

Scaling Work Based Learning Programs

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EASTLAND-FAIRFIELD
CAREER & TECHNICAL SCHOOLS

TRANSEO
TRANSFORM YOUR FUTURE



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5 years in Education and Edtech



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26 years in Education and CTE



Groveport, OH



Ohio University

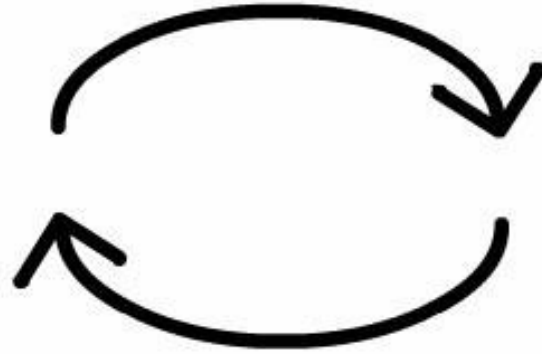
What do you think it means for a student to be career ready, today?



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**NEED EXPERIENCE TO GET
JOB**



NEED JOB TO GET EXPERIENCE



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Paradigm Shift: A New Focus

What's Your 'E'?

ENLISTMENT

- Military Commitment

ENROLLMENT

- Technical Training
- Community College
- University

ENTREPRENEURSHIP

- Business Ownership

EMPLOYMENT

- Gainful Employment



Work-Based Learning:

A Student Success Measure

Why prioritize work-based learning experiences for students?



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4 Key Elements to Scale a Successful WBL Program



Business/Industry Partners

- CTE Instructors
- Advisory Members



CTE Instructional Alignment

- Training Plan
- Connecting Dots



Seamless Processes

- Understand State Requirements
- Clear Guidelines + Expectations
- Key Players



Continuous Training

- Staff
- Business Partners
- Students

What challenges have you
encountered engaging business
partners?



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Engaging Business Partners



MENTOR TRAINING

Mentorship

- Expectations and Requirements for mentoring students
- Every 6 months

Instructor Connection

- Roles
- Responsibilities



CALENDAR OF EVENTS

Early Scheduling

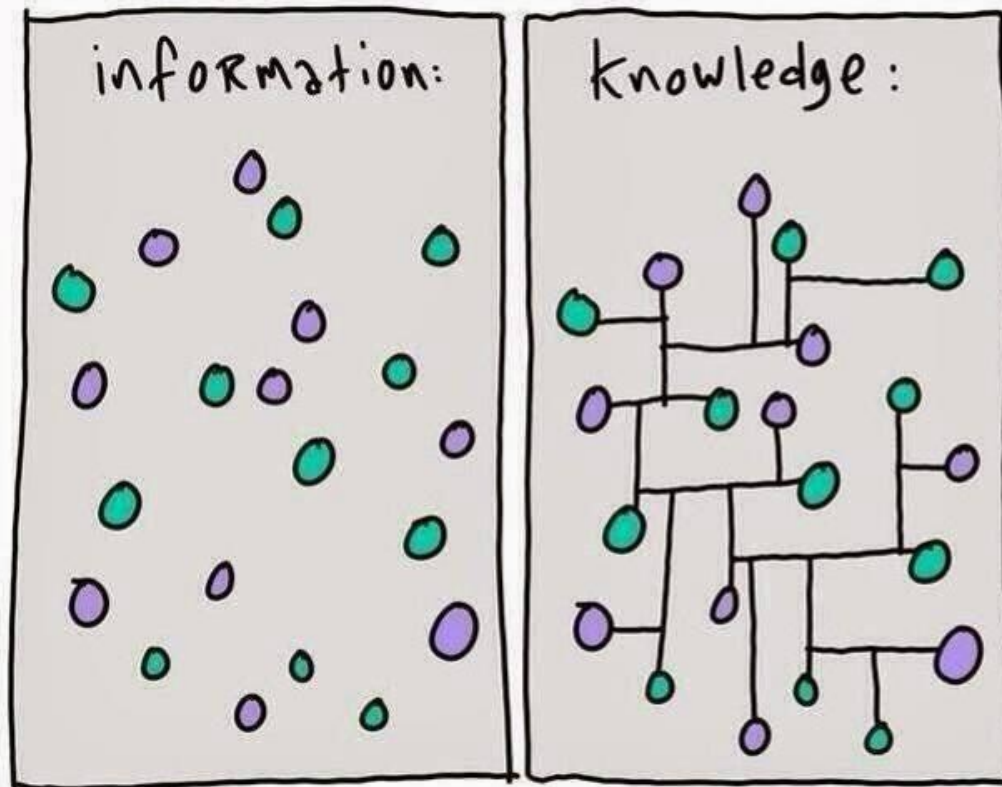
- In-house Events
- Job Shadows
- Advisory Meetings
- Mock Interviews
- District-wide Marketing



