

Getting Started Checklist for Employers

For Work-Based Learning (WBL)

- Determine your level of commitment and engagement, including:
 - Duration of involvement (i.e., 1 year or long-term commitment)
 - Location of experience or collaboration (at your work site or at the school)
 - Collaboration with program instructor or advisory committee
 - Ability to provide unpaid or paid experiences
 - Number of students you can offer WBL opportunities to over the duration of your involvement

- Identify where you need future skilled workers.
 - What tasks are important for future workers to learn?
 - What positions will you be filling in the next year?
 - How will those first year placements transition into the next 5–10-year position openings?
 - Where or for what tasks can you provide 10+ hours of work experience per week?

- Collaborate with your local [CEPD/CTE administrator](#), teacher, or work-based learning coordinator.
 - Share opportunities and requirements
 - Determine alignment of requirements to available student learners

- Identify an employee or supervisor available to assist, mentor, and supervise student learners.
 - Who will provide coaching and assistance to orient the student learner?
 - Who will be responsible for training, supervising, and evaluating student performance while at the worksite?

- Provide required documentation.
 - Proof of liability insurance and Workers' Compensation
 - Identify hours and schedule for student placement
 - Share list of possible tasks with work-based learning coordinator; review draft of training plan (when provided)

- Introduce school personnel to work site.
 - Provide a tour and information about the company to the teacher and/or work-based learning coordinator
 - Collaborate on completion of school safety checklist requirements
 - Consider participation on program advisory committee
 - Consider opportunities for teacher externships to strengthen knowledge of your business and connection to program curriculum

- Continue on-going dialogue
 - Discuss rules for placement
 - Ask questions as they arise