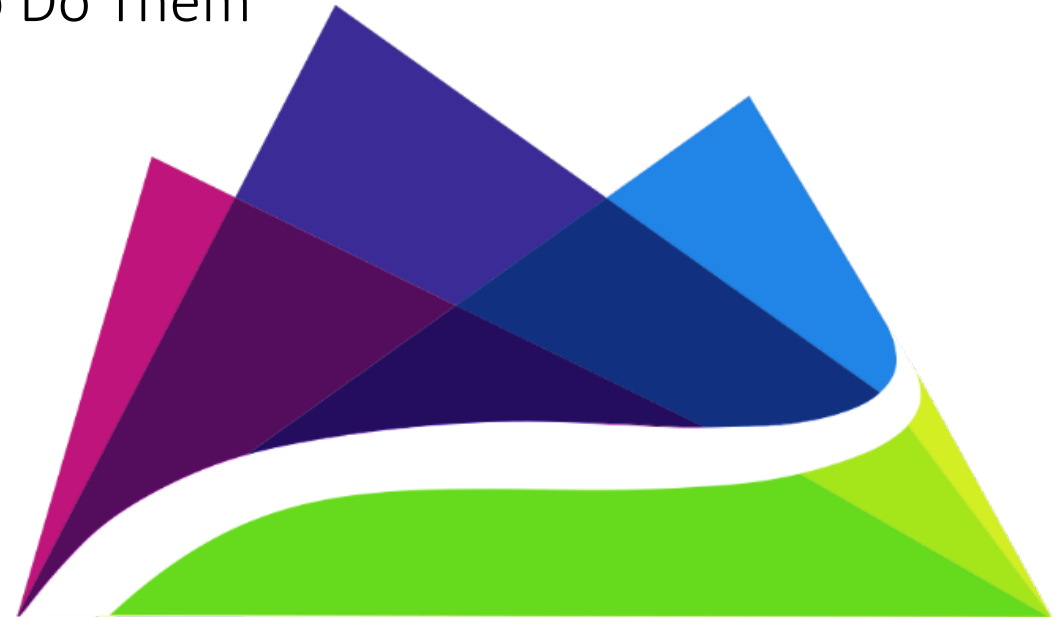


# Work Based Learning Experiences

What They Are & How to Do Them





# Learning Objectives

## Following this training, attendees will:

1. Understand the import of Work Based Learning Experience (WBLE)
2. Understand the range of WBLEs
3. Understand the objectives of each type of WBLE & differences between them
4. Have access to WBLE tools



# Why the Emphasis on Pre-ETS?

## Because students with disabilities have:

1. Poor high school graduation rates **Twice the rate**
2. Poor college attendance/completion rates **1/2 the rate**
3. Poor employment rates **1/3 the rate**

*When compared to their non-disabled peers, can you guess the rate at which they drop-out, go to college, and get jobs?*





# 5 Required Pre-ETS Services

Job Exploration  
Counseling

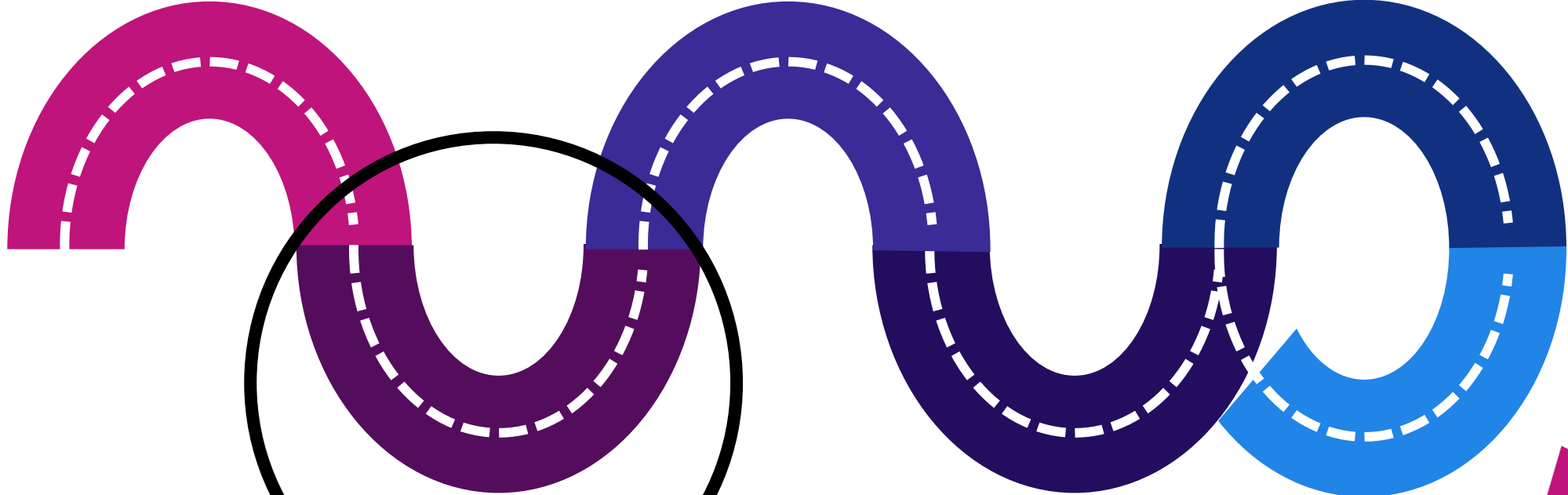
Counseling on Post Secondary  
Training Opportunities

