



NEW WORK-BASED LEARNING COORDINATOR TRAINING - PART ONE



VIRGINIA DEPARTMENT OF EDUCATION



SESSION INFORMATION

- **Please put all questions in the Q&A**
- **Use “speaker view” for the best experience**
- **Mute your microphone during the session presentation**
- **All sessions are being recorded**
- **Complete the survey at the end of the session for PD points – please do not leave the Zoom**

**PATTI HODGE, WORK-BASED
LEARNING SPECIALIST-REGION 3**

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LEARNING SPECIALIST-REGION 8**

New Career and Technical Education (CTE) High-Quality Work-Based Learning (HQWBL) Coordinator Training – Part One

Experience Works 2023

June 28, 2023

VIRGINIA DEPARTMENT OF EDUCATION

Today's Agenda

**Intro to
Career &
Technical
Education
(CTE)**

**Overview
of CTE
HQWBL**

**CTE
HQWBL
Resources**

Introduction to Career & Technical Education (CTE)

VIRGINIA DEPARTMENT OF EDUCATION

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Career and Technical Education (CTE)

What?

- Provides students of all ages with:
 - Academic and technical skills
 - Knowledge and training necessary to succeed in future careers and to become lifelong learners

Where?

- Middle schools
- Comprehensive high schools
- Area technical centers
- Regional technical centers

Credentials

- State-Issued Professional License
- Industry Certification
- Occupational Competency Assessment
- Workplace Readiness Skills (WRS) for the Commonwealth

Good for....

- Students
- Parents
- Businesses
- Communities

CTE Addresses Challenges

CTE Eases Hiring
Challenges



77%

of employers reported hiring an employee in part because of their CTE experience.

84%

of employers who reported it being 'easy' to find qualified applicants have hired a candidate based on CTE experience.



Virginia's 17 Career Clusters

- Career clusters help to organize Virginia's Career and Technical Education programs and help students investigate careers and design their courses of study to advance their career goals.
- Career clusters are the grouping of occupations and industries that are used for:
 - Organizing curriculum design
 - Career counseling and guidance
- Virginia has adopted the nationally accepted structure of career clusters, career pathways, and as well as created a 17th Energy Cluster.

Virginia's 17 Career Clusters

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Energy
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

Programs of Study

- Strengthening Career and Technical Education for the 21st Century Act (Perkins V) requires us to develop more fully the academic knowledge and technical employability skills of secondary education and postsecondary students who elect to enroll in career and technical education programs and programs of study.
- Programs of Study means a coordinated, non-duplicative sequence of academic and technical content at the secondary and postsecondary levels.

Purpose of Programs of Study

- Provides successful student transitions between secondary and postsecondary education.
- Includes academic and career and technical content in a coordinated, non-duplicative progression of courses.
- Leads to an industry-recognized credential or certificate at the secondary/postsecondary level or an associate or bachelor's degree.
- Includes the opportunity for secondary education students to participate in dual or concurrent enrollment courses or other ways to acquire postsecondary education credits.

Cluster: Business Management and Administration Pathway: Administrative Support

This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. This Plan of Study, used for learners at an educational institution, should be customized with course titles and appropriate high school graduation requirements as well as college entrance requirements.

