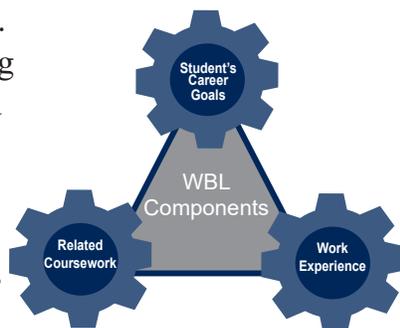


PARENTS' GUIDE TO WORK-BASED LEARNING

What is WBL?

Work-Based Learning (WBL) is a term for activities which link employers and schools to provide special learning experiences for students. These experiences focus on developing broad skills that apply knowledge and skills learned in the classroom to the real world. These work experiences can be paid or unpaid. Work-Based Learning helps students to find their career interests, assess their training needs, and develop the skills and attitudes necessary for paid employment. WBL seeks to help students find their passion and gives them the tools to pursue it. School credit will be given for these experiences.



WBL COMBINES YOUR STUDENT'S CLASSWORK PREPARATION, CAREER INTERESTS, AND AUTHENTIC ON-THE-JOB TRAINING TO BETTER PREPARE THEM FOR THE FUTURE.

The Mission of WBL

The mission of the Work-Based Learning Program is to assist in providing a highly trained, technologically sophisticated and career oriented young work force. This is accomplished by developing partnerships between business, industry, students, parents, school systems, coordinators,

and post-secondary institutions which will lead the participating student into meaningful careers. WBL seeks to provide assistance in the articulation of programs of study between high schools

and post-secondary institutions. WBL creates a system that is industry driven where employers help set occupational skills standards, collaborate on curriculum, provide work experience and work-



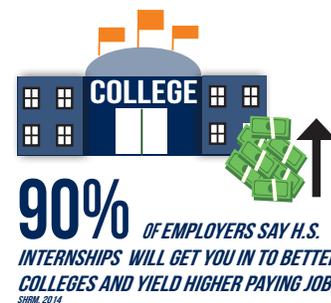
place mentors for students, and certify mastery of skills leading to the award of a skill certificate.

Why WBL?

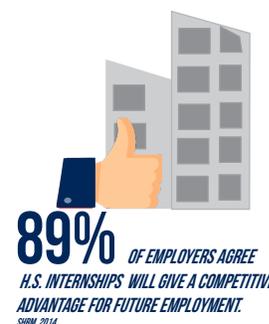
It is a changing world. Today's students face a number of new challenges in the future as young working adults. Many of these changes will be fueled by technological advances now prevalent in the business community.

Hall County's Work-Based Learning and Apprenticeship Program offers students an opportunity to gain skills in a workplace setting to enhance the student's

academic and future career goals. This valuable experience will better prepare students as they move directly into the workplace or continue their education at the post-secondary level.



90% OF EMPLOYERS SAY H.S. INTERNSHIPS WILL GET YOU IN TO BETTER COLLEGES AND YIELD HIGHER PAYING JOBS.
SHRM, 2014



Employers aid the student's education by assessing performance, creating relevant curriculum, and developing occupational skill standards specific to business and industry. No matter a student's plans for the future, the Hall

County Work-Based Learning Program offers real-world experience that will benefit students.

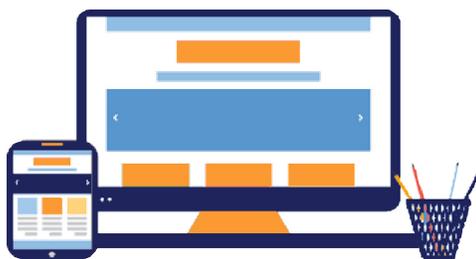


PARENTS' GUIDE TO WORK-BASED LEARNING

www.hallcowbl.org

What are Benefits of WBL?

- Develop workplace responsibility and positive work habits and attitudes
- Receive on-site experience with a workplace mentor
- Gain real-world experience which connects to your classwork
- Earn pay aligned with your knowledge and skills
- Obtain opportunities for leadership development
- Network with professionals in the field of interest
- Enhance professional and technical skill development
- Enjoy a flexible class schedule
- Build a more competitive and compelling resume
- Earn credit in your chosen pathway of study
- Receive a unit of school credit for each release period



- Earn honors credit **
- Build an online portfolio similar to college graduates **
- Participate in

- community service learning
- Match your career interests and aptitudes to the perfect profession
- Gain a competitive advantage over other applicants
- Be better prepared for post-secondary education
- Earn a cord for graduation *
- Works wonderfully with dual enrollment schedule

* Criteria must be met, see coordinator

** Honors criteria must be met, see coordinator

What are Others Saying?

“WBL is an incredible opportunity for students to learn alongside of practicing professionals to deepen their understanding of their chosen field along with gaining insight if their placement is aligned with their individual interests and passions before entering a university or technical college program.”

-Dr. Aaron Turpin, CBHS Parent

“My child has grown so much through this opportunity! He plans to stay on with his company this summer working full time and will be going to school to obtain his degree in construction management. Andrew greatly benefited from this experience.”

