



**A guide for
Industry and Educators
for
Work-Based Learning**

Hawai'i Work-Based Learning Continuum for Career, College, and Community Readiness

The Hawai'i Work-Based Learning Continuum builds students' academic skills, life skills, and experience as they progress from learning ABOUT work to learning THROUGH and FOR work that connects to their career, college, and community goals.



About The Guide



This guide is meant to be a resource for employers and educators in the state.

Includes:

- Common Framework
- Vision
- Success Criteria
- Common Terminology

Note: This guide and its contents have been created to give general guidance and does not offer legal opinion. Employers and educators are encouraged to continue to consult with their own legal and insurance providers if specific questions arise. Student safety is everyone's number one priority.

Hawaii is experiencing unprecedented collaboration between educators and employers to prepare students for college and career success. Having a unified vision and success criteria are critical to our efforts. This Statewide Work-Based Learning Success Criteria guides how work-based learning programs and experiences are designed so Hawai'i students are able to equitably access engaging experiences that are aligned to their pathways.

Purpose

Definition

Work-based learning bridges the gap between school and in-demand, high-skill careers in Hawaii. WBL activities begin as early as elementary school and continue through post-secondary education. Through structured employer engagement, WBL helps students build on their classroom-based instruction by developing and strengthening technical skills and employability skills in preparation for future careers.

Elevator Pitch version:

Work-Based Learning is an educational strategy which aligns the student learning experience and the needs of employers by allowing students to strategically interact with careers.

Vision

Hawai'i Work-Based Learning provides all students access to opportunities to apply progressive, relevant technical and employability skills in order to prepare them for further education and sustainable careers.



Success Criteria

Equity and Access

Ensure all students have access to high-quality work-based learning experiences within their chosen pathway.



Success Criteria

Alignment

Ensure all student work-based learning experiences are aligned to promoted pathway curriculum at the high school and post-secondary levels.



Success Criteria

Engagement

Ensure all work-based learning agreements between education and industry partners reflect diverse employer engagements across all promoted pathways and provide high-quality work-based learning experiences for students and employers.





The **BEST** Benefits to Supporting Work-Based Learning

Benefits to Employers

- **Brand:** Participation in Work-Based Learning communicates the commitment of the employer to the community and shows their support of education
- **Enthusiasm:** Work-Based Learning participants are learning the cutting edge of the trade and they bring their skills and excitement for the profession to the workplace
- **Succession:** Work-Based Learning Participants are able to see possible career ladders and other options for their futures
- **Talent:** Work-Based Learning Participants become a part of the regional talent pipeline to help employers find and retain qualified employees

Activities Pages



Traini



Teacher Externship

Provide job shadowing or similar work experience that will increase the teachers' ability to bring workforce practices and policies into the classroom



Youth Apprenticeship

A structured program that allows students to combine academic skills and classroom instruction with work experience based on state youth apprenticeship guidelines
Registered apprenticeships most often operate under the USDOLETA, Office of Apprenticeship



Audition / Portfolio Reviews

Evaluate student presentations or projects. Provide constructive, actionable feedback regarding student mastery of targeted competencies.



Performance-Based Assessment

Work with teachers to develop a scenario or industry-based problem where students can apply pathway content knowledge, skills, and strategies to design and present possible responses, solutions, and/or products



School Based Enterprise

Help prepare students to transition from high school to work or post-secondary education by providing on-campus work experience in a simulated environment. Typically run by students on the school's campus with industry mentors

according to the educational institution's guidelines.

Prepara



Judge / Panel Member

Evaluate student presentations or projects. Provide constructive, actionable feedback regarding student mastery of targeted competencies.



Career Coach

Offer support, guidance, and motivation to students as they explore careers and enter the world of work.