EDUCATION LEVELS	GRADE	English/ Language Arts	Mathematics	Science	Social Studies/ Science	Recommended Electives <i>Use state course titles</i>	Recommended Career and Technical Courses <small>Source: Administrative Planning Guide http://www.cteresource.org/app/</small>	SAMPLE – Occupations Relating to This Pathway: <small>http://www.doe.virginia.gov/instruction/career_tech/technical/career_clusters/sample_plans_ct_tg/index.shtml http://www.careerclusters.org http://www.cteresource.org/lpg/</small>
		NOTE: Indicate State Course Titles and Codes						
Graduation Requirements: http://www.doe.virginia.gov/instruction/graduation/index.shtml								
MIDDLE	7	English 7 (1110)	Math 7 (3111)	Life Science (4115)	U S History (2354)		Keyboarding (6150) Make It Your Business (8109/12/13/14)	Administrative Assistant Bill and Account Collectors Bookkeeping, Accounting, and Auditing Clerks Customer Service Representatives Desktop Publisher Dispatcher Executive Assistant General Office Clerks Information Clerks Medical Transcriptionist Office Manager Paralegal Postal Service Workers Public Safety Telecommunicators Receptionists Secretaries and Administrative Assistants Records Processing Assistant
	8	English 8 (1120)	Math 8/Pre-Algebra (3112)	Physical Science (4125)	Civics & Economics (2357)		Principles of Business and Marketing (6115/6116) Computer Solutions (6609/6610) IT Fundamentals (6670) Digital Technology Foundations (6160/6161)	
Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school: VA Wizard <input checked="" type="checkbox"/> or other assessment (please indicate):								
SECONDARY	9	English (1130)	Algebra I (3130)	Earth Sciences (4210)	World History/ Geography I (2215)	Economics & Personal Finance (6120) Health & PE (2 years) Foreign Language (3 years) Other Electives to Complement Pathway (Core Academic and CTE): Cybersecurity Operations, Advanced (6306)	Computer Information Systems (6612/6614) or Digital Applications 6617/6611 Design, Multimedia, and Web Technologies (6630)	Medical Transcriptionist Office Manager Paralegal Postal Service Workers Public Safety Telecommunicators Receptionists Secretaries and Administrative Assistants Records Processing Assistant
	10	English (1140)	Geometry (3143)	Biology (4310)	World History/ Geography II (2216)		d Computer Information Systems, Advanced (6613/6615) Design, Multimedia, and Web Technologies, Advanced (6631) Medical Administration (6730/6731) Programming 6640	
	11	English (1150)	Algebra II (3135)	Chemistry (4410)	US/VA History (2360)		Legal Administration (6735/6736) Business Law (6131.6132) Cybersecurity Fundamentals (6302)	
	12	English (1160)	Algebra III/Advanced Mathematics (3160)	Physics (4510) or Principles of Technology I and II (9811/9812)	US/VA Government (2440)		Business Management (6135/6136) Office Administration (6621) Cybersecurity Operations (6304) Programming, Advanced 6641	
High school courses in the pathway offered locally for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)								
List related certifications/credentials approved by VDOE and offered locally: http://www.cteresource.org ** Apple Certified Professional Examinations • • Certified Internet Web Examinations • Financial Literacy Certification (WISE) • IC ² Digital Literacy Certification (Certport) • Microsoft Certified Fundamentals Examinations • Communication Skills for Business: Professional Communication Examination • Microsoft Office Specialist • Workplace Readiness Skills for the Commonwealth (CTECS); College Level Examination Program (CLEP)—Business Law • PMI Project Management Ready Examination (Certport) • Certified Internet Web (CIW) Multimedia Specialist Examination						Additional Learning Opportunities: CTSO Organization(s): <input type="checkbox"/> DECA <input checked="" type="checkbox"/> FBLA <input type="checkbox"/> FCCLA <input type="checkbox"/> FFA <input type="checkbox"/> Educators Rising <input type="checkbox"/> HOSA <input type="checkbox"/> SkillsUSA <input type="checkbox"/> TSA		
Work-Based Learning: <input checked="" type="checkbox"/> Job Shadowing <input checked="" type="checkbox"/> Service Learning <input checked="" type="checkbox"/> Mentorship <input checked="" type="checkbox"/> School-Based Enterprise <input checked="" type="checkbox"/> Externship <input checked="" type="checkbox"/> Entrepreneurship <input checked="" type="checkbox"/> Internship <input type="checkbox"/> Clinical Experience <input checked="" type="checkbox"/> Cooperative Education <input type="checkbox"/> Supervised Agricultural Experience <input type="checkbox"/> Youth Registered Apprenticeship <input type="checkbox"/> Registered Apprenticeship								
POSTSECONDARY	SAMPLE POSTSECONDARY PROGRAMS RELATED TO THIS CAREER PATHWAY Individual plans must include locally agreed upon courses at the postsecondary level (See page 2)							
		Pathway	Associate Degree, College Certificate, or Apprenticeship			Bachelor's Degree		Postgraduate Degree

