



June 26-27, 2024

CTE HQWBL: COORDINATING YOUR PROGRAM



VIRGINIA DEPARTMENT OF EDUCATION



SESSION INFORMATION

- Submit all questions in the Q&A
- Use “speaker view” for the best experience
- Mute your microphone during the workshop presentations
- All sessions are being recorded
- Complete the survey at the end of each workshop or webinar session for PD points – please do not leave the Zoom



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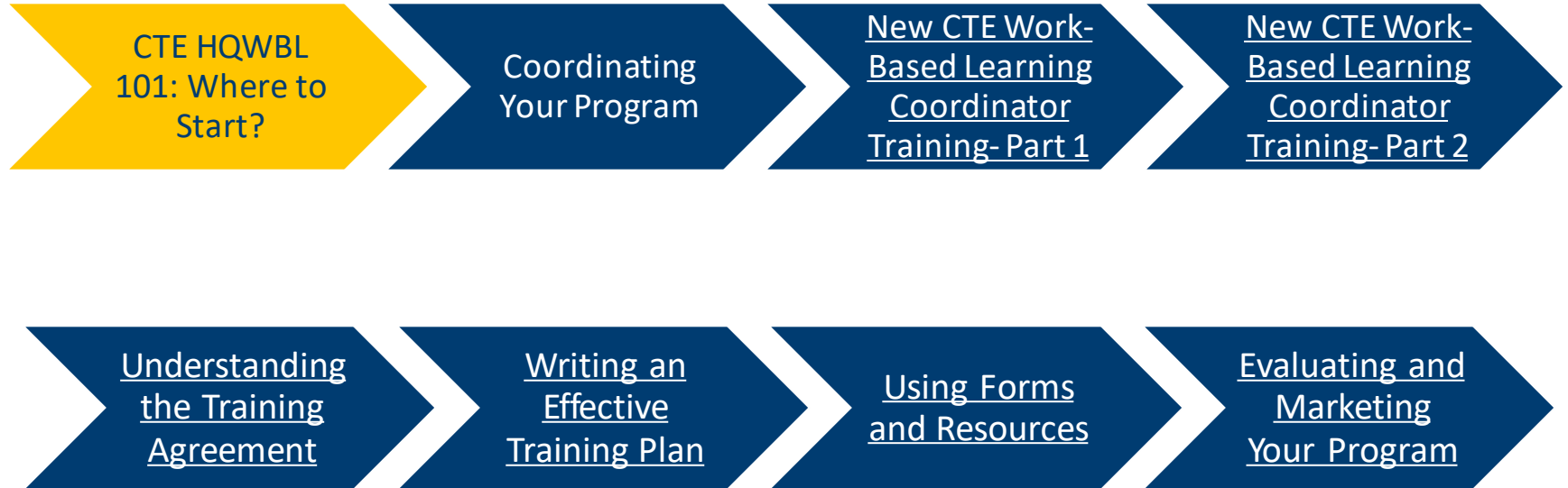
ERIKA TEMPLE

