



Work-Based Learning

(Non-CTE Program)

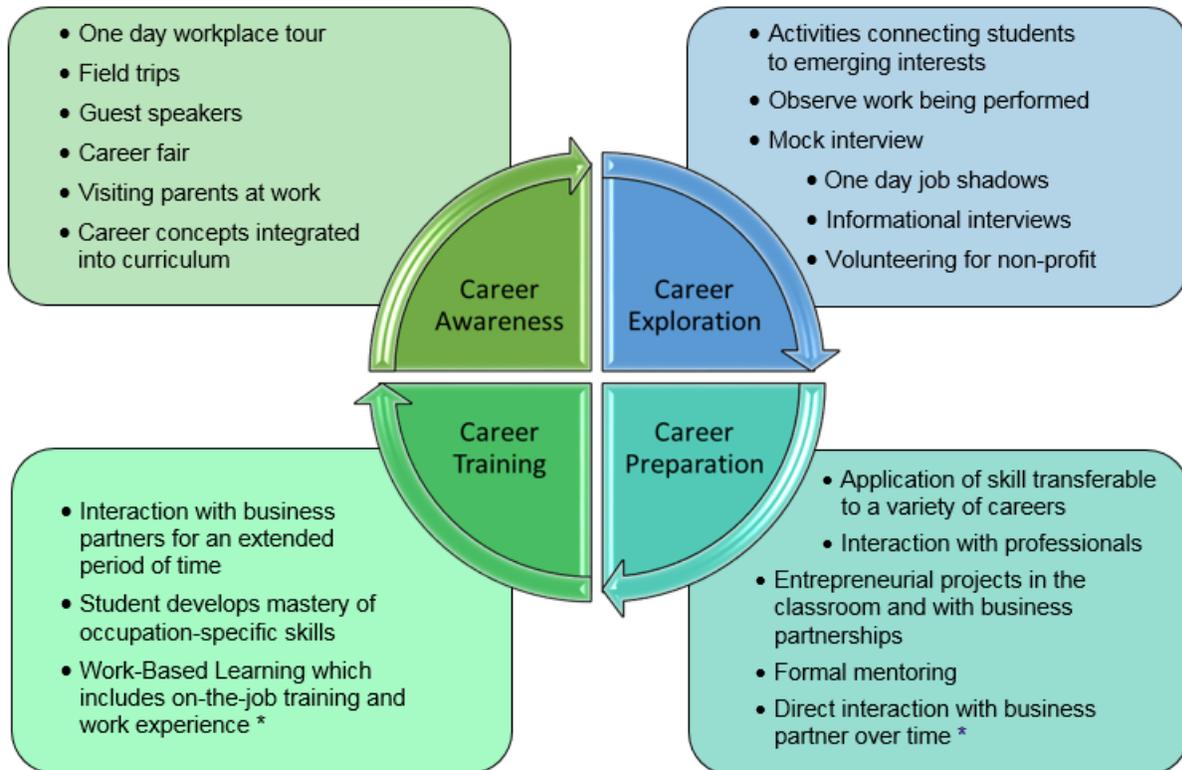
A Guide for Schools and Businesses
looking to provide a work-related experience
for Career Readiness Programs

Office of Career and Technical Education
CAREER READINESS UNIT

This document was prepared as a working document with general descriptions only; it does not carry the force of legal opinion. It is applicable to Michigan only.

WORK-BASED LEARNING IN K-12

To prepare a dynamic workforce for the future of Michigan, students need to be exposed to as many career options as early as possible. They may begin learning about careers while in elementary school (**Career Awareness**), experimenting with career options in middle school (**Career Exploration**), and then practice readiness for careers while in high school (**Career Preparation and Training**). Examples of these experiences are illustrated below:



* Pupil accounting rules apply.

Does your High School Career and Technical Education (CTE) Work-Based Learning (WBL) placement meet the 5R test?

Readiness Has the CTE teacher determined if the student is ready for a WBL placement (e.g., safety training, maturity level, work ethic knowledge)?

Relationships Does the student have an opportunity to interact with an employee who works in the industry/field and/or a customer/end-user?

Rigor Does the experience possess the level of challenge, difficulty, and breadth to add value to student learning?

Relevance Does the WBL experience include alignment with core academics, state-approved program segments, standards, and the student's educational development plan (EDP)?

Richness Can the student experience the depth of knowledge related to an applied skill?