PLAN OF STUDY – SAMPLE PAGE 2

Administrative Support	Administrative Support Technology AAS	(Determined Locally)	(Determined Locally – Optional)
------------------------	---------------------------------------	----------------------	---------------------------------

College: _____ School Division(s): _____

Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS		College entrance exams such as ACT & SAT			
Semester	English	Mathematics	Science	Social Studies	Required Courses or Recommended Electives
POSTSECONDARY PLAN OF STUDIES MUST INCLUDE POSTSECONDARY ACADEMIC, CTE, AND OTHER ELECTIVE COURSES APPROPRIATE FOR AN ASSOCIATE DEGREE.					
Year 1 1 st Semester					
Year 1 2 nd Semester					
Year 2 1 st Semester					
Year 2 2 nd Semester					
College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)					
Related Industry Certifications Available:				Additional Suggested Learning Opportunities:	
				Work-Based Learning: <input type="checkbox"/> Cooperative Education <input type="checkbox"/> Internship <input type="checkbox"/> Mentorship <input type="checkbox"/> Job Shadowing <input type="checkbox"/> Service Learning Project <input type="checkbox"/> Registered Apprenticeship	
UNIVERSITY	University/College:				
	Degree or Major:				
Number of Articulated CC Credits:					
Notes:					

VDOE CTE Homepage

[Announcements and News](#)

[Career Success Stars](#)

[CTE Director's Memos](#)

[CTE Administrators Directory](#)

CTE Program Webpages



Agriculture
Education



Business &
Information
Technology



Career
Connections



Family &
Consumer
Sciences



Health &
Medical Sciences



Marketing



Technology
Education



Trade &
Industrial
Education

CTSO Webpage

Career and Technical Student Organizations (CTSO)

Virginia CTSOs

Benefits of CTSOs

Additional Resources

Program Administration and Management

Regulations
Governing CTE

```
graph LR; A[Regulations Governing CTE] --- B[Data Collection and Reporting];
```

Data Collection and
Reporting

CTE Resource Center

Career Clusters/Pathways

CTE Industry Credentialing

High-Quality Work-Based Learning

FAQs

Overview of CTE HQWBL

VIRGINIA DEPARTMENT OF EDUCATION

The background features a faint, light blue silhouette of a torch with a flame, positioned centrally. To the right of the torch is a faint outline of the state of Virginia. The entire scene is set against a solid dark blue background.

What is CTE HQWBL?

CTE HQWBL opportunities are school-coordinated experiences that must be:

- Related to students' career goals and/or interests;
- Integrated with CTE instruction; and
- Performed in partnership with businesses and organizations

CTE HQWBL Competencies

- Identify the types of CTE HQWBL opportunities*
- Reflect on lessons learned during the CTE HQWBL experience
- Explore career opportunities related to the CTE HQWBL experience*
- Participate in a CTE HQWBL experience, when appropriate



* Required competencies

The 12 CTE HQWBL Experiences Promote:

Career Awareness

- Identifies personal interests and talents
- Determines education and training needed for career goal