College Visits

In-depth visits to colleges linked to specific information about education and/or training requirements for entry into a career within a pathway

Explora

Awareness Level Activities



Guest Speaker / Workplace Visit

Visit a school and share expertise and experiences with students and/or teacher in a classroom or larger group setting



Mock Interviews

Conduct mock job interviews / performance reviews of students and provide feedback on their performance



College / Career Expo

Students learn about career options, entry requirements, and advancement opportunities directly from industry professionals



Regional Pathway Connections (Elementary through Post-Secondary)

Connecting elementary and/or middle school students with high school and/or post-secondary students in the aligned pathway



Community Services

Provide students with an opportunity to assist with the implementation of a corporate/charity event



FAFSA Events

Assist families of students in completing the *Free Application for Federal Student Aid (FAFSA)* to apply for financial aid for college or graduate school



Special Campus Events

Provide volunteers, resources, networking, etc. to schools for school-level special events

interest and long-term goals

Activities Pages

Guest Speakers and Workplace Visits

(Elementary, Middle School, High School, Post-Secondary)

**focus and depth varies with grade level*

On campus or virtual

Students learn about specific industries/organizations by either visiting worksites or hosting a guest speaker in school. These opportunities allow time for students to learn from professionals by asking questions to learn more about the workplace.

These visits can be done in-person or through a virtual platform.



**½ to 2
hours**



Few staff

Goals

- ✓ Expose students to the wide range of career options available in your company/organization
- ✓ Explain the training and schooling necessary for entry into the field
- ✓ Share information and expectations of a professional workplace (dress code, workplace culture, etc.)
- ✓ Encourage students to ask questions and learn more about getting hired and advancing in different careers

Preparation

- Coordinate with host teacher(s)/school to ensure that examples, vocabulary, and any planned activities are age appropriate
- Arrange any media needs with the host teacher in advance
- Discuss logistics and safety requirements with educational institution point of contact

Follow-up

- Host teacher can gather any additional student questions for follow-up
- Debrief with your team and provide feedback to host teacher/point of contact
- Debrief with host teacher/point of contact and arrange for other ways that the school and organization can work together to support student interest and learning

Activities Pages

Guest Speakers and Workplace Visits

(Elementary, Middle School, High School, Post-Secondary)

**focus and depth varies with grade level*

On campus or virtual

Students learn about specific industries/organizations by either visiting worksites or hosting a guest speaker in school. These opportunities allow time for students to learn from professionals by asking questions to learn more about the workplace.

These visits can be done in-person or through a virtual platform.

Activities Pages



**½ to 2
hours**



Few staff

Activities Pages

Goals

- ✓ Expose students to the wide range of career options available in your company/organization
- ✓ Explain the training and schooling necessary for entry into the field
- ✓ Share information and expectations of a professional workplace (dress code, workplace culture, etc.)
- ✓ Encourage students to ask questions and learn more about getting hired and advancing in different careers

Activities Pages

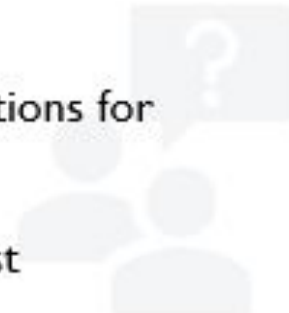
Preparation

- Coordinate with host teacher(s)/school to ensure that examples, vocabulary, and any planned activities are age appropriate
- Arrange any media needs with the host teacher in advance
- Discuss logistics and safety requirements with educational institution point of contact

Activities Pages

Follow-up

- Host teacher can gather any additional student questions for follow-up
- Debrief with your team and provide feedback to host teacher/point of contact
- Debrief with host teacher/point of contact and arrange for other ways that the school and organization can work together to support student interest and learning



Activities Pages

Guest Speakers and Workplace Visits

(Elementary, Middle School, High School, Post-Secondary)

**focus and depth varies with grade level*

On campus or virtual

Students learn about specific industries/organizations by either visiting worksites or hosting a guest speaker in school. These opportunities allow time for students to learn from professionals by asking questions to learn more about the workplace.

These visits can be done in-person or through a virtual platform.



**½ to 2
hours**



Few staff

Goals

- ✓ Expose students to the wide range of career options available in your company/organization
- ✓ Explain the training and schooling necessary for entry into the field
- ✓ Share information and expectations of a professional workplace (dress code, workplace culture, etc.)
- ✓ Encourage students to ask questions and learn more about getting hired and advancing in different careers

Preparation

- Coordinate with host teacher(s)/school to ensure that examples, vocabulary, and any planned activities are age appropriate
- Arrange any media needs with the host teacher in advance
- Discuss logistics and safety requirements with educational institution point of contact

Follow-up

- Host teacher can gather any additional student questions for follow-up
- Debrief with your team and provide feedback to host teacher/point of contact
- Debrief with host teacher/point of contact and arrange for other ways that the school and organization can work together to support student interest and learning