SECONDARY WORKFORCE DEVELOPMENT SPECIALIST
REGION 1

DR. TAMANTHA HURT

SECONDARY WORKFORCE DEVELOPMENT SPECIALIST
REGION 8

PROFESSIONAL DEVELOPMENT SESSIONS



TODAY'S AGENDA

CTE HQWBL
Coordination
Logistics

Promoting
CTE HQWBL
Experiences

Procedures
followed by the
CTE WBL
Designee

Q & A



CTE
HQWBL COORDINATION
LOGISTICS

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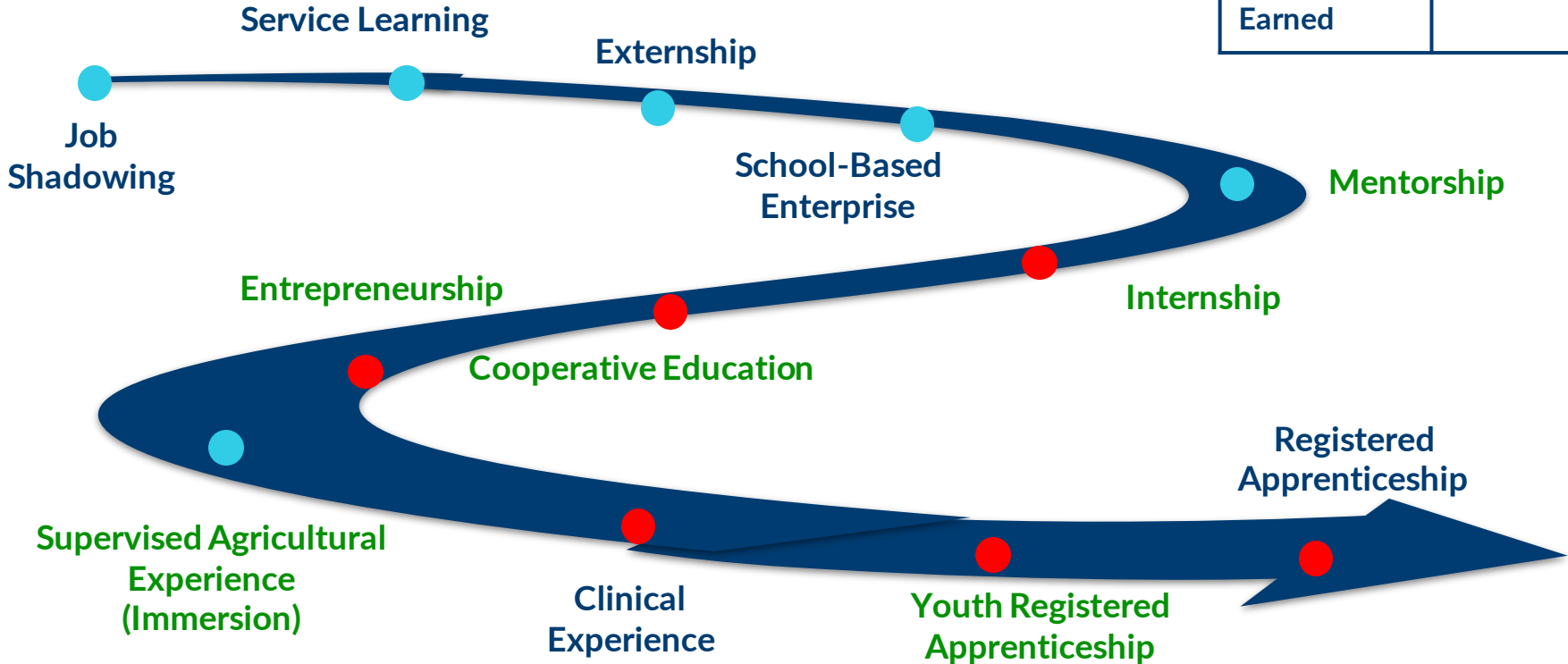
CTE HQWBL IN VIRGINIA

School coordinated experiences must be:

- Related to student's career goals and/or interests;
- Integrated with instruction related to the core technical competencies of the CTE course; and
- Performed in partnership with business and organizations.

12 HQWBL Experiences

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



INSURANCE

- Convene school division WBL contributors
 - Prior to the implementation CTE HQWBL experiences or partnerships
 - CTE HQWBL designee
 - CTE administrator
 - School division leadership and/or school board attorney
- Discuss the specific environment of the CTE HQWBL experience
 - Transportation
 - Location
 - Worksite
 - Equipment and tools
 - Number of non-school division personnel
 - Related insurance issues to ensure that the school liability insurance properly covers the specific CTE HQWBL experience or partnership.