Career Exploration

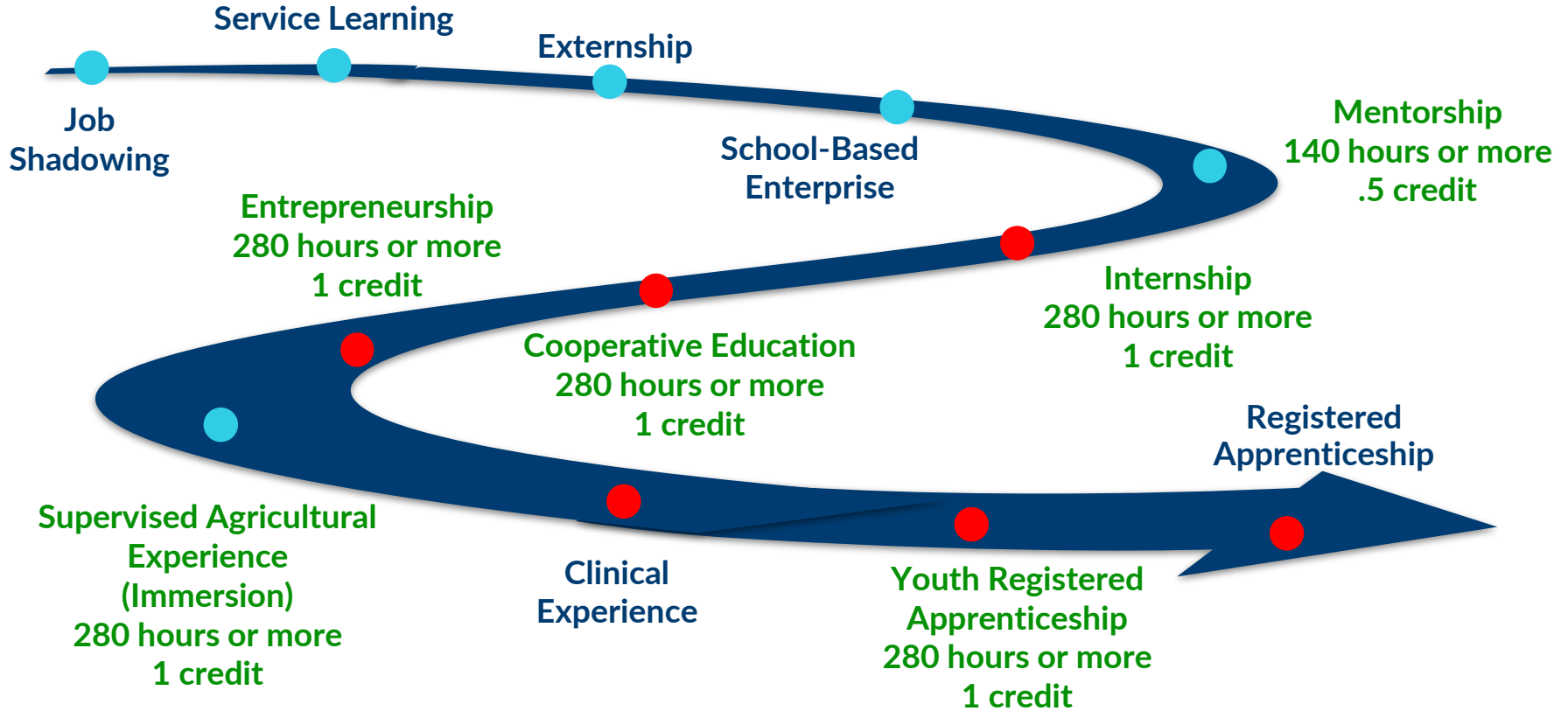
- Explores personal career interests
- Connects pathways to chosen career
- Reinforces workplace readiness skills

Career Preparation

- Deepens student knowledge
- Develops necessary skills for success

12 CTE HQWBL Experiences

Grades 6-12	●
Grades 9-12	●
HS Credit Earned	Green



CTE HQWBL Reinforces Virginia's 5 Cs



1	Investigation/ Research	Critical thinking to identify and analyze community needs.
2	Planning/ Preparation	Collaboration with community partners to create a service plan that addresses identified community needs.
3	Action	Citizenship through service that enhances social responsibility.
4	Reflection	Communication Skills are strengthened through reflection on lessons learned through participation in the service learning project.
5	Demonstration/ Celebration	Creative demonstrations for an important event to reflect on insights and outcomes to the community.

Graduation Requirements

Per Code of Virginia § 22.1-253.13:4, students are required to:

1. complete an Advanced Placement, honors, International Baccalaureate, or dual enrollment course; or
2. complete a high-quality work-based learning experience, as defined by the Board; or *
3. earn a career and technical education credential that has been approved by the Board.