-Brenda Surles, NTHS Parent

“WBL is a true win-win situation across the board. The experiences help students make informed career choices, the schools improve their ability to prepare students and the businesses get additional help while developing potential future employees.”

-Alex George, Operations Director, PPG

“I sincerely believe that our partnership in WBL is the cornerstone of our workforce development efforts and the single most important human capital investment we can make for the future of our business.”

-Phil Sutton, Kubota

“WBL has been the highlight of my high school career. I have found my future employer and could not be happier.”

-Jackson Swafford, WTHS Student



PARENTS' GUIDE TO WORK-BASED LEARNING



In What Areas Can Students Work?

In the state of Georgia, there are 17 career cluster areas in which students can gain educational coursework. WBL can match students to careers in all fields of study. The cluster areas are as follows:

-  Agriculture, Food, & Natural Resources
-  Architecture & Construction
-  Arts, A/V Technology, & Communications
-  Business Management & Administration
-  Education & Training
-  Energy
-  Finance
-  Government & Public Administration
-  Health Science
-  Hospitality & Tourism

-  Human Services
-  Information Technology
-  Law, Public Safety, Corrections, & Security
-  Manufacturing
-  Marketing, Sales, & Service
-  Science, Technology, Engineering, & Math
-  Transportation, Distribution, & Logistics

It is important to remember students can have paid part-time positions, unpaid placements or both. For example, if a student has a job in retail but is interested in a career in the medical field, he or she can do both for WBL. Your coordinator will help facilitate the medical placement.

How are Students Graded?

The on-the-job experience WBL affords its students is the invaluable and most visible piece of the program; however, it is not the only aspect of the course. Students will learn professional skill development (soft skills) through a variety of means. Students will be responsible for complying with daily procedures, completing short but meaningful monthly assignments, submitting pay stubs and/or documented hours monthly and will be evaluated by employers/mentors and the WBL Coordinator. Live grades are recorded in Canvas and will be posted to Infinite Campus each nine weeks.



PARENTS' GUIDE TO WORK-BASED LEARNING

Program Expectations Students

WBL is a wonderfully unique opportunity all students can benefit from. Due to the off-campus nature, it is imperative that ALL students comply with ALL rules and guidelines to remain in the program. Failure to do so will result in disciplinary action and possible removal from WBL. To get the maximum benefit from the program, students are expected to:

- Report to work/internship everyday as scheduled by the employer/mentor
- Sign in/out everyday with the coordinator
- Notify the employer/mentor AND the coordinator ASAP if absences cannot be avoided
- Leave school campus during the WBL release period promptly unless prior approval has been given by the coordinator to stay (assemblies, pep rally, etc.)
- Schedule all appointments outside of the WBL release period
- Complete all monthly assignments on time
- Return all paperwork fully completed on time
- Communicate all changes in work schedules with coordinator
- Consult coordinator before changing jobs or placements. Speak with coordinator if there is a problem at work before quitting. We can help. Under no circumstance should you just stop attending
- Remain employed/interning for the entirety of the school year. Temporary exceptions exist, speak to your coordinator
- If you are terminated for any reason, you MUST let your coordinator know immediately
- Sign up for Remind 101, etc. and have notifications on
- Comply with all policies of the workplace in a professional manner



employer. Students may report at different times from their WBL release period but still must leave school as scheduled to work on school work

- Understand your student's conduct may impact WBL's ability to use his/her placement site as a site for students in the future. Please remind them they represent you, WBL and their school
- Read and understand all paperwork given to you and your child. Contact your coordinator with questions

FAQ's

- **How do I get to work/my internship?**
Students must provide reliable transportation daily.
- **How many WBL periods can I take?**
Juniors may take 1-3 courses of WBL; Seniors may take 1-4 courses upon approval.
- **When do I take WBL?**
Courses must be taken in either the morning, afternoon or a combination but not the middle of the day unless paired with dual enrollment. Ex. 1&7, 1-3, 5-7, 1,6&7 but not 1,3,7.
- **How many hours do I need for full credit?**
Students must work/intern an average of one hour per school day for each release period to earn full credit for hours.
- **I have a paid job, can I use it for WBL?**
Yes, if it is related to coursework. The purpose of WBL is to help students find their future career. Students can have a paid job and an internship related to his/her career goals.
- **Can I use my paid job to count for WBL hours even if I have an internship?**
Yes, if students do not get enough hours through the internship, they can supplement with paid hours.
- **What if I can't work for a few days or weeks?**
If a student is temporarily out of work due to extenuating circumstances, alternatives may be provided to earn hours. Speak to your coordinator.
- **What if I don't have a job or related internship?**
Coordinators will help secure an unpaid placement.
- **What if I have to get paid?**
The student should work to secure paid jobs on his/her own. The coordinator may help provide leads but we do not guarantee paid positions.
- **Can I get paid in healthcare?**
Most healthcare positions are unpaid due to lack of credentials.

Parents

- Encourage your child to handle moderate issues with supervisors and coordinator before getting involved
- Monitor student grades in Canvas as an observer
- Understand work/intern schedules are set by the