ROI

Grow your Workforce

- Specialized Training
- Employee Retention
- Expand company & industry knowledge



@gapingvoid





Aligning CTE Instruction with WBL Placements

- Differentiation
- More than an assignment
 - Student-led
 - Mentor-guided
- More than a CTSO competition
- Flexible yet effective
 - Work-Based Learning Categories
- Intentional Placements

Does your district have guidelines to establish work-based learning experiences?



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Streamlining Processes for Success

- Understand your State Guidelines + Requirements
- Simplify paperwork to eliminate confusion & save time/effort
- Create clear & concise student eligibility requirements & expectations
- Design efficient processes for business partners to eliminate frustration
- Define the roles + responsibilities of your key players
- Avoid Complicated Processes that Confuse Stakeholders

Define Your Processes



EXPECTATIONS

Students

- Requirements for Work-Based Learning Participation
- Expectations for students completing work-based learning for course credit

CTE Instructor

- Roles
- Responsibilities



"PAPERWORK"

Agreements

- Business Partnership Agreements
- Job Site Evaluation
- Eligibility Requirement Checklists
- Learning Agreements
- Training Plan

Evaluation

- Mentor evaluations



TRACKING

Requirements + Processes

- Who is responsible?
- How will you collect student work hours?

What processes have you implemented in your district to manage work-based learning experiences?

Training and Support

- **CTE Instructor Training**

- Processes
- Responsibilities
- Communication



- **Business Mentor Training**

- Alignment to course standards and competencies
- Responsibilities
- Evaluations
- Communication



- **Student Training**

- Requirements and Expectations
- Tracking work hours



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What are your district's strengths
and areas for growth in WBL?

3 Challenges to Scaling WBL

- **Alignment** of education and industry
- **Technology** to make collaboration possible
- **Change management** process to ensure everyone is successful



Eastland- Fairfield: Challenges & Victories



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- **Change Management:** Implementation completed at the same time for all district programs
- **Instructor Training:** Professional Development days, CTE meetings, Individualized meetings
- **Guidebook:** Clear instructions to outline state requirements, district expectations, and step-by-step process instructions
- **Continuous Support + Training for staff, students, & business partners**

Transeo: A WBL Management Tool



ENGAGE AND MATCH

Business Engagement

- Marketing webform
- Business partner database
- Advisory boards
- Business partner portal
- Intermediary management

Student Preparedness

- Career assessment
- Career exploration
- Pathway builder
- Employability skills
- Internship ready badge

Matching

- Job board
- Applicant tracking
- Matching
- Informational interview



ONBOARD AND MANAGE

Onboarding

- Workflow forms
- Training agreement
- Training plan
- Learning goals

Timekeeping

- Time tracking
- Approval workflows & signatures
- Paystubs
- Geo check-in
- Reflections