STUDENT INCIDENT FORM (PAGE 126)

CTE HIGH-QUALITY WORK-BASED LEARNING STUDENT INCIDENT FORM

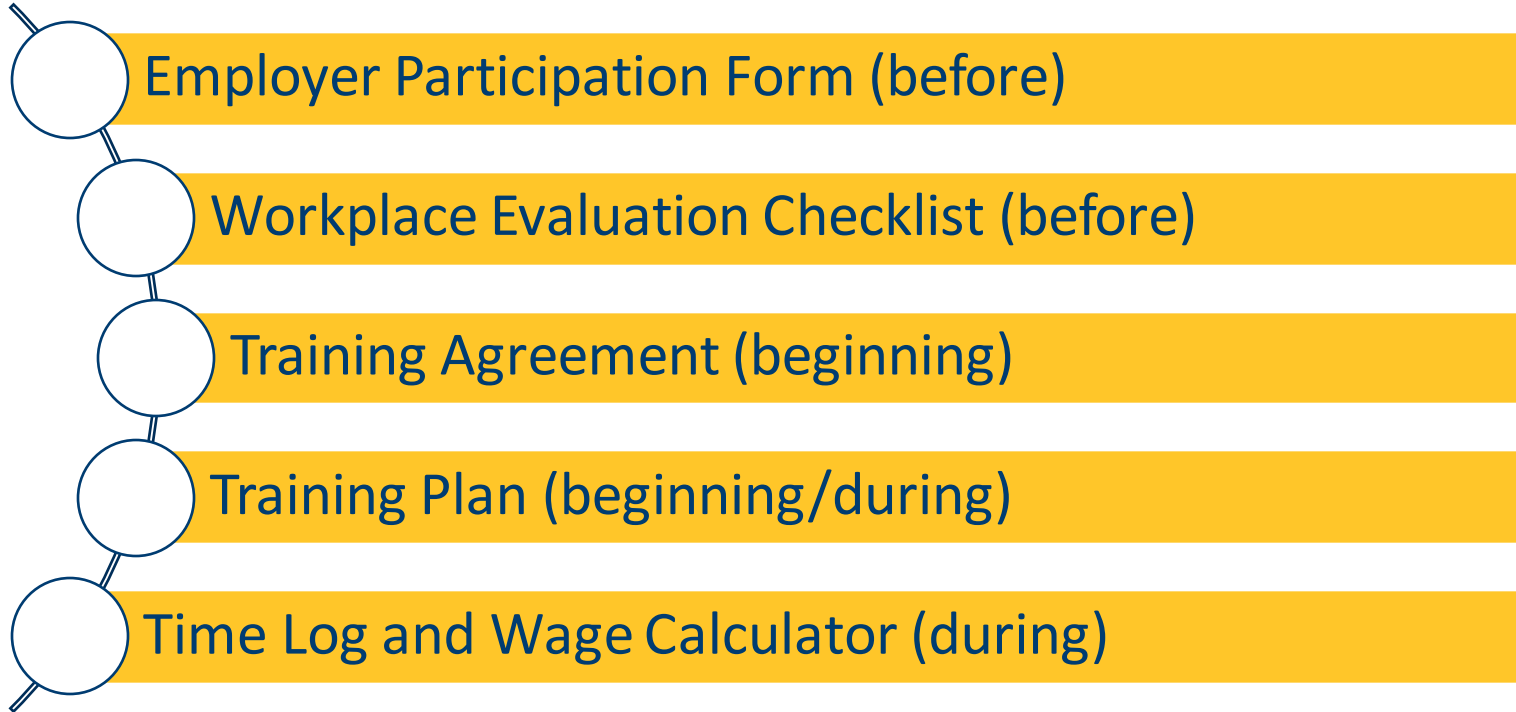
In addition to completing this form, the CTE WBL designee should follow all school division policies and procedures regarding safety and reporting and handling student incidents.

Student Name:	Date of incident:
School:	Administrator:
Course:	Teacher:
Workplace:	Employer:
Type of incident:	
Incident summary (attach separate page if necessary)	
Was the student's CTE HQWBL experience terminated? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Was the student injured at the workplace? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Date of contact (between school official and employer):	
Witness(es) name(s) and job title(s):	
Action taken:	

Signatures:

Student Name (Print)	Student Signature	Date
Parent/Guardian Name (Print)	Parent/Guardian Signature	Date
CTE WBL Designee (Print)	CTE WBL Designee Signature	Date
Employer/Supervisor Name (Print)	Employer/Supervisor Signature	Date
School Administrator/Designee Name (Print)	School/Administrator/Designee Signature	Date

