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

### Awareness
Awareness activities are one-time events that expose students to a wide range of career, college, and community options available to them.

**EXPERIENCES DEFINED BY:**
- One-time interaction with business/community partner(s), often for a group of students
- Designed primarily by adults to broaden the awareness of students to a wide variety of careers and occupations

**EXAMPLES:**
- Workplace tour/field experience
- Classroom guest speaker
- Community service projects
- Elementary through Post-Secondary regional pathway connections
- College and career fair/expo
- Mock interviews

### Exploration
Exploration activities go beyond one-time experiences. They strengthen student understanding of the connection between classroom learning and "real-life" applications.

**EXPERIENCES DEFINED BY:**
- Multiple interactions or rigorous one-time experiences with business/community partner(s) for a single student or small group
- Personalized to connect to emerging student interests
- An active student role in selecting and shaping the experiences
- Increased depth in a particular career field
- Building the skills necessary for in-depth WBL

**EXAMPLES:**
- Job shadowing
- Informational interviews
- Career/collage advising
- Project presentations to industry professionals

### Preparation
Preparation activities give students extended, supervised opportunities to develop readiness skills for work and life.

**EXPERIENCES DEFINED BY:**
- Supervised direct interaction with business/community partners over time
- Application of skills transferable to a variety of careers
- Activities that have value beyond success in the classroom
- Learning for student and benefit to business/community partner are equally valued

**EXAMPLES:**
- Internships
- School-industry projects
- Extended service learning projects
- School-Based Commercial Enterprise (SBCE) (Student-run)
- Performance-Based Assessments
- Industry Recognized Certifications (IRC) preparation
- Audition/Portfolio

### Training
Training opportunities prepare students for entry or advancement in specific careers or post-secondary degree programs.

**EXPERIENCES DEFINED BY:**
- Monitored interaction with business/community partner(s) over extended period of time
- Developed mastery of occupation-specific skills
- Completion of certifications or other requirements of a specific range of occupations
- Benefit to business/community partner and learning for student are valued

**EXAMPLES:**
- Apprenticeship
- Clinical experience
- Internship linked to the training requirements for entry into a job career
- coursework that leads to earning college credit
- Learning on IRC

### Work-Based Learning Vision:
1. K-12 students are more engaged and prepared for each step in their educations
2. CTE pathways prepare students equally for college and career, and increase the % of high school students that graduate with industry-recognized certificates and college credits
3. Increased rates of high school graduation, college enrollment, and degree completion rates
4. WBL is informed by real-time labor market information
5. Hawai'i employers are helping prepare exceptional, local employees in high-demand career fields
6. Students develop and demonstrate concrete "life skills" identified as crucial for postsecondary success
7. Students develop and demonstrate local and global leadership skills (HIDOE Ns Hopena A'o outcomes)
8. HIDOE meets school design goals of powerful applied learning practices aligned to career, college, and community success

School-community partnerships ensure that Hawai'i youth are prepared for their next steps after high-school graduation.
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
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.
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
Guest Speakers and Workplace Visits
(Elementary, Middle School, High School, Post-Secondary)

On campus or virtual
Students learn about specific industries/organizations by either visiting workplaces 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.

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

½ to 2 hours
Few staff
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*Focus and depth varies with grade level

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Next Steps

Statewide Work-Based Learning

The term "work-based learning" refers to instruction in the classroom and in the workplace that centers on the development of knowledge and skills. Work-based learning can also refer to the engagement of students in their community, work, or school through projects, internships, and other activities. Work-based learning is a key part of preparing students for success in the workplace and can help them develop the skills they need to succeed in their chosen field.

We are pleased to introduce the Work-Based Learning Guidelines for Industry and Educators. These guidelines provide industry and educators with a framework for implementing work-based learning in their programs. The guidelines include information on the benefits of work-based learning, how to design and implement work-based learning programs, and examples of successful programs. We hope that these guidelines will help you to develop effective work-based learning programs that prepare students for success in the workplace.

Ah, the beauty of work-based learning! It's all about connecting the dots between what you learn in the classroom and what you need to succeed in the real world. By doing so, you're not just learning theory; you're learning practical skills that are transferable to any job setting. It's a win-win for everyone involved.

By aligning employer expectations and the learning obtained in the classroom, students are better prepared to apply the academic, technical, and employability skills they learn in school in real-world settings. A strategic continuum of these experiences is an important strategy to help students achieve success.

Mahalo for your support of Work-Based Learning and the students of Hawaii.

(Signature)
Next Steps

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