

SECTION 1

INTRODUCTION TO WORK-BASED LEARNING MANUAL (MANAGING YOUR RISK)

Work-Based Learning is a program to provide students with a planned program of job training and other employment experiences related to a chosen career. There are six major recognized types of work-based learning experiences for secondary students in Michigan, as well as an additional school-related component, regarding the employment of minors as follows:

- 1) student/visitor,
- 2) volunteer,
- 3) work-based learning non-CTE programs (paid and unpaid student learner),
- 4) work-based learning state-approved CTE programs (paid and unpaid student learner),
- 5) in-district/in-school placement (unpaid student learner), and
- 6) minor employee with a work permit.

Depending on the type of learning experience, the pupil might be engaged for one hour, one day, one semester, or even one year in length. The learning experience may be paid or unpaid, serves all students, and can be an in-school or out-of-school placement. Specific elements of each of the six major types of work experiences are contained in a Work-Based Learning Opportunities Chart contained in this Guide.

It is important for Career and Technical Education Program coordinators, counselors, principals, central administrators, and educators to be familiar with the risks involved when students participate in work-based learning programs. Risks can be multi-faceted and must not be narrowly construed. The profusion of pupil accounting regulations, child labor laws, increased safety regulations, issues of liability, and workers' compensation all give rise to many risk management questions that must be addressed when placing students at worksites.

Legal liability varies by industry sectors and insurance needs are specific to the type of program activities. Consequently, risk management strategies need to be jointly developed between schools, school district coordinators, work site supervisors, business owners and students. This Work-Based Learning Guide has been developed to assist school district staff with

consistent directions and procedures for designing and implementing appropriate solutions when students are placed in work site situations.

Work-Based Learning Workshops are sponsored by the Michigan Career Placement Association (MCPA), in conjunction with the Michigan Department of Education, Office of Career and Technical Education. These workshops provide extensive law and policy information from the national and state levels. Additionally, participants receive training and materials that can be tailored for individual districts as a guide for staff to identify potential problems and to assist with consistent guidelines, work related forms, resources, and procedures for developing solutions. For information relating to these workshops, please go to the [MCPA website](http://www.micareerplacement.org) at www.micareerplacement.org.