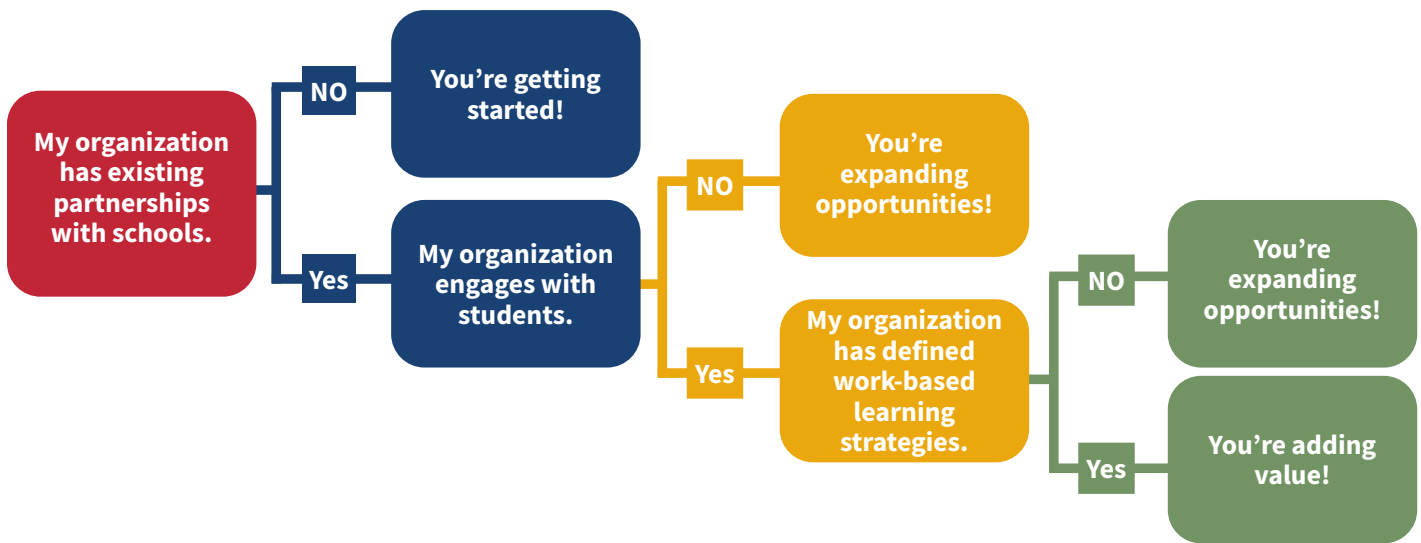


DESIGNING WORK-BASED LEARNING AND CAREER EXPLORATION ACTIVITIES

Use this companion worksheet in conjunction with the Employer Guide to Work-based Learning to develop or expand the organization’s work-based learning options.

Once you have identified your starting point, review those sections of the guide and return to this worksheet to begin planning the organization’s work-based learning options.

Identifying a Starting Point



1) Brainstorm

Use the ALL sections of the Employer Guide to Work-based Learning for this section.

What are the activities the organization is considering?

2) Answering Key Questions:

Use the relevant organization information for this section.

Questions to Consider	Answers
Does the organization currently employ students?	
What are the organization’s top workforce needs?	
Where are the most projected openings going to be?	
Who could participate on an internal team to design these student experiences?	
Does the organization have a budget (including time and talent) it could put toward these student experiences?	

Is the organization ready to plan an internship or other work-based learning experience for students? Or is the organization looking to start with a career exploration activity?

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3) Create Common Goals for Success

Use ALL sections of the *Employer Guide to Work-based Learning* and relevant organization information for this section.

Has the organization set specific goals for the following:

- » Participating in career exploration activities for students?
- » Designing and implementing work-based learning experiences?

YES OR NO

COMMENTS

Use this section to document the organization's goals and information related to the organization's work-based learning strategy.

Questions to Consider	Answers
Describe the organization's work-based learning strategy. If the organization plans to host student interns, focus on that activity.	
What is the number of students to be served?	
What is the timeline for hiring student interns?	
How will the organization measure the success of the experience?	
Who will be the key partners?	
Funding Considerations (if applicable)	
What is the total amount required to fund the project?	
What will be the hourly wage for student interns? Remember, experiences can be paid or unpaid.	
Implementation Considerations	
Who is/are the overall project manager(s)? Include relevant contact information.	
How will the project team(s) communicate progress?	

4) Align Partners

Use the “Tips for Getting Started and Who Can Help” section of the Employer Guide to Work-based Learning for this section.

Which of the following steps has the organization taken to align partners toward a common goal:

	YES OR NO	COMMENTS
» Connected with school, career center or institution leaders about ideas and goals:		
» Engaged other community or business partners to communicate the organization’s goals and leverage partnerships to achieve them:		

5) Create a Thorough Plan

Use ALL sections of the Employer Guide to Work-based Learning, with a special focus on “Preparing Students for the Experience” and relevant organization information for this section.

Has the organization taken these steps to make a high-quality experience?

	YES OR NO	COMMENTS
» The organization has considered the ideas presented in the checklist below.		

Steps to Take	Ideas
Determine the job description for each work-based learning experience.	
Identify the main mentor for the student.	
Promote the work-based learning opportunities.	
Develop the selection and hiring processes.	
Plan an orientation for each student.	
Determine the schedule for each student.	
Develop the learning agreement.	
Consider the organization’s welcoming strategies.	
Determine a start date.	

These suggestions are most relevant to internship, apprenticeship and other job site placement work-based learning experiences. Work with the organizations education partners to develop a thorough plan for other types of Work-based Learning!

6) Consider Inclusivity

Use the “Creating an Inclusive Experience” sections of the Employer Guide to Work-based Learning and relevant organization information for this section.

Has the organization taken steps to make this a high-quality experience?

YES OR NO

COMMENTS

- » The organization has considered inclusive hiring practices.

7) Continue to Expand the Organization’s Reach

Use the Adding Value section of the Employer Guide to Work-based Learning and relevant organization information for this section.

Things to consider...	Ideas
Is there an opportunity to develop registered pre-apprenticeship and apprenticeship experiences?	
Is there an opportunity to work with additional education partners to expand?	
Is there an opportunity to increase the number of students involved?	
What other types of Career Connections or Work-based Learning experiences and activities could the organization develop?	

8) Set your goals and make a plan!

Use the information you have identified in steps 1-7 for this section.

Goal 1: Specific, Measurable, Attainable, Realistic, Timely		
<i>(goals may be related to establishing or expanding the organizations Work-Based Learning strategies)</i>		
Steps to reach Goal 1:	Person Responsible:	Ideal Completion Date:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Goal 2: Specific, Measurable, Attainable, Realistic, Timely

(goals may be related to establishing or expanding the organizations Work-Based Learning strategies)

Steps to reach Goal 2:	Person Responsible:	Ideal Completion Date:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Goal 3: Specific, Measurable, Attainable, Realistic, Timely

(goals may be related to establishing or expanding the organizations Work-Based Learning strategies)

Steps to reach Goal 3:	Person Responsible:	Ideal Completion Date:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Goal 4: Specific, Measurable, Attainable, Realistic, Timely

(goals may be related to establishing or expanding the organizations Work-Based Learning strategies)

Steps to reach Goal 4:	Person Responsible:	Ideal Completion Date:
1.		
2.		
3.		
4.		
5.		
6.		
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