*Excluding: Job Shadowing and Mentorship of less than 140 hours

CTE Completer Follow-up

HQWBL Questions

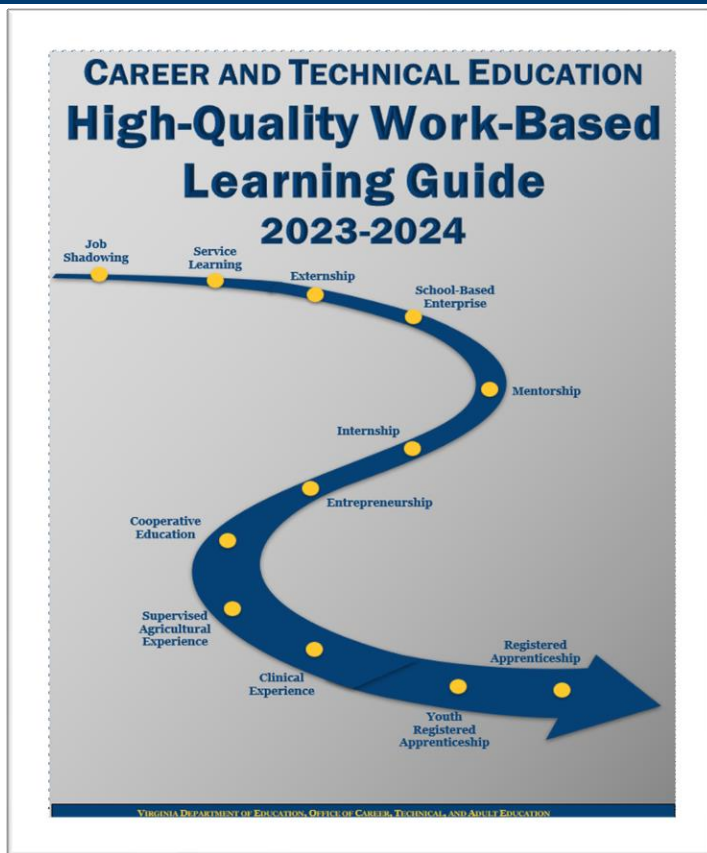
- How satisfied are you with the Work-Based Learning experience(s) you had?
- How closely are your current professional and educational goals related to the career you explored during your Work-Based Learning program?
- Overall, how much impact did your Work-Based Learning experience have on your college and career decision as you transitioned to your current employment, military service, or continued education?

CTE HQWBL Resources

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CTE HQWBL Guide



Revised edition
coming soon!

VDOE CTE HQWBL Webpage

CTE High-Quality Work-Based Learning (HQWBL)

- **Definitions**
- **Connecting HQWBL to Virginia's 5 C's**
- **Methods of Instruction**
- **Training Agreement**
- **Training Plan**
- **Resources**

CTE HQWBL Resources

- [CTE HQWBL Guide](#)
- [CTE HQWBL Time Log & Wage Calculator](#)
- [Experience Works resources](#)
- [Downloadable forms and resources](#)

CTE HQWBL Forms

Forms available in the CTE HQWBL Guide:

- **Appendix A – Sample CTE HQWBL Forms**
- **Appendix B – Clinical Forms**
- **Appendix C – Apprenticeship Forms**
- **Appendix D – Specific CTE HQWBL Experience Forms**

Job Shadowing

Places students in workplaces to interact with and observe one or more employers

- 6th – 12th graders
- Varied hours

School-Based Enterprise

An ongoing, student-managed entrepreneurial operation within the school setting which provides goods or services that meets the needs of the school's target markets.

- 6th – 12th graders
- Paid or Unpaid
- May qualify as a graduation requirement

Entrepreneurship

The student plans, implements, operates, and assumes financial risks in a business that produces goods or delivers services.

- 11th & 12th graders
- Varied hours; Paid or Unpaid
- Credit option may be available
- May qualify as a graduation requirement

Immersion Supervised Agricultural Experience

Builds upon the Foundational Supervised Agricultural Experience; Enhances agricultural industry knowledge; Gains financial independence & management skills; Supports the agricultural education coursework

- 9th – 12th graders
- 280 hours; Paid or Unpaid
- Credit option may be available
- May qualify as a graduation requirement

Service Learning

Goes beyond community service; Students learn & apply academic, social & personal skills to improve the community, continue individual growth & develop a lifelong ethic of service through project development.

- 6th – 12th graders
- Course duration
- May qualify as a graduation requirement

Mentorship <140 hours & 140 hours or more

Student is paired with a professional having first-hand experiences & proven track record that becomes a source of guidance, motivation, wisdom, teaching, role model, & support.

