

Work-Based Learning

(Non-CTE – Students with an IEP)

A Guide for Schools and Businesses -
Work-Based Learning for Career Readiness
(Non-CTE) Students with an Individualized
Education Program

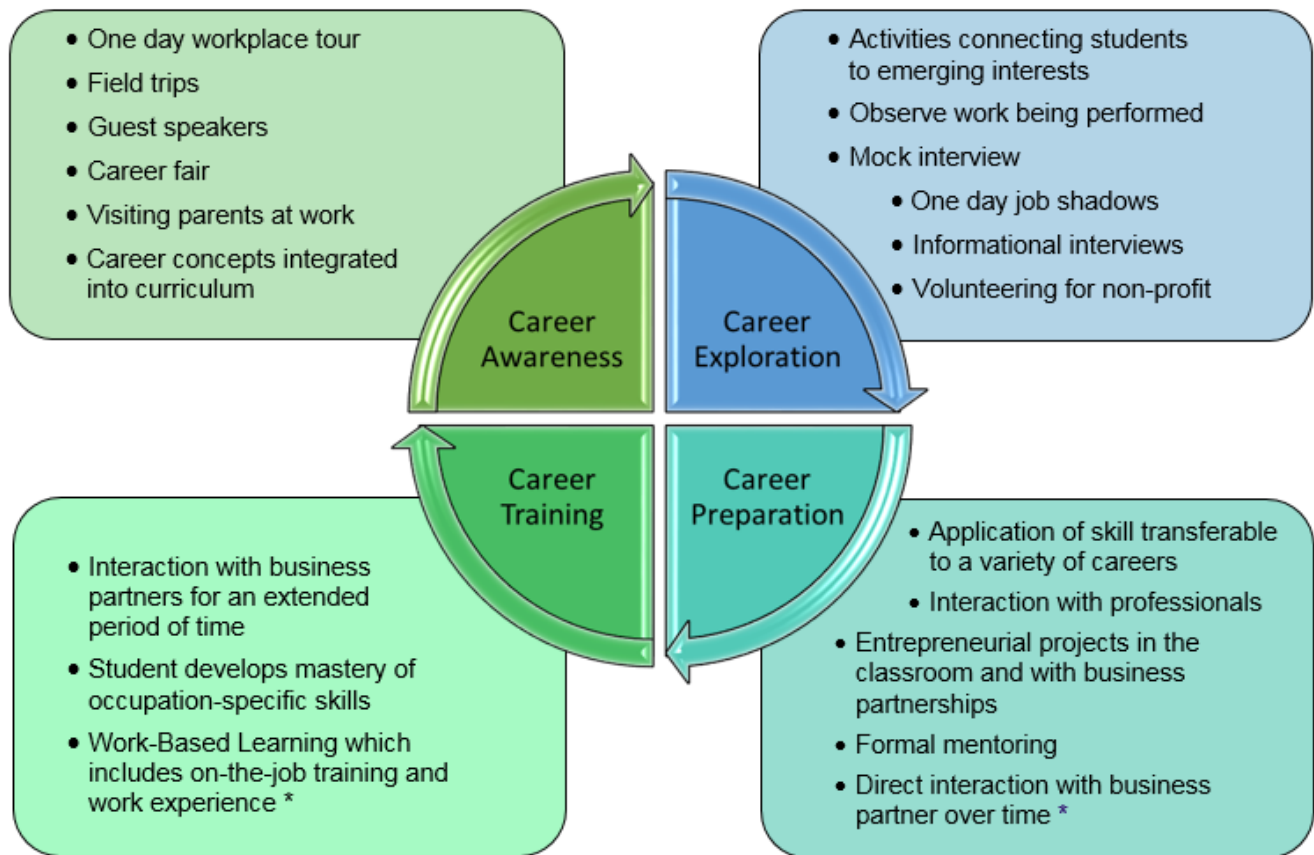
People with disabilities have the right to choose a path toward education and employment. However, while freedom of choice is given, the right to work is earned. Earning the right to work is dependent upon the student's preparations.

