

# UPPER BUCKS COUNTY TECHNICAL SCHOOL

SECTION: PROGRAMS

TITLE: WORK-BASED LEARNING

ADOPTED: December 20, 2007

REVISED: June 20, 2013

115. WORK-BASED LEARNING	
1. Purpose	The Joint Operating Committee sponsors and maintains a School-to-Work Program to provide work-based learning to students.
2. Authority Title 22 Sec. 4.31, 11.8, 11.28	The Joint Operating Committee shall approve and support work-based programs and shall supervise the nature and conduct of student placements.
3. Definitions SC 1801, 1850.1 Title 22 Sec. 4.3	<p><b>Capstone Cooperative Education</b> – a method of instruction that blends school and workplace learning and is tied to career and technical education. <b>Workplace learning</b> is defined as experiential activities that engage the student in learning and prepare young people for the world of work. Through the assistance of the Cooperative Education Coordinator, students are assigned to an approved worksite. At the worksite, students work directly with a supervisor or mentor to observe, assist, and accomplish work tasks. Students receive credit for their work experience.</p> <p><b>Diversified Occupations (DO)</b> – a career and technical high school program of study in which students are given supervised work experience in any one of a variety of occupations combined with related classroom instruction.</p> <p><b>Job Shadowing</b> – structured visits to worksites to acculturate students to the world of work whereby students are paired with one or more employees during the experience.</p>
4. Guidelines	<p><u>Capstone Cooperative Education</u></p> <p>Capstone Cooperative Education shall be planned and implemented as a method to assist students in their transition from school to work; it shall be planned and implemented in accordance with the student’s declared career objective and in concert with predetermined, expected academic and occupational learning outcomes.</p>

<p>29 U.S.C.A. § 206 43 P.S. §§ 333.101- 333.115</p>	<p>The Capstone Cooperative Education program shall be planned in accordance with the stated career or occupational objectives of the student and include:</p> <ol style="list-style-type: none"> <li>1. Related learning experiences held at a school-approved work station.</li> <li>2. A training plan and a training agreement developed with the employer and available on file with both the school entity and the employer. The training agreement and training plan must be signed by the student, parent/guardian, school officials and cooperating employer.</li> <li>3. Payment of the existing legal wage when applicable under section 206 of the Fair Labor Standards Act of 1938.</li> <li>4. Provision for administration and supervision by school staff members in cooperation with the employer.</li> <li>5. A minimum of one onsite student evaluation by a certified teacher for on-the-job activities per month.</li> <li>6. At least 45-minutes per week, or 90-minutes every other week, for students to meet with their vocational instructor to discuss job problems and related information.</li> <li>7. Credit for cooperative vocational education work experience.</li> <li>8. A certified teacher coordinating the program.</li> <li>9. Compliance with Federal and State Statutes.</li> <li>10. Insurance protection for both the school and the students.</li> <li>11. A training plan detailing the types of on-the-job, work-based experiences and sequentially anticipated learning outcomes the student will complete.</li> </ol> <p><u>Diversified Occupations</u></p> <p>Diversified Occupations program is planned in accordance with the student’s stated career objective and include:</p> <ol style="list-style-type: none"> <li>1. Work-based learning experiences held at a school-approved worksite.</li> </ol>
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2. A training plan and a training agreement developed with the employer and available on file with both the school entity and the employer. The training agreement and training plan must be signed by the student, parent/guardian, school officials and cooperating employer.
3. School-based, academic and career-specific instruction.
4. Students participating in the Diversified Education program must meet with the Cooperative Education Coordinator for at least one 40-minute period per week.
5. A minimum of one onsite student evaluation by a certified teacher for on-the-job activities per month.
6. Payment of the existing legal wage.
7. Provision for administration and supervision by school staff members in cooperation with the employer.
8. Provision of worksite supervision by an experienced person, and the student has had an opportunity to perform a variety of work assignments.
9. A certified cooperative education teacher-coordinator to manage the program.
10. Provision for coordination of worksite activities of at least one-half hour per week per student, including worksite visits and observations, as well as preparation for the related in-school instruction.
11. Students shall be legally employed a minimum of 15 hours per week during the school year. Graduation credits can be awarded for hours worked outside of school hours.
12. Students shall be legally employed a minimum of 150 school days to be eligible for PDE reimbursement.
13. Recognition and high school credit for the student's participation in the cooperative education diversified occupations program.
14. Compliance with federal and state statutes.
15. Insurance protection for both the school and the students.
16. The program must meet the minimum requirement of 720 hours for a two-year sequence program and these hours must occur during the school day.

<p>5. Delegation of Responsibility</p>	<p><u>Job Shadowing</u></p> <p>The Job Shadowing program provides a structured opportunity for students to explore occupations. Planning for this program will include:</p> <ol style="list-style-type: none"><li>1. All job shadowing experiences will be coordinated by the Cooperative Education Coordinator.</li><li>2. A job shadowing agreement signed by the student, parent/guardian, school official, and cooperating workplace mentor and includes student expectations and worksite expectations.</li><li>3. The adherence to the following criteria to ensure the student is NOT an employee:<ol style="list-style-type: none"><li>a. The training is similar to that which would be given in the career and technical school.</li><li>b. The training is for the benefit of the students.</li><li>c. The students do not displace regular employees and are under the direct supervision of a full-time employee.</li><li>d. The employer that provides the experience derives no immediate advantage from the activities of the students, and on occupation the operations may actually be impeded.</li><li>e. The students may not be considered a prospective employee at the conclusion of the training period.</li><li>f. The employer and the students understand that the students are not entitled to wages for the time spent in training.</li></ol></li><li>4. Students are afforded liability insurance through the school's institutional policy which provides coverage for educational activities off our premises.</li></ol> <p>The Executive Director or designee shall be responsible for developing administrative regulations which ensure that students participating in school-to-work opportunities are not exploited, illegally employed, or employed under conditions that fail to safeguard their health and safety.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1801, 1850.1</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.3, 4.31, 11.8, 11.28</p>
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