CTE HQWBL DOCUMENTATION*



**Please refer to the CTE HQWBL Guide for documentation for all experiences.*

RECORD RETENTION

Retain CTE HQWBL Work Experience Forms

- Training agreements
- Training plans (if applicable)
- Course competency records
- Local wage and hour information
- Documentation of workplace visits

PROMOTING
CTE HQWBL
EXPERIENCES

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PROMOTING CTE HQWBL EXPERIENCES

Many strategies
can be used to
promote
CTE HQWBL
experiences to all
stakeholders

School Personnel

Students

Parents/Guardians

Business Community



Commonwealth of Virginia Sample Plan of Study

Student Name:

School:

Date:

- Cluster: Hospitality and Tourism
- Pathway: Restaurants and Food/Beverage Services

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/SCED codes and appropriate [high school graduation requirements](#) as well as college entrance requirements.

Career Assessment: Identify an appropriate career assessment instrument at the middle school level used to help students and their parents plan for high school:

Please indicate assessment instrument used (e.g. VA Wizard, Major Clarity, etc.)

- Virginia Wizard

List Sample Occupations Related to This Pathway: Sample occupation listings may be located at [CTE Resource Center Career Clusters](#); or the [National Career Clusters@Frameworks](#).

- Caterer
- Cook
- Executive Chef
- Food Service Manager
- Host/Hostess



Education Level/Grade	English/ Language Arts	Mathematics	Science	Social Studies	Recommended Electives	Recommended CTE Courses
Middle School 7	English 7 (01035)	Math 7 (2037)	Life Science (03158)	U.S. History (04102/04103)	Career Investigations (19258)	Family and Consumer Sciences Exploratory II (19904-18)
Middle School 8	English 8 (01036)	Math 8/Pre-Algebra (02038)	Physical Science (03159)	Civics & Economics (04161)	Keyboarding (12005)	Family and Consumer Sciences Exploratory III (19251-18, 36)
High School 9	English 9 (01001)	Algebra 1 (02052)	Earth Science I (03001)	World History I (04052)	Introduction to Hospitality, Tourism, and Recreation (16001-18, 36) Other Required Courses: World Language (3 years) Health & PE (2 years) Economics & Personal Finance (19262)	Nutrition and Wellness (19253-18, 36)
High School 10	English 10 (01002)	Geometry (02072)	Biology I (03051)	World History II (04053)		Introduction to Culinary Arts (16051-18, 36)
High School 11	English 11 (01003)	Algebra II (02056)	Chemistry I (03101)	US/VA History (04101)		Culinary Arts I (16052-I)
High School 12	English 12 (01004)	Pre-Calculus (02104)	Physics (03151)	US/VA Government (04151)		Culinary Arts II (16052-II)

Related certifications/credentials approved by VDOE and offered locally:

Always Food Safe
 Culinary Arts Prep Cook Assessment
 ProStart Certificate of Achievement Examinations

ServSafe Food Protection Manager

CTSO:

FCCLA

High-Quality Work-Based Learning Experiences:

Job Shadowing, Service Learning, Externship, School-Based Enterprise, Mentorship, Internship, Entrepreneurship, Cooperative Education, Youth Registered Apprenticeship, Registered Apprenticeship

Postsecondary

College:

Pathway: Restaurants and Food / Beverage Services	Associate Degree, College Certificate, or Apprenticeship: Culinary Arts AAS	Bachelor's Degree: Determined Locally	Postgraduate Degree: Determined Locally – Optional
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Postsecondary: Placement Assessments such as Virginia Placement Test or COMPASS

College Entrance Exams such as ACT or SAT

Postsecondary Plans of Study must include postsecondary academic, CTE, and other elective courses appropriate for an Associate Degree.

College courses offered locally in the high school for college credit should be coded: DE (Dual Enrollment) and/or VC (Validated Credit)

Semester	English	Mathematics	Lab Sciences	Social Sciences	Required Courses or Recommended Electives			
Year 1 Semester 1								
Year 1 Semester 2								
Year 2 Semester 1								
Year 2 Semester 2								

University/College

University/College: Degree or Major: Number of Articulated CC Credits:	Related Industry Certifications Available:	Additional High-Quality Work-Based Learning Opportunities:	Notes:
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PROCEDURES
FOLLOWED BY THE
CTE HQWBL
DESIGNEE

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PROCEDURES FOLLOWED BY THE CTE WBL DESIGNEE



INTERVIEW/SCREEN STUDENTS

What information must you know before placing a student in an experience?