Stephen Simon – ADA Quarterly, Fall 1998

Office of Career and Technical Education
CAREER READINESS UNIT

THE K-12 (UP TO AGE 26) WORK-BASED LEARNING CONTINUUM

To prepare a dynamic workforce for the future of Michigan, students need to be exposed to as many career options as possible as early as possible.



* 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?

Ensuring Student Safety in WBL

Safety for students and partners involved in WBL is of the utmost importance. The following require consideration:

Labor Laws

[Youth Employment Standards Act \(including work permits\)](#)

- http://www.michigan.gov/mde/0,4615,7-140-2629_59590---,00.html

Workers' Compensation

[Workers' Compensation Agency](#)

- www.michigan.gov/wca

Federal Wage and Hour

[United States Department of Labor](#)

- <https://www.dol.gov/general/topic/youthlabor>

State Wage and Hour

[Department of Licensing and Regulatory Affairs](#)

- www.michigan.gov/wagehour

Pupil Accounting

[Michigan Department of Education, Pupil Accounting Manual](#)

- http://www.michigan.gov/mde/0,4615,7-140-6530_6605-22360--,00.html

[Michigan Pupil Accounting and Attendance Association](#)

- www.mpaaa.org

Safety

[Michigan Occupational Safety and Health Administration](#)

- www.michigan.gov/miosha

FREQUENTLY ASKED QUESTIONS

What is Work-Based Learning?

Experiences that provide students with a planned program of job training and other employment experiences related to a chosen career. The learning experience may be paid or unpaid, serves all students, and can be an in-school or out-of-school placement.

Where can I go for help?

There are a variety of resources available. Check with:

- Intermediate School District Transition Coordinator or Local District WBL Coordinator
- Pupil Accounting Auditor
- Pupil Accounting Manual
- Professional Organizations such as Michigan Transition Services Association and Michigan Career Placement Association

Which students are eligible for WBL?

Eligible students must have an Individualized Education Program (IEP), are in grades 9 through 12, and/or students ages 18 to 26 in transition-specific programs.

What funding sources are available to support WBL?

There are collaborative efforts for WBL modeled throughout the state, such as:

- MTSA/MRS (Michigan Rehabilitation Services) Collaborative Project
- MTSA Mini Grants
- Vocational Rehabilitation (VR) organizations through Interagency Cash Transfer Agreements (ICTA)
- DNR Collaborations
- Project Search
- Community Mental Health

How do you discuss with business partners the need for Workers' Disability Compensation and General Liability Insurance?

Education believes that when a business carries both insurances, that the business cares about their employees and makes it a safe working environment for them. This is also a legal requirement for all students placed in WBL opportunities under the Michigan Pupil Accounting Rules.

How are community sites developed?

In order to locate business sites:

- Consider business networks such as Chambers
- Frequent the establishment
- Relationships – Relationships - Relationships

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)

