



work-based learning



focus on the future



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Work Based Learning Instructor

# What is Work-Based Learning?

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- Partnership involving the school, employer, student, instructor, and parent
- Aligns in-school instruction with on-the-job training

# What is Work-Based Learning?

- ⑩ Opportunity to earn high school elective credit while learning and earning on the job
- ⑩ Planned and supervised by the Work-Based Learning Instructional Leader according to a signed Training Plan and Agreement

# Work Based Learning Guidelines

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- Student represents Union Grove High School and the Henry County School System
- Student should demonstrate a cooperative attitude, abide by all rules set out in the WBL handbook and training agreement, and be punctual, responsible, and mature

# Work-Based Learning Guidelines

- Excessive absences/tardies may result in point deductions/grade penalties and/or removal from the program
- Completion of school work (for all courses) takes priority over employment

# Work Based Learning Guidelines

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- All work sites/job locations must be approved by your WBL Instructor

# Work Based Learning Guidelines

- WBL grade will be negatively affected (possible failure) if student is fired, quits, or falsifies WBL reports
- School bell schedule over-rides work schedule
- Attendance is mandatory for all school meetings

# Student Responsibilities

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- Obtain employment that relates to your career objective and coursework
- Remain on track for graduation
- Obtain parental permission
- Maintain and submit job-related documents in a neat, orderly and timely manner

# Student Responsibilities

- Sign out daily for Work-Based Learning before leaving school
- Exhibit self-control, professionalism, loyalty, and honesty
- Abide by all policies of the WBL Program

# Student Responsibilities

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Always notify your WBL Instructor when:

- You are fired/released from work
- You are interested in changing jobs (max 2 jobs per year)
- You have any school or work-related problems that affect your ability to maintain employment
- You are absent from school but still plan to go to work

# Parent Responsibilities

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- Encourage your child to effectively carry out his/her duties and responsibilities at both the school and place of employment
- Ensure that your child will attend school and work regularly

# Parent Responsibilities

- Make inquiries concerning your child's training, wages, or working conditions through the Work-Based Learning Instructional Leader.....not the employer.
- Assume responsibility for the safety and conduct of your child when traveling to and from work and on any day during school or work hours that he/she is not required to be on the job.

# Parent Responsibilities

- Ensure that your child has reliable transportation in order to leave campus after his/her last scheduled class (or report to campus after work).
- Share the responsibility for the conduct of your child while in the program.

# WBL Instructor Responsibilities

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- Assist in the academic and occupational instruction of the student
- Conduct supervisory visits to the student's place of employment
- Render assistance with educational and training issues of the student

# WBL Instructor Responsibilities

- Provide information to the student about employment skills and job seeking process
- Maintain records pertinent to the school, the employer, and the student
- Assist the supervisor in an evaluation of the student's performance

# Documentation

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- Weekly Wage and Hour Reports
- Monthly Wage and Hour Summary Report (w/attached copy of check stub)
- Training Agreement
- Training Plan
- Employer Evaluations

# When you don't have a job

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- Notify your WBL Instructor immediately
- Two-week grace period to find employment
- Maintain a Job Search Log and submit this Log weekly for two weeks for credit
- Zero points will be awarded if employment is not secured after the two-week grace period
- Early release privileges may be suspended
- This process must be approved by your WBL Instructor

# Job Changes

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- Job Change Forms must be completed:
  - Form A - Student request for a job change
  - Form B - New employer information and signature with new Training Plan and Agreement signed by all parties
  - Form C - Two-week notice verification form from current employer

**Failure to follow these procedures may result in a failing grade for the course**

# Monthly Meetings

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- MANDATORY – all WBL students are required to attend monthly school meetings
- Meetings will be held during your first hour of release time – be prompt!

Meetings will consist of:

- Distribution of school-related news that is relevant to WBL students
- Verification of incomplete and/or missing student work
- Monthly assignments

# Student Portfolio

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- Each WBL student will produce an Individual Career Portfolio.
- Topics to be included:
  - Career Research Activity/Report
  - Job Description Manual
  - Resume & Cover Letter Writing
  - Post-secondary planning

# Employer Appreciation

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- All Work-Based Learning students are required to participate in an activity to honor employers
- Funded by students
- Cost = \$10.00
- Due by September 30, 2020

# Student Orientation

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All Work-Based Learning students are required to attend an orientation session during the first week of school.

# Before students are released for WBL

**ALL PAPERWORK** must be signed by  
all parties:

- Students
- Parents
- Employers
- WBL Instructor

**Contact Information:**

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# Questions?

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