Instruction in Self-  
Advocacy

Repeat

Work Based Learning  
Experiences

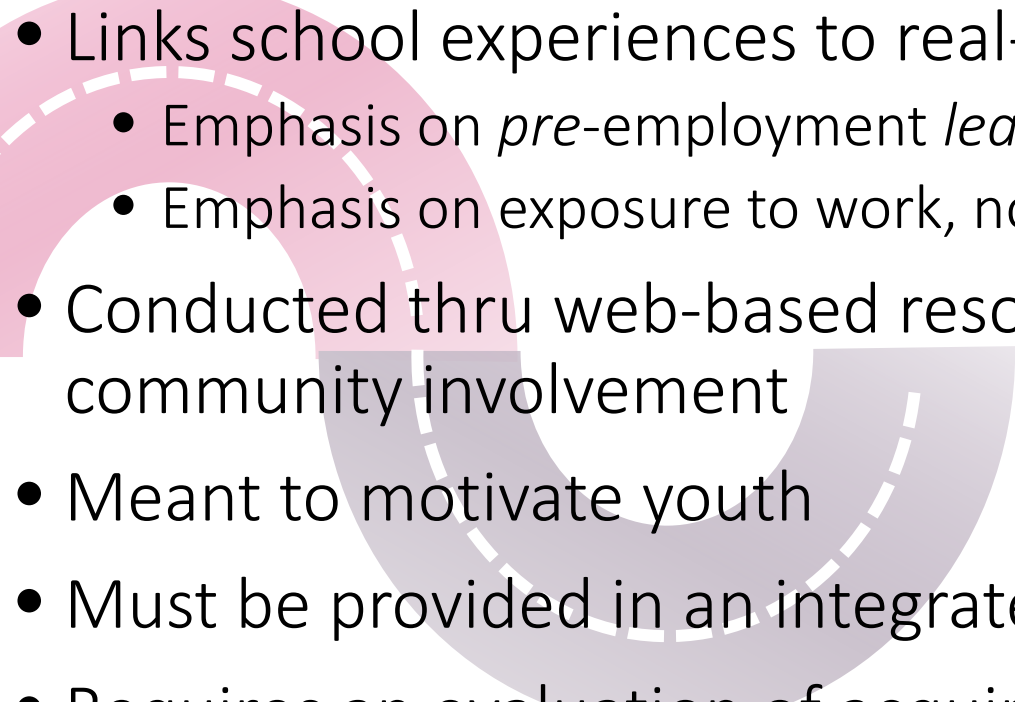
Work Place Readiness  
Training





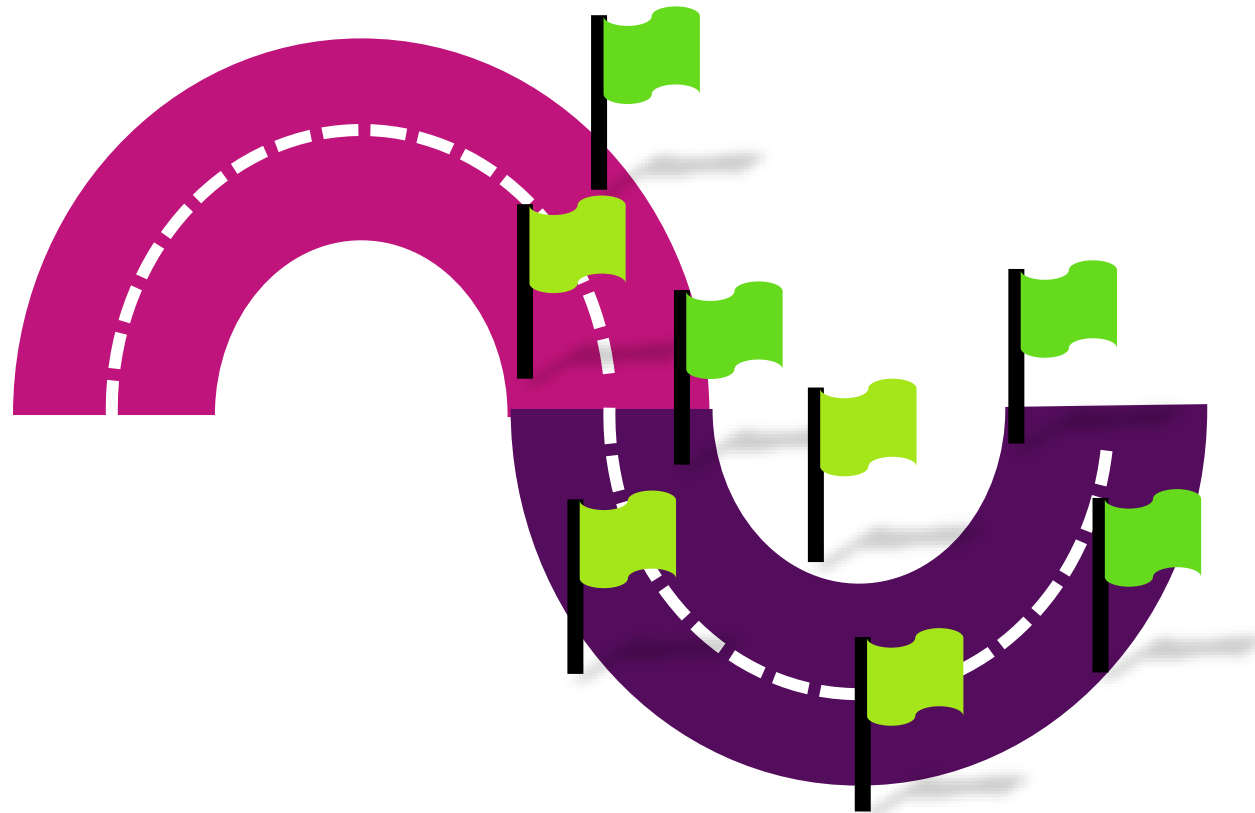
# Work Based Learning Experiences

## Features

- 
- Links school experiences to real-life work activities
    - Emphasis on *pre-employment learning*
    - Emphasis on exposure to work, not mastery of skill-set
  - Conducted thru web-based resources &/or direct employer or community involvement
  - Meant to motivate youth
  - Must be provided in an integrated setting
  - Requires an evaluation of acquired work relevant skills