DEVELOP AND LAUNCH

Evaluation

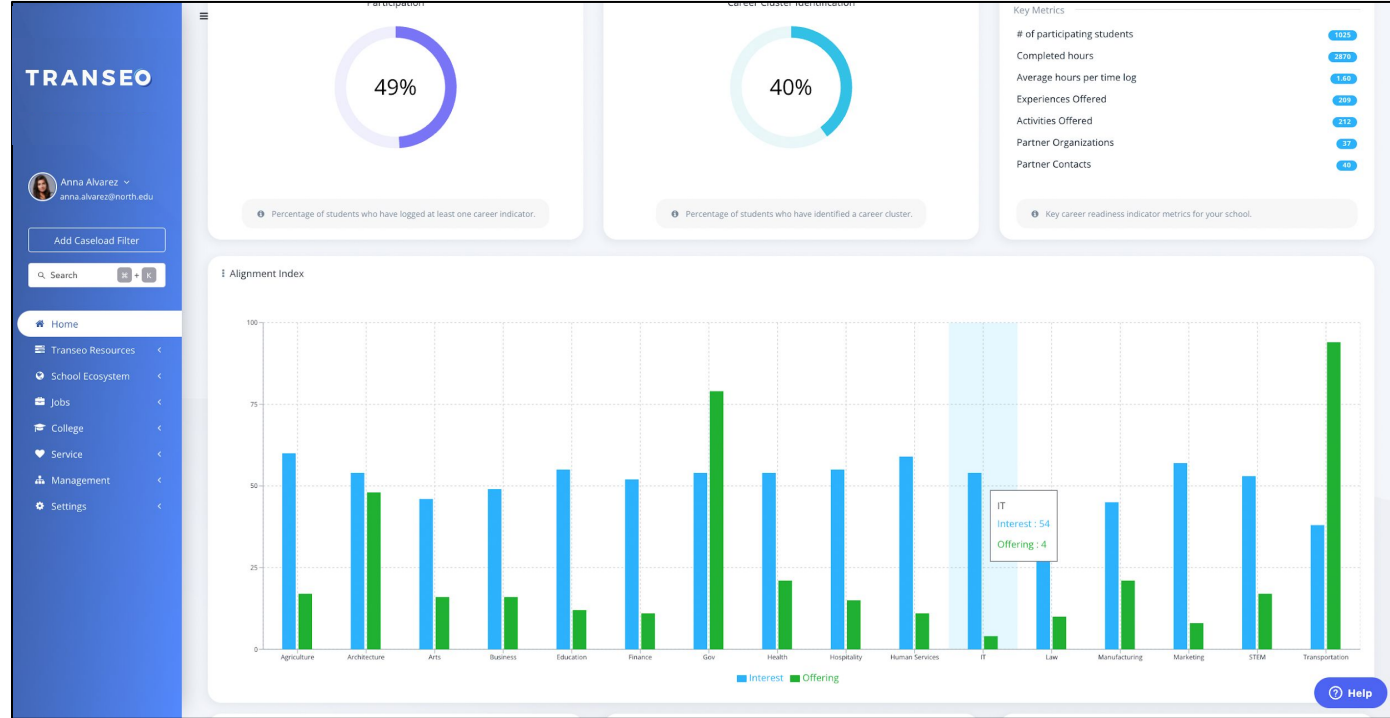
- Evaluations of learning goals and competencies
- Site visits
- Student and employer feedback

Portfolio Completion

- Badges and seals
- Launch badge on LinkedIn
- Employer recommendation
- Resume and portfolio update
- Credit and credentials earned
- WBL transcript

