California *Labor Code* 3100 (c) (2) (G) Providing training on safe working practices where applicable to the job.
- California *Labor Code* 3100 (c) (2) (H) Providing hands-on training to individuals in a simulated lab experience or through volunteer opportunities that accurately simulate industry and occupational conditions while observing proper supervision and safety protocols, provided that such experience and opportunities do not supplant or reduce the compensable work of paid employees.

- Register a California Pre-Apprenticeship Program
- Find a California Pre-Apprenticeship Program
- California *Labor Code* § 3100

Registered Youth Apprenticeship Program

According to the United States Department of Labor and California Division of Apprenticeship Standards, a **" Youth Apprenticeship"** is a registered apprenticeship program serving individuals sixteen to twenty-four (16-24). Youth Apprenticeship Programs have the same requirements of a registered apprenticeship, but may offer flexible implementation models and begin during high school. They combine technical classroom instruction with paid work experience.

According to the *California Code of Regulations (CCR)*, Title 8, Chapter 2, Subchapter 1, Article 2, Section 205, an apprenticeship program is defined by the following key terms:

- *California Code of Regulations*, Title 8, Section 205 (e) **"Apprenticeship Program"** means a comprehensive plan containing, among other things, apprenticeship program standards, committee rules and regulations, related and supplemental instruction course outlines and policy statements for the effective administration of that apprenticeable occupation.
- *California Code of Regulations*, Title 8, Section 205 (f) **"Apprenticeship Program Standards"** means that written document containing among other things all the terms and conditions for the qualification, recruitment, selection, employment and training, working conditions, wages, employee benefits, and other compensation for apprentices and all other provisions and statements including attachments as required by the Labor Code and this Chapter which, when approved by the Chief of Division of Apprenticeship Standards (Chief DAS), shall constitute registration of such, and authority to conduct that program of apprenticeship in the State of California.
- *California Code of Regulations*, Title 8, Section 205 (g) **"Apprenticeship Program Sponsor"** means a joint apprenticeship committee, a unilateral labor or management committee, or an individual employer program.
- *California Code of Regulations*, Title 8, Section 205 (h) **"Related and Supplemental Instruction"** means an organized and systematic form of instruction designed to provide the apprentice with knowledge including the theoretical and technical subjects related and supplemental to the skill(s) involved.
- *California Code of Regulations*, Title 8, Section 205 (q) **"Registered Apprentice"** means a person who is training under and in accordance with apprenticeship standards that have been approved by the Chief DAS, and who is party to an apprentice agreement that has been accepted by the Division of Apprenticeship Standards.

- California Division of Apprenticeship Standards Youth Apprenticeship Resources
- California *Labor Code* 3070-3122.4

- Apprenticeship Laws and Regulations
- Apprenticeship Definitions
- United States Department of Labor Apprenticeship Resources

Student-led Enterprise or School-Based Enterprise

Local education agencies (LEAs) may establish, design and approve student-led enterprise programs at the local level. A Student-Led enterprise or School-Based Enterprise may involve the development and operation of a revenue-generating business (regardless of profit or loss). Student-led enterprise can occur in CTE Pathways, non-CTE electives, or academic programs. Refer to *Education Code* sections 48930-48938 regarding Pupil Rights and Responsibilities in Student Organizations.

- *Education Code* Section 48930-48938

Career Technical Education Student Leadership

According to the Federal Perkins V State Plan, **"Career Technical Education Student Leadership"** is an integral aspect of high quality CTE. Career Technical Student Organizations (CTSO) provide opportunities for students to engage in leadership curriculum and activities at state and national levels.

CTE Student Leadership is defined by the following characteristics:

a. Leadership curriculum is integrated into the classroom content;
b. annually elects student officers;
c. has a constitution and bylaws;
d. conducts monthly meetings;
e. is part of the classroom grade;
f. includes community service activities;
g. engages students in activities outside the local school;
h. provides opportunities for students to participate in statewide and/or national events.

(Federal Perkins V State Plan 2020-23, Pg 69.). Refer to *Education Code* sections 48930-48938 regarding Pupil Rights and Responsibilities in Student Organizations.

- Student Leadership Organizations
- *Education Code* Section 48930-48938

Additional Resources

- Career and College Transition Division Continuum of Work Based Learning
- California Career Resource Network
- California Educators Together

- College/Career Indicator Measures of Career Readiness (PDF)
- California Workforce Pathways Joint Advisory Committee (CWPJAC)
- CTE Industry Sectors
- WorkAbility 1
- Work-Based Learning Measures for the College/Career Indicator
- Workforce Pathways Guiding Policy Principles
- Work Permits for Students

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