

418 WORK-BASED LEARNING DRAFT
PPSD POLICY

<p>General Belief</p>	<p>Work-Based Learning (WBL) provides students the opportunity to learn a variety of skills by expanding the walls of classroom learning to include the community and local industry. By narrowing the gap between theory and practice, Work-Based Learning creates meaning for students.</p> <p>WBL provides opportunities for students to learn a variety of skills through rigorous academic preparation with hands-on career development experiences. Under the guidance of adult mentors, students learn to work in teams, solve problems, and meet employers’ expectations.</p> <p>Our vision is to see that all students have the opportunity to learn skills and to be introduced to the working world through a variety of Work-Based Learning activities which will enable them to be prepared to enter the workforce upon graduation from high school.</p>
<p>Purpose and Scope</p>	<p>The Office of Career & Technical Education at the Providence Public School Department seeks to expand high quality Work-Based Learning opportunities for all students enrolled in the CTE programs across the district.</p>
<p>Definitions</p>	<p>The following definitions are provided to assist in understanding this policy and the legal obligations of the District.</p> <p>Work-based learning (WBL): a planned, structured learning experience that provides youth (ages 14-24), in school or out of school) with real-life or simulated work experiences where they can develop and apply academic, technical, and essential skills; and contributes to the achievement of their postsecondary and employment goal(s).</p> <p>Types of WBL include:</p> <p>Internship: A position for a student or trainee to work in an organization, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit.</p> <p>Apprenticeship: Highly-formal job training experience that involves studying with a master of the trade on the job.</p>

	<p>Service-learning: A program or project which combines community service with an outside organization with a structured opportunity for reflection about that service, emphasizing the connections between service experiences and academic learning.</p> <p>School-based enterprise: Students produce and sell goods or services in the school and learn about business skills and entrepreneurship. This may be part of an entrepreneurship course, and a business professional may serve as a mentor and advisor for the enterprise.</p> <p>Industry project: Individual, group, or class-wide projects in which students address a real-world, industry-focused question or problem with the guidance of industry professionals.</p>
<p>Guidelines and Implementation Strategies</p>	<p>Eligibility for Internships The CTE Office should create conditions for student eligibility to partake in internships, such as an age requirement, school approvals and required paperwork.</p> <p>Hours The goal of the CTE office is to place all CTE seniors in a ‘one to one’ 100 hour internship during their senior year.</p> <p>Student Expectations Expectations should be set for students during WBL assignments, including professional behavior and academic expectations.</p> <p>Credits The goal of the CTE Office is to create a credit-bearing internship course to be taught at all high schools that corresponds to the new RIDE graduation requirements that apply to the class of 2027.</p> <p>Employer/Supervisor Expectations Expectations should be set for employers to ensure student safety and manage the expectations of the student intern.</p> <p>Pay The CTE Office/PPSD has no mechanism to pay students for internships. The only way that students can receive a stipend or payroll checks is either through the employer directly or through grant funding and a fiscal agent.</p>

<p>Training, Oversight, and Communication</p>	<p>Safety Employers should have requirements from PPSD to ensure student safety, such as background checks via The Bureau of Criminal Identification and Investigation (BCI) and compliance with child labor laws. In addition, there should be mechanisms for any student, parent or community member to report safety concerns within companies to possibly be paused for an immediate investigation.</p> <p>Employability Rating and Ready to Work Certificate PPSD instructors should provide students with an employability rating. Criteria can include, but is not limited to, attendance, punctuality, safety, coachability, and drive/determination.</p> <p>The CTE Office should ensure that students are appropriately placed based on skill level, ensure the student understands the responsibilities of the WBL assignment, and perform general administrative duties to facilitate and coordinate internship opportunities.</p> <p>The PPSD Executive Leadership team should ensure that the Legal Office reviews the WBL/Internship policies on an annual basis and ensure that the Financial Office reviews the insurance policy on an annual basis.</p> <p><i>This policy should be reviewed every 3 years.</i></p>
<p>Compliance with Laws, Confidentiality Requirements</p>	<p>The Superintendent will ensure that all PPSD employees and all PPSD contractors comply fully with all applicable laws, rules, and regulations, and with all Board policies. In the event any part of any policy is unlawful, the Superintendent will report such event to the Board as soon as practicable and request of the Board a modification of the policy.</p>
<p>Legal Reference</p>	<p>R.I. Gen. Laws § 16-45.1-2 R.I. Gen. Laws § 28-3 R.I. Gen. Laws § 16-80-3</p>
<p>Cross Reference</p>	<p>PrepareRI Governor's Workforce Board RIDE Office of College & Career Readiness</p>
<p>History</p>	<p>Approved by Board: Amended: Regulations Issued:</p>