Next Steps

College and Career Advising and Counseling and for their futures.

and employability skills they have learned in a safe,

and Community Readiness

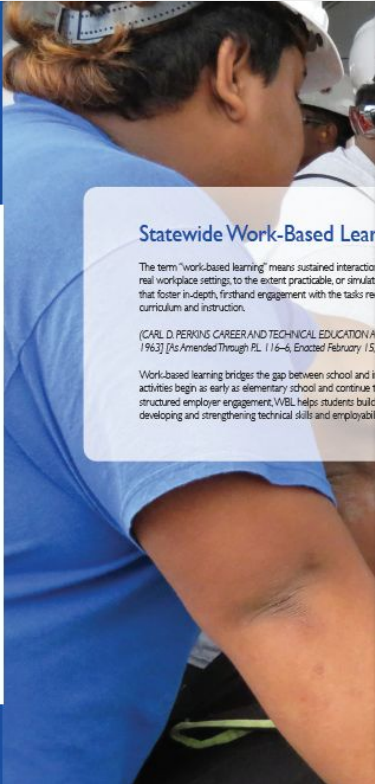
As work experiences as the program focus on career, college, and community goals.

Work-Based Learning

VISION

- 80% of students are more engaged and prepared for work and life after graduation.
- 90% of employers strongly indicate interest in college and career and results in a 5% increase in employer-recognized certification and college credits.
- Increased rates of high school graduation, college enrollment, and higher employment rates.
- 90% of employers are helping prepare exceptional local graduates in high-demand career fields.
- Students develop and demonstrate career, college, and workforce readiness skills for postsecondary success.
- Local and global workforce skills and employability are enhanced.
- 100% of work-based learning programs aligned by career, college, and community success.

Version: 2020.02.10

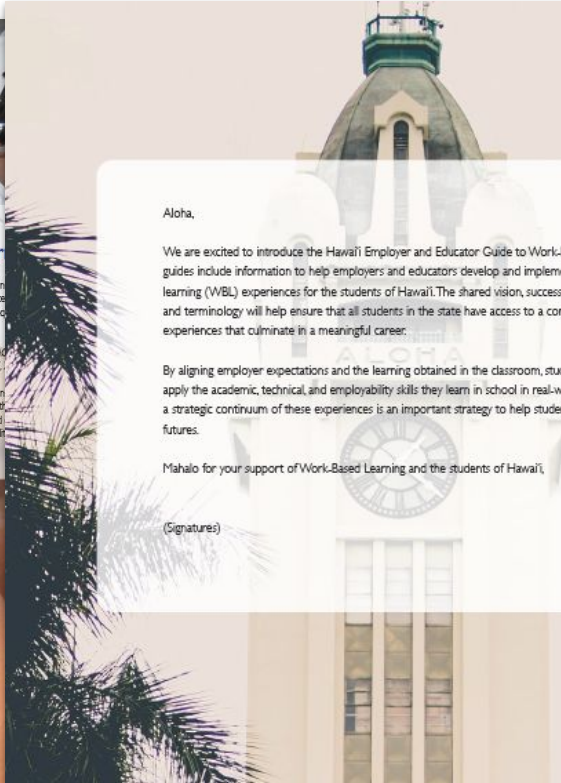


Statewide Work-Based Learning

The term "work-based learning" means sustained interaction in real workplace settings, to the extent practicable, or simulations that foster in-depth, firsthand engagement with the tasks, real curriculum and instruction.

(CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 1990) [As Amended Through PL 116-6, Enacted February 15, 2019]

Work-based learning bridges the gap between school and in activities begin as early as elementary school and continue through structured employer engagement, WBL helps students build, developing and strengthening technical skills and employability



Aloha,

We are excited to introduce the Hawai'i Employer and Educator Guide to Work-Based Learning (WBL) experiences for the students of Hawai'i. The shared vision, success criteria and terminology will help ensure that all students in the state have access to a continuum of experiences that culminate in a meaningful career.

By aligning employer expectations and the learning obtained in the classroom, students apply the academic, technical, and employability skills they learn in school in real-world activities. This strategic continuum of these experiences is an important strategy to help students build their futures.

Mahalo for your support of Work-Based Learning and the students of Hawai'i.

(Signatures)



Next Steps

eyagi@hawaii.edu