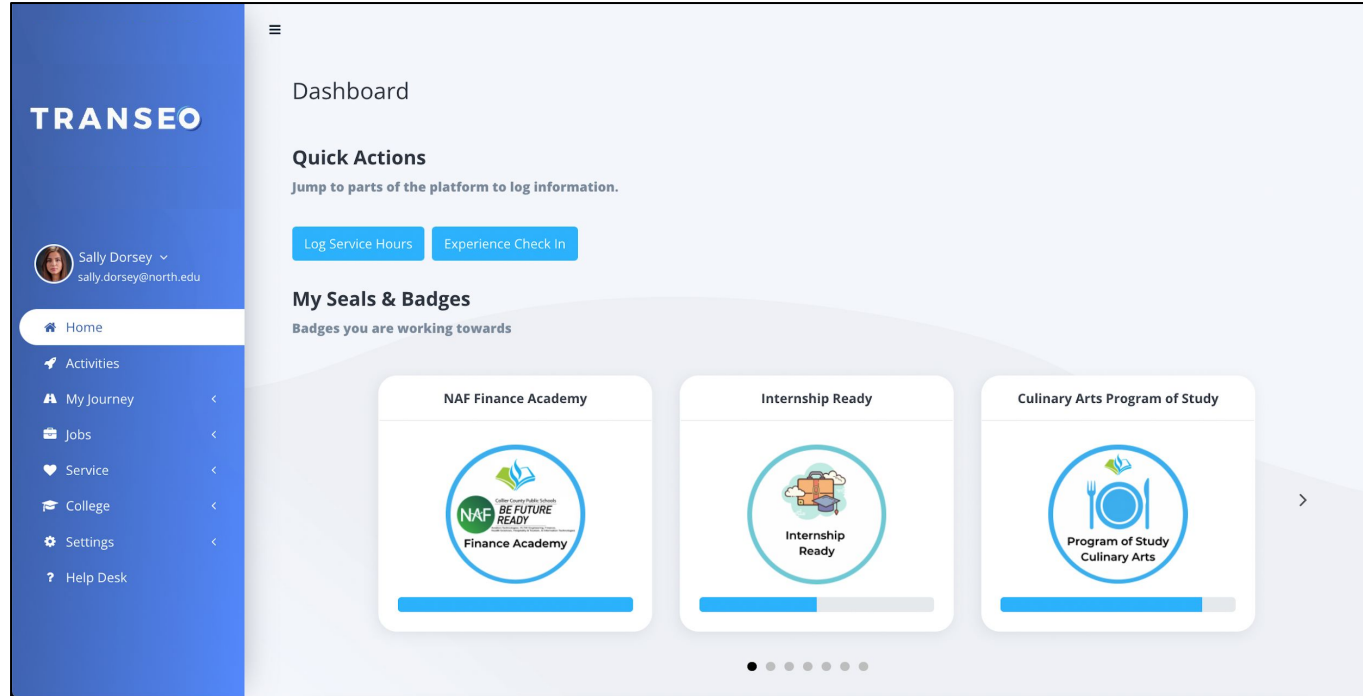
Admin dashboard

Track workplace experience offerings and the number of students interested in each career cluster.



Students easily view progress

Quick actions at the top of a students screen allow them to check-in for an internship.



Students easily
log time &
submit verification



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Ryan Hise
au23rhise@efcts.us

- Home
- Activities
- Tasks
- Jobs
- Reports

Manually Add Time Log

Date *

Start Time *

End Time *

Total Hours

[Close](#) [Save](#)

Please sign to acknowledge your submission of this pay period:

Submitting this pay period will also submit all of its associated time logs, totaling 24.00 hours.

Date	Hours	Geo Verified	Delete
03/07/2023	6	No	Delete
03/06/2023	6	No	Delete

Workflow forms

Complete and sign training agreements and other documents with ease.



Administrator Signature Date

01/19/2023

Administrator Name (Program Supervisor to Complete)

Joseph Gates

Files

- AG Training Plan

Print Form

Existing Signers

Showing 4 of 4 Results

Views

Name	Role	Signature	Organization	Submitted
Rodney Miller	Branch Service Manager		Pinske	1/19/2023
Owen Stanton	Student		N/A	1/19/2023
Kate	Parent		N/A	1/19/2023

Evaluations

Customize evaluations and schedule to automatically send to business partners at the right time.



Complete evaluation

Please complete the evaluation of this student's work

Please evaluate the student using the following rating skill. You'll be evaluating them on their personal goals three times this semester.

4 – Superior Performance by Student

3 – Above Average Performance by Student

2 – Average Performance by Student

1 – Poor Performance by Student

Name	Description	3/1/21	4/1/21	5/1/21
Punctual	Gets to work on time	1 2 3 ✓ 4	Select ▾	Select ▾
Appearance	Neat, well-groomed and appropriately dressed	1 2 3 ✓ 4	Select ▾	Select ▾
Dependability	Prompt, trustworthy, follows directions, meets obligations, meets deadlines	3 ▾	Select ▾	Select ▾

Progress tracker

View and manage training agreements, hours, site visits, and badges across students and academies.



TRANSEO

Anna Alvarez

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Add Caseload Filter

Q Search

⌕

⌕

Home

Transeo Resources

School Ecosystem

Jobs

College

Service

Management

Settings

Progress Tracker

Quickly determine where students are in relation to wide range of Transeo-based tasks, goals, assignments, achievements and other data points.