The term **WORK-BASED LEARNING** means sustained interactions with **employers** or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that foster in-depth, first-hand engagement with the tasks required of a given career field, that are aligned to curriculum, instruction, and CTE Program standards.

MICHIGAN DEPARTMENT OF EDUCATION **Office of Financial Management**

www.michigan.gov/sasf

Career Readiness WBL experiences are subject to field audits conducted by the Office of Financial Management staff and must adhere to all federal and state requirements for employing minors.

Following is a brief list identifying some of the requirements:

- Appropriate WBL documentation must be on file by the pupil membership count dates
- Pupil Accounting records (training plans/agreements and timesheets) must be maintained pursuant to prescribed retention schedules
- Provide a true and accurate list of eligible WBL experiences pupils reported for State Aid and in compliance with the Pupil Accounting Manual
- A pupil is allowed not more than 24 hours of work per week while school is in session, unless 18 years or older (MCL 409.111)
- All child labor laws shall be followed (for details visit the [Youth Employment webpage](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html) on the OCTE website at: http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html)

To be eligible for Full-Time Equivalency (FTE) state school aid, a pupil in a Career Readiness WBL program must receive credit toward a high school diploma for the WBL experience, spend no more than ½ of their school day in the WBL experience, and may not exceed the maximum hours allowable.

Pupil Accounting staff require verification of the following documentation when conducting a field audit:

- Training Agreement and Training Plan
- Documentation verifying student attendance signed by employer (see Pupil Accounting Manual for acceptable evidence)
- Certificated instructor monitors the program training site every nine weeks
- Credit toward high school diploma

WORK-BASED LEARNING FOR CAREER READINESS PROGRAMS

Work-Based Learning for Career Readiness programs provides students in K-12 with a planned program of job training and other employment experiences related to a chosen career. Depending on the type of learning experience, the pupil might be engaged for one hour, one day, one semester, or even one year.

Career Readiness WBL student experiences:

1. May be paid or unpaid.
2. Must follow federal and state regulations to employ minors.

Districts may earn FTE state school aid for a pupil in WBL if the student receives credit toward a high school diploma for the work-based learning experience, spends no more than ½ of their school day in the work experience and does not exceed the maximum hours allowable.

The WBL certificated instructor or coordinator must conduct a pre-visit to the worksite to assess the safety and appropriateness of the student placement and:

1. Conduct on-site monitoring every nine weeks.
2. Ensure that the student is in compliance with work ethic standards.
3. Determine the extent to which learning objectives are being met.
4. Maintain and verify records of the pupil's attendance (electronic timesheets are expected unless paper is the only option - employer signature is required) throughout the duration of the training agreement.
5. Connect placement to current or prior enrollment in related course.
6. Assure the student is provided instructions in areas of skill attainment and work safety (safety instruction done by school and employer).

ON-SITE AT EMPLOYER

Commonly referred to as "crossing the threshold," schools are encouraged to offer students an opportunity to engage in Career Preparation or Career Training. When WBL is conducted on-site with an employer, four elements are required:

1. A Training Agreement on file at the school and employer.
2. A Training Plan on file at the school and employer.
3. Verification of Workers' Compensation at the worksite.
4. Verification of General Liability Insurance at the worksite.

The WBL experience is coordinated by the school district through a contract (training agreement) with an employer providing an educational experience related to school instruction (training plan) involving supervised work (by employer) and monitored by a certificated instructor/teacher employed by the district.

TRAINING AGREEMENTS AND TRAINING PLANS

Career Readiness WBL for Middle and High School Students

Training Agreements must include:

- Student learner's personal information including name, home address, telephone, birth date, emergency contact information, etc.
- School's name, address, telephone, contact person
- Employer's name, address, telephone, contact person
- Beginning and ending dates of the agreement
- A list of employer, school, and pupil responsibilities
- Beginning wage, if paid
- Daily hours to be worked including beginning and ending times
- [Verification of worker's compensation](#) (http://www.dleg.state.mi.us/bwuc/wkrcomp/asp/sr_bwdc.asp) and general liability insurance (carrier and policy number)
- Signatures of principal/or designee, certificated teacher, coordinator, parent/guardian, and employer. If the training plan and agreement are combined, only one set of signatures is required
- List of job activities that will contribute to student learner's progress toward career objectives
- A statement of assurance signed by the employer that the pupil will not be discriminated against on the basis of race, color, religion, national origin, sex, age, or disability
- A district statement of assurance of compliance with federal laws relating to nondiscrimination
- Verification of appropriate safety instruction provided by school district and/or employer (must also be verified in training plan)