- 6th – 12th graders; Unpaid
- Credit option may be available (**140 hours or more only**)
- May qualify as a graduation requirement (**140 hours or more only**)

Cooperative Education (Co-op)

Combines a rigorous & relevant curriculum with an occupational specialty.

- 11th & 12th graders
- 280 hours; Paid
- Credit option may be available
- May qualify as a graduation requirement

Clinical Experience

Students are placed in a variety of healthcare settings & observe patients at different stages to apply classroom instruction & gain a better understanding of the professions.

- 11th & 12th graders
- Varied hours; Unpaid
- Within course credit
- May qualify as a graduation requirement

Registered Apprenticeship

Employer provides on-the-job training & Related Technical Instruction which can be credited toward an adult RA program.

- Minimum 16 years old
- Paid; PT or FT position
- Employer must be registered with VDOLI.
- May qualify as a graduation requirement

Externship

Student is paired with a working professional to observe and get a preview of the day-to-day activities as needed for a career.

- 6th – 12th graders
- 40 hours; Unpaid
- May qualify as a graduation requirement

Internship

Student is placed in a real workplace environment to develop & practice career-related knowledge & skills for a specific career-field to master specific skills.

- 11th & 12th graders
- Varied hours; Paid or Unpaid
- Credit option may be available
- May qualify as a graduation requirement

Foundational Supervised Agricultural Experience

Required, graded component of an agricultural education course

- 6th – 12th graders; Course duration
- Framework provided by National FFA

Youth Registered Apprenticeship

Employer provides on-the-job training; CTE programs provide the Related Technical instruction which can be credited toward an adult RA program.

- Minimum 16 years old
- Paid; PT or FT position
- Employer must be registered with VDOLI.
- Credit option may be available
- May qualify as a graduation requirement

For
Schools,
Students
& Parents

CAREER AND TECHNICAL EDUCATION HIGH-QUALITY WORK-BASED LEARNING OPPORTUNITIES



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- Within course credit

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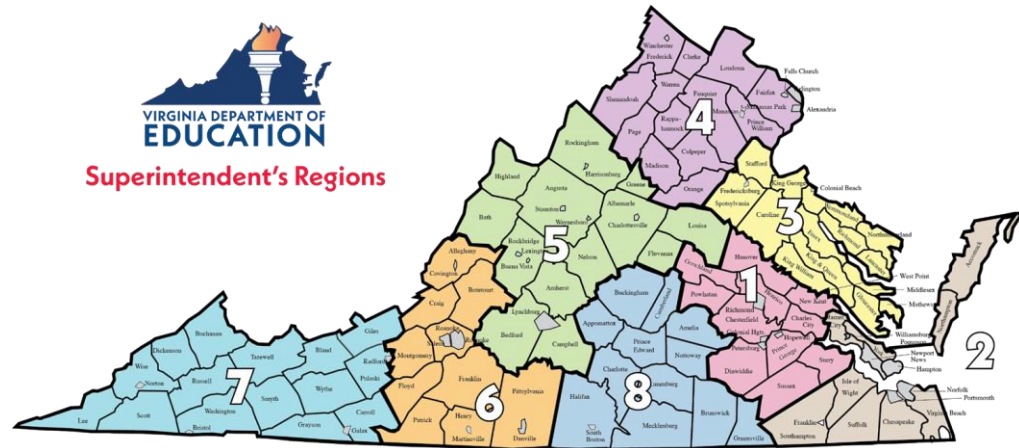
- Minimum 16 years old
- Paid; PT or FT position
- Employer must be registered with VDOLL.

CTE HQWBL Regional Assignments

- **Coordinator**
Sharon Acuff

- **Current Regional Specialists**

- | | |
|----------------|----------|
| Erika Temple | Region 1 |
| Nikki Finley | Region 2 |
| Patti Hodge | Region 3 |
| Susan McNamara | Region 4 |
| Amy Pultz | Region 5 |
| Kim Radford | Region 6 |
| Jan Huffman | Region 7 |
| Tammy Hurt | Region 8 |



Serving 131 school divisions across the Commonwealth

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Earn Your PD Points!

Please complete the
survey at the end of this
Zoom session