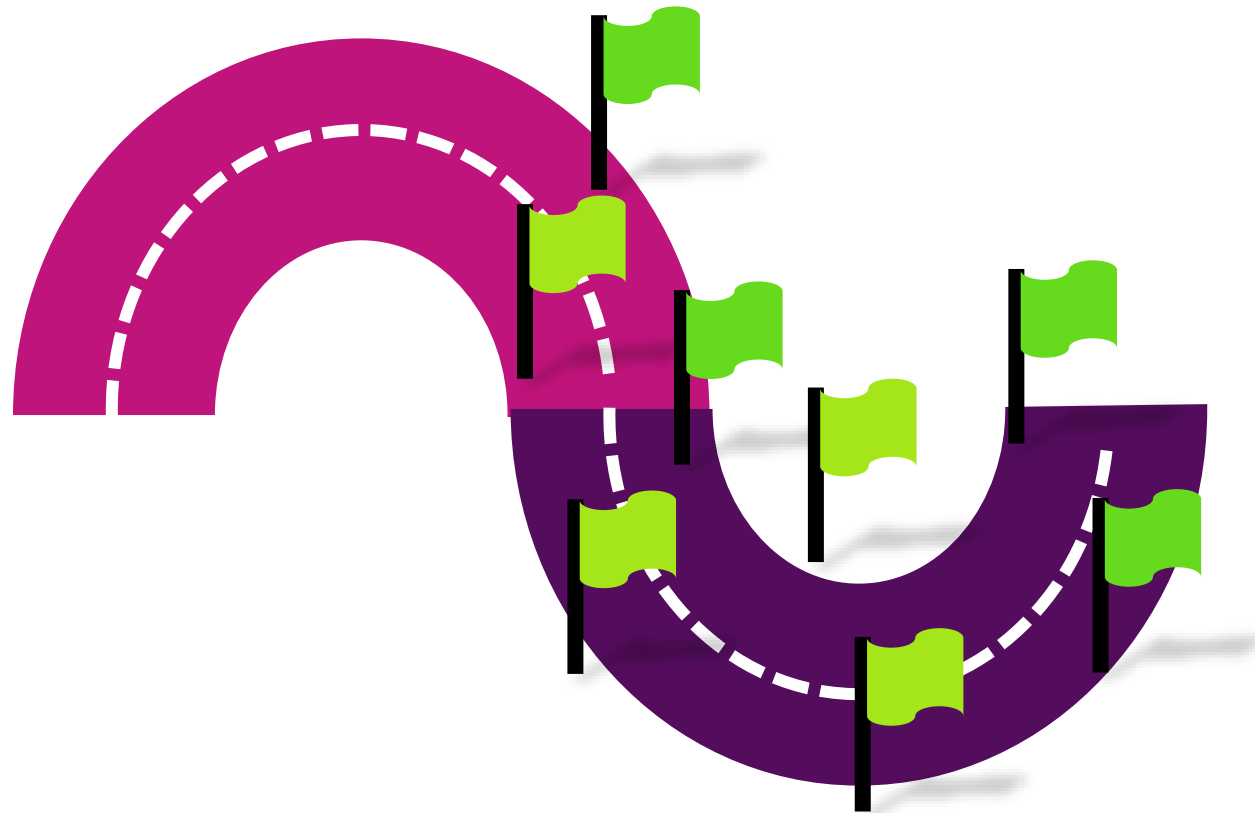
# Work Based Learning Experiences



- Interest Inventory
- Informational Interview
- Job-Site Tour
- Job Shadow
- Volunteer Experience
- Paid Work Experience
- Internship
- Apprenticeship



# Work Based Learning Experiences



- Interest Inventory
- Informational Interview
- Job-Site Tour
- Job Shadow
- Volunteer Experience
- Paid Work Experience
- Internship
- Apprenticeship

HEAR  
IT  
SEE  
IT  
DO  
IT





# Interest Inventory

## Interest Inventory

Separatory opportunity for students to learn about their work related preferences.





# Informational Interview

## ADDICTIONS COUNSELORS

### Topics

- At a Glance
- Overview
- Helpful High School Courses
- Work Activities
- Working Conditions
- Physical Demands
- Skills and Abilities
- Knowledge
- Preparation
- Licensing / Certification
- Wages
- Outlook
- Interests and Values

### Related Information

## Informational Interview

### Set Up for Interview

Informational interviews can be fun! You can learn about an interesting job without the pressure of applying for the job. Be curious and enjoy the process! Tip: You might want to practice on a family member or friend.

Phone person in charge of hiring to schedule your interview. After thanking the person for taking the call, make the following points:

- I'd like to do a brief interview with you to learn about a job in your company
- I'm not looking for a job, I'm doing research for my career
- I'm interested in your company because \_\_\_\_\_
- May I schedule a time to speak with you? I'd only take 10 to 15 minutes of your time.

### Employer & Interview Information

Employer Name: \_\_\_\_\_

Interview Date and Time: \_\_\_\_\_

Interview Location or phone interview: \_\_\_\_\_

### Preparation for Interview

- Your preparation steps will vary depending on whether you're meeting with the employer in-person or on the phone.
- If you're meeting in person:
- Make sure you're showered and wearing clean clothing.
  - Take this template and a pen with you
  - Greet the person with a handshake and a smile, and

## on Interview

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specific jobs  
the employer.

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and listening  
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recovery.