Training Plans must include:

- Verification by the **certificated** teacher that the pupil's career or educational goals as outlined in their EDP relate to the placement
- A list of [performance elements](#) that contribute to the pupil's progress toward a career objective (<http://online.onetcenter.org>)
- For unpaid learners, new specific skills (two or more non-duplicated) occurring as a WBL experience during scheduled class time need to be listed for each 45 hours during training
- Employer, school, and student learner responsibilities
- The academic course that generated credit toward a high school diploma - the academic course may be current or previous
- List of activities that will contribute to the student learner's progress
- Signatures of principal/or designee, certificated teacher, coordinator, parent/guardian, and employer. If the training plan and agreement are combined, only one set of signatures is required

Samples available in Section 8 of the [Work-Based Learning Manual](#) at:
http://www.michigan.gov/mde/0,4615,7-140-2629_53968-220470--,00.html

HAZARDOUS OCCUPATIONS FOR STUDENTS

The federal Fair Labor Standards Act provides a minimum age of 18 years for any nonagricultural occupations which the Secretary of Labor “shall find and by order declare” to be particularly hazardous for 16- and 17-year-old persons, or detrimental to their health and well-being. This minimum age applies even when the minor is employed by the parent or person standing in place of the parent.

The seventeen hazardous occupations (HO) apply either on an industry basis, specifying the occupations in the industry that are not permitted, or an occupational basis irrespective of the industry in which found. Some of the HOs contain limited exemptions.

- HO 1 Manufacturing and storing of explosives.
- HO 2 Motor-vehicle driving and outside helper on a motor vehicle.
- HO 3 Coal mining.
- HO 4 Occupations in forest fire fighting, forest fire prevention, timber tract operations, forestry service, logging, and sawmilling.
- HO 5* Power-driven woodworking machines.
- HO 6 Exposure to radioactive substances.
- HO 7 Power-driven hoisting apparatus, including forklifts.
- HO 8* Power-driven metal-forming, punching, and shearing machines.
- HO 9 Mining, other than coal mining.
- HO 10* Operating power-driven meat processing equipment, including **meat slicers and other food slicers**, in retail establishments (such as grocery stores, restaurants kitchens and delis) and wholesale establishments, and most occupations in meat and poultry slaughtering, packing, processing, or rendering.
- HO 11 Power-driven bakery machines including vertical dough or batter mixers.
- HO 12* Power-driven balers, compactors, and paper processing machines.
- HO 13 Manufacturing bricks, tile, and kindred products.
- HO 14* Power-driven circular saws, bandsaws, chain saws, guillotine shears, wood chippers, and abrasive cutting discs.
- HO 15 Wrecking, demolition, and shipbreaking operations.
- HO 16* Roofing operations and all work on or about a roof.
- HO 17* Excavation operations.

* These HOs provide limited exemptions for 16- and 17-year-olds who are bona-fide student-learners and apprentices.

For complete information see [Child Labor Provisions for Nonagricultural Occupations Under the Fair Labor Standards Act](#).

https://www.dol.gov/whd/regs/compliance/childlabor101_text.htm

U. S. Department of Labor, Wage and Hour Division
Child Labor Bulletin 101, WH-1330

For more information about
Work-Based Learning in Michigan visit these websites:



[Michigan Career Placement Association](http://www.michigancareerplacement.org)

www.michigancareerplacement.org



Office of Career and Technical Education

MDE - [Instructional Programs – Resources](#)

http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53968---,00.html



Michigan
Workforce Development Agency
Department of Talent and Economic Development

[Workforce Development Agency](http://www.michigan.gov/wda)

www.michigan.gov/wda

[Youth Employment Standards Act \(Work Permits\)](#)

http://www.michigan.gov/mde/0,4615,7-140-6530_2629_59590---,00.html



[Workers' Compensation Agency](http://www.michigan.gov/wagehour)

LARA www.michigan.gov/wagehour

www.michigan.gov/wca

[Federal Wage and Hour](#)

www.dol.gov/dol/topic/youthlabor/index.htm



UNITED STATES
DEPARTMENT OF LABOR



[Michigan Occupational Safety and Health Administration](http://www.michigan.gov/miosha)

www.michigan.gov/miosha

[School-to-Registered Apprenticeship](#)

Jackson.dave@dol.gov

[MI Bright Future](#)

MIBrightFuture.org

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