Ecosystem

College

Jobs

Journey

Serve

0 Selected

Actions

Filters

Showing 2076 of 2076 Results

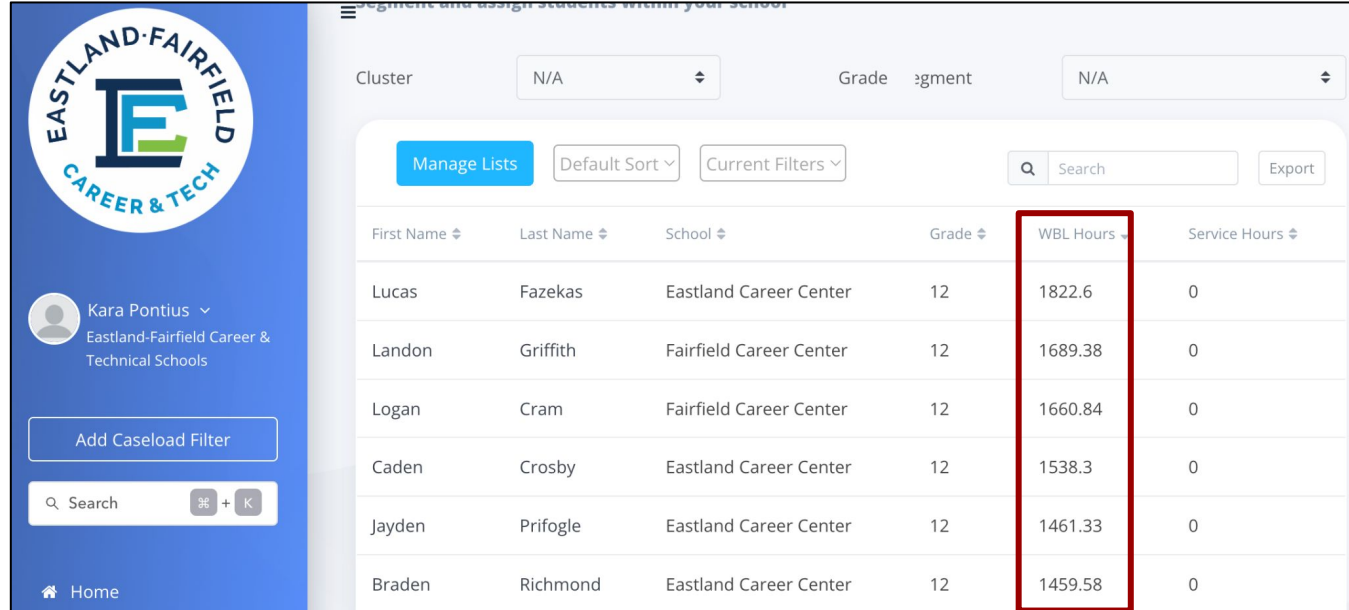
Q Search Data

Name	Grade	Career Cluster	Career Survey	Applications	Workflows	Experiences	WBL Hours	Pay Periods	Shifts	Evaluations	Site Visits
☐ Sally Dorsey	9	Marketing	02/02/2022	1	0/5	5	514.96	21/24	458	1/20	2
☐ Robert Estrada	9	Arts, A/V Technology & Communications	N/A	0	0/2	2	2	0/15	1	0/0	0
☐ Aaliyah Smith	9	Agriculture, Food & Natural Resources	N/A	0	1/5	3	0	0/10	3	0/5	0
☐ Randy Brennan	9		N/A	1	0/0	1	0	0/0	0	0/0	0
☐ Glen Bennett	12	Government & Public Administration	N/A	0	0/0	2	0	0/10	0	0/5	0
☐ Edith Perez	11	Finance	N/A	0	0/0	3	2.5	0/0	0	0/0	0
☐ Aiden Harrison	10	Agriculture, Food & Natural Resources	N/A	0	0/0	3	2.5	0/0	0	0/0	0
☐ Tyler Mills	12	Finance	N/A	0	0/0	2	2.5	0/0	0	0/0	0
☐ Terry Ford	9	Information Technology	N/A	0	0/0	3	2.5	0/5	0	0/0	0
☐ Hugh Ortiz	10	Human Services	N/A	0	0/1	5	2.5	0/10	0	0/5	0
☐ Russell Russell	12	Agriculture, Food & Natural Resources	N/A	0	0/0	2	2.5	0/0	0	0/0	0
☐ Raymond Watts	9	Health Science	N/A	0	0/0	2	2.5	0/0	0	0/0	0

Help

WBL Hours Reporting

Export your list of WBL students with their total hours for end-of-year reporting



Segment and assign students within your school

Cluster: N/A Grade Segment: N/A

Manage Lists Default Sort Current Filters Search Export

First Name	Last Name	School	Grade	WBL Hours	Service Hours
Lucas	Fazekas	Eastland Career Center	12	1822.6	0
Landon	Griffith	Fairfield Career Center	12	1689.38	0
Logan	Cram	Fairfield Career Center	12	1660.84	0
Caden	Crosby	Eastland Career Center	12	1538.3	0
Jayden	Prifogle	Eastland Career Center	12	1461.33	0
Braden	Richmond	Eastland Career Center	12	1459.58	0



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