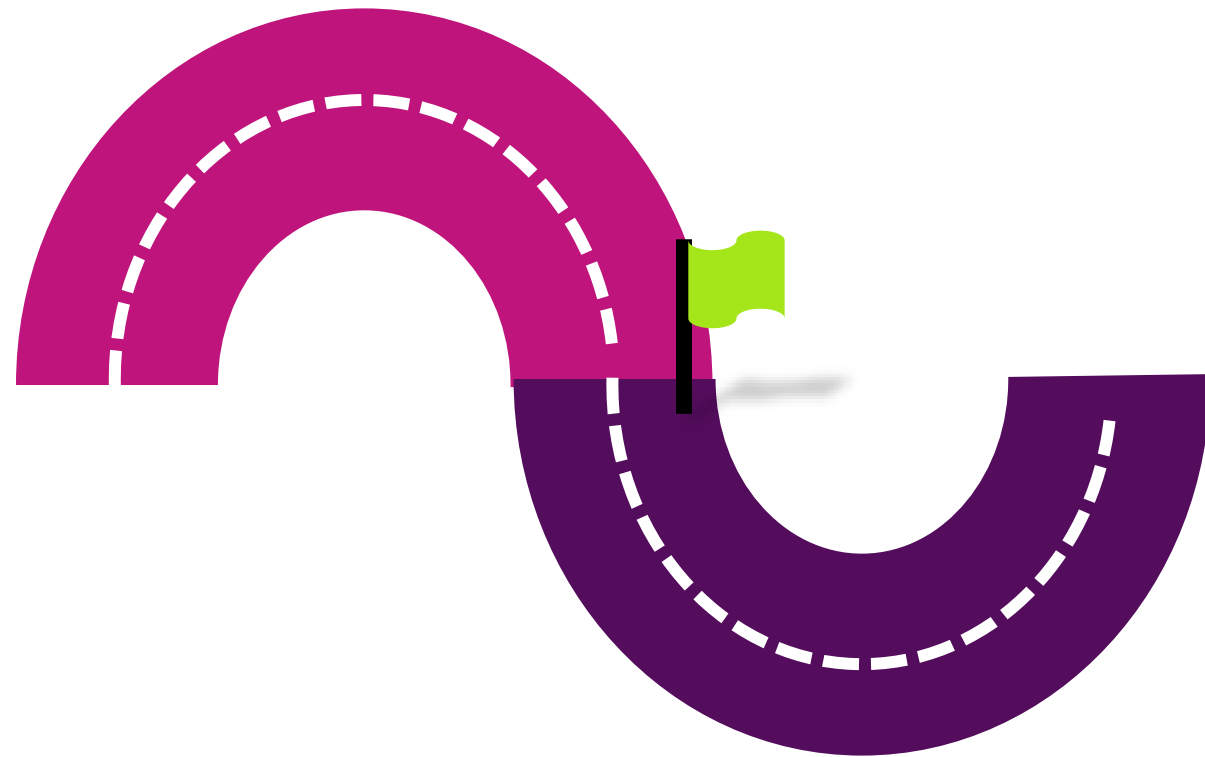
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urse, a





# Job Site Tour



## **Job Site Tour**

Opportunity for students to observe others performing a job of interest in an integrated setting.



# Job Shadow Kit

## Job Shadowing Kit



A job shadow experience is literally spending time “in the shadow” of a person doing his or her job. It immerses each student in the world of work, where they can get first-hand information about job skills and careers. By bringing students into the workplace to see a professional at work, very real and tangible options come alive for them. Job shadowing creates a critical link between education and success. This helps students not only visualize themselves in that work environment, but it also empowers them to identify what educational choices will coincide with that career path.

Great Falls Public Schools Job Shadow Program has been matching students with employers since 2005, and the successful relationships we have built with community business partners continue to grow.

The items listed below are **REQUIRED DOCUMENTATION** that is to be completed **BEFORE** you arrive at the Job Shadow site. If you are missing any of these documents, an employer will turn you away. When you receive your placement email and confirmation, print it out and make sure it accompanies you to the Job Shadow appointment along with the five forms identified below.

1. **Student Expectations & Responsibilities**
2. **Student Confidentiality Statement**
3. **Parent Permission Form**
4. **Talking Points (Guideline of questions for students to ask during t**
5. **Employer Evaluation**

After your job shadow experience, you will be expected to complete a student evaluation you note to your Job Shadow Host.

## Job Shadow

...y for students to  
...sely observe an  
...erson performing  
... a  
...st in an integrated  
...setting.



# Volunteer



## Volunteering What It Is & What Is Permitted

Volunteering refers to typical unpaid activities with non-profit groups that are open to all citizens. These might include making phone calls for a political campaign, serving as an assistant coach in a sports league, helping at a food bank, serving on a board or in an advisory group, or working on a clothing drive for a faith-based organization.

As with anyone else who volunteers, it's important to think through the reasons that someone with a disability is giving his or her time and talents for free.