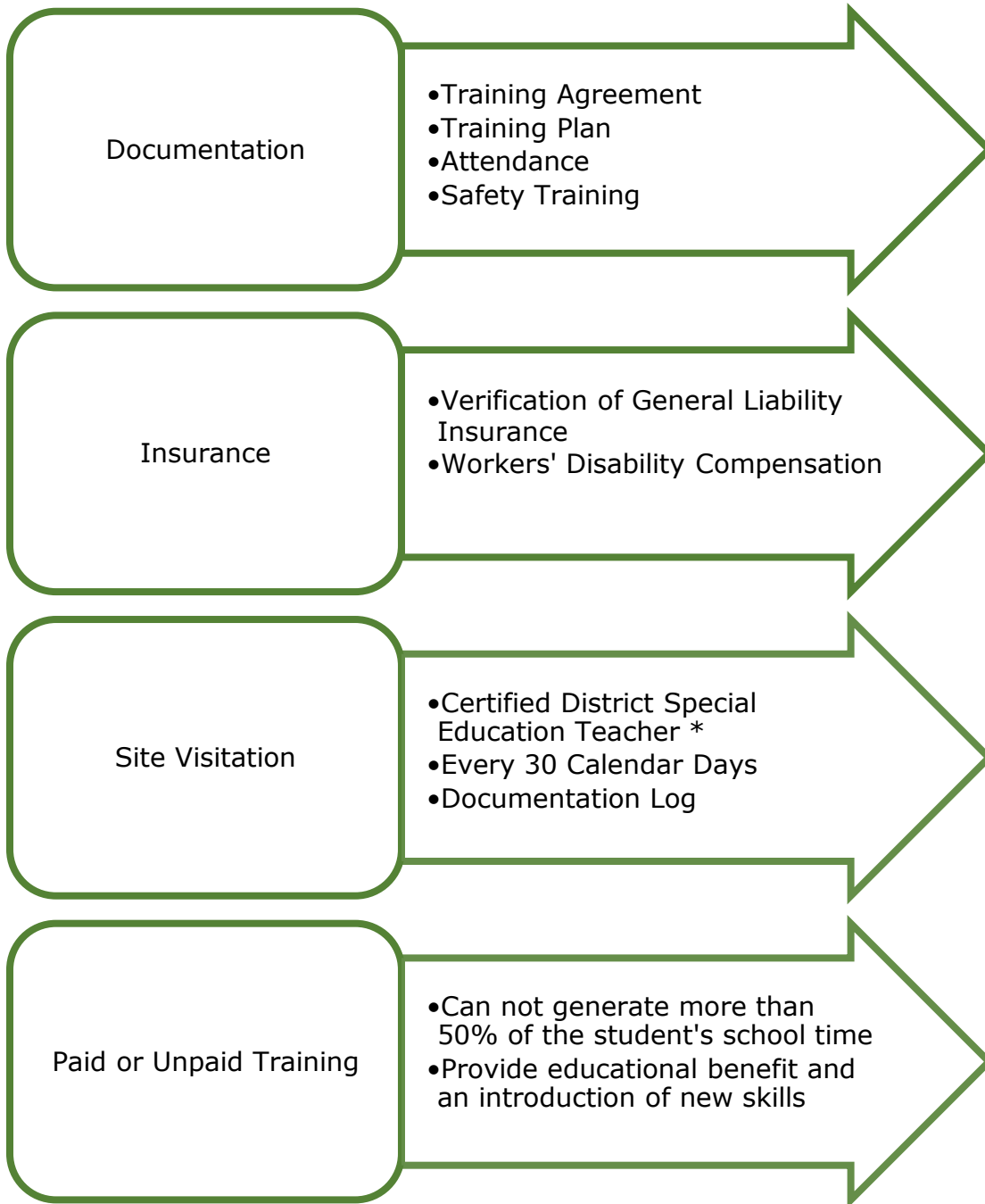
Training Plans must include:

- 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

WORK-BASED LEARNING PUPIL ACCOUNTING REQUIREMENTS

*Further information can be found in the Michigan Administrative Rules for Special Education in R340.1773-Rule 33



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

Education Resources

[Michigan Transition Services Association](#)

(additional WBL resources are available on the MTSA site)

- www.michigantsa.com

[Michigan Career Placement Association](#)

- www.micareerplacement.org

[Office of Career and Technical Education](#)

- http://www.michigan.gov/mde/0,1607,7-140-6530_2629---,00.html

[Office of Special Education](#)

- <http://www.michigan.gov/mde/0,4615,7-140-6598---,00.html>

Employment Resources

[Workforce Development Agency](#)

- www.michigan.gov/wda

[Michigan Rehabilitation Services](#)

- www.michigan.gov/mrs

[Bureau of Services for Blind Persons](#)

- www.michigan.gov/bsbp

Other Resources

[Michigan Disability Resources](#)

- <http://www.michigan.gov/disabilityresources>

[Disability Network of Southwest Michigan](#)

- <http://www.dnswm.org/resources/information/employment/>

[Michigan Career and Technical Institute](#)

- http://www.michigan.gov/mdhhs/0,5885,7-339-73971_25392_40242--,00.html



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