Interview/
screen
students



- Transportation needs
- Availability in schedule
- Type of HQWBL
- CTE courses/Certifications
- Career Interests/Academic and Career Plan
- Career aspirations
- Grade level

SELECT POTENTIAL EMPLOYERS

How do you find potential employers to offer CTE HQWBL opportunities?

Select
Potential
Employers



- Existing business partners
- Teachers
- Building Administrators
- Local Businesses Mapping
- CTE Advisory Council Members

APPLICATION PROCESS/PLACE STUDENTS

How do your students apply for CTE HQWBL opportunities?

Application
Process/
Place
Students



- Student resume
- Student cover letter
- HQWBL application
- Employer application
- Student/Employer interviews

COMPLETE TRAINING AGREEMENT

Are you using a Training Agreement for all CTE HQWBL opportunities?

Complete
Training
Agreement



- Training Agreement (page 127) is required for ALL CTE HQWBL experiences*
- Protects against accusations of negligence and liability claims
- Outlines roles and responsibilities of each stakeholder
- Ensures compliance with applicable legal requirements
- Is modifiable, but must include the Virginia Department of Labor and Industry (VDOLI) required language

**Except Virtual Job Shadowing*

DEVELOP TRAINING PLAN (IF APPLICABLE)

What is a Training Plan?

- Training Plan identifies the classroom instruction and workplace training
- Prepared jointly by the WBL designee, employer, and student
- Development is continuous and is revised as needed
- Serves as a record of student progress and documentation for evaluation

Develop
Training
Plan



EVALUATE/ DOCUMENT AND STUDENT'S ACHIEVEMENT

How are you currently using these tools to evaluate and document student achievement in your programs?

Evaluate/
Document
Student's
Achievement
tasks and
adjust
training
plans



- CTE HQWBL Forms
- Time Log and Wage Calculator
- Testimonials
- Site visits
- Communication with students and employers
- Training Plan
- Student Reflection
- Employer/Mentor Evaluation

QUESTIONS?

VIRGINIA DEPARTMENT OF EDUCATION

OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

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Curriculum and Instruction Coordinator	Karen Charney karen.charney@doe.virginia.gov
Associate Director for Program Administration and Workforce Development	William Hatch william.hatch@doe.virginia.gov
Program Administration and Workforce Development Coordinator	Sharon Acuff sharon.acuff@doe.virginia.gov

CURRICULUM AND INSTRUCTION SPECIALISTS

Program Areas	Career Clusters	Specialist
Agricultural Education	Agriculture; Food & Natural Resources; Government & Public Administration	LaVeta Nutter LaVeta.Nutter@doe.virginia.gov
Business and Information Technology	Information Technology; Business Management & Administration; Finance	Judith Sams Judith.Sams@doe.virginia.gov
Family and Consumer Sciences	Education & Training; Human Services	Heather Jones Heather.Jones@doe.virginia.gov
Health and Medical Sciences	Health Science	Crystal Stokes Crystal.Stokes@doe.virginia.gov
Marketing	Hospitality & Tourism; Marketing; Arts, A/V Technology & Communications	Vacant
Technology and Engineering Education	Energy; Science, Technology, Engineering & Mathematics	Dr. Lynn Basham Lynn.Basham@doe.virginia.gov
Trade and Industrial Education	Architecture & Construction; Manufacturing; Transportation, Distribution & Logistics; Law, Public Safety, Corrections & Security	Lauren-Anne Sledzinski Lauren-Anne.Sledzinski@doe.virginia.gov

SECONDARY WORKFORCE DEVELOPMENT SPECIALISTS



Secondary Workforce Development Specialist Region 1	Erika Temple erika.temple@doe.virginia.gov
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QUESTIONS?

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June 26-27, 2024

Earn Your PD Points!

Please complete the
survey at the end of this
Zoom session