### What are the benefits to the individual?

- Volunteering may be a step towards employment. It is a way of exploring interests, developing skills, gaining experience, building a resume, and making connections that lead to future paid jobs. At the same time, volunteering should not be a long-term substitute for paid employment.
- Volunteer activities should be based on an individual's interests and preferences.
- When individuals are not working or are underemployed, they may choose to volunteer in order to keep busy and active while looking for paid work.

### Where can individuals volunteer?

Individuals may volunteer only at non-profit organizations. Volunteering is not permitted at for-profit, private-sector businesses. Per the Department of Labor (DOL), individuals may volunteer or donate their services for "public service, religious or humanitarian objectives" without expectation or receipt of payment. These additional factors can also help determine if an activity meets the DOL's definition of volunteering:

- The activity is generally part-time.
- The activities are typically associated with volunteer work rather than paid employment.
- Services are offered freely and without pressure or coercion.
- Regular employees have not been displaced to accommodate the volunteer.
- The individual does not receive or expect to receive any benefit (beyond the experience itself) from the organization where he or she is volunteering. Volunteers may receive reimbursement for expenses, discounts on services, refreshments, small appreciation gifts, etc. They may also be paid a nominal fee, but it cannot be a substitute for paid compensation, or based on productivity. In general, organizations should be cautious in providing any sort of payments beyond expense reimbursement to volunteers.

Construction  
Disaster Response  
Education  
Environment  
Event Planning  
Hunger Relief

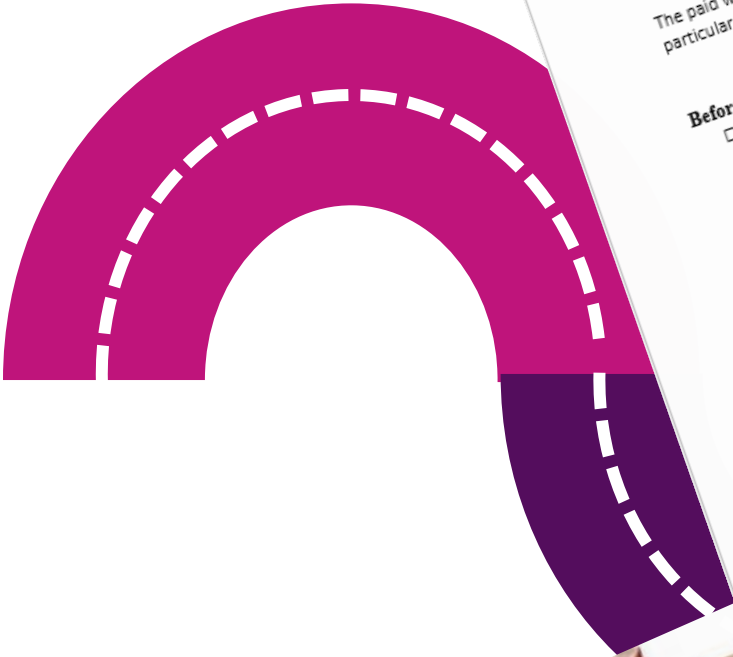
Hospice  
Job Training  
Language Learning

Arts and Recreation  
College Student (College)  
Technology and Software  
Transportation  
Tutoring  
Virtual/Remote  
Web Design/Development  
Weekend  
Youth Appropriate  
Youth Services





# Paid Work Experience



**VRBS**  
Vocational Rehabilitation & Support Services  
Ready. Willing. Able.

## Paid Work Experience

Definition  
The paid work experience is an opportunity for students to get hands-on experience in a particular job in an integrated setting while getting paid.

Expectations

**Before the Work Experience**

- Meet with employer to identify essential functions of the job. List them below:  
\_\_\_\_\_
- Identify employer's expectations. Note them below:  
Start Date: \_\_\_\_\_  
Assigned Days: \_\_\_\_\_  
Hours worked on assigned days: \_\_\_\_\_  
Dress code: \_\_\_\_\_

**During the Work Experience**

- Be on time.
- Don't be afraid to ask questions.
- Be polite to your supervisor and co-workers.
- Don't use your cell phone during work hours.

**After the Work Experience**

- Review outcome. What did you like or dislike about the job?  
\_\_\_\_\_
- Were there any problem areas you need to work on?  
\_\_\_\_\_

Signature  
\_\_\_\_\_  
Date \_\_\_\_\_

Student Signature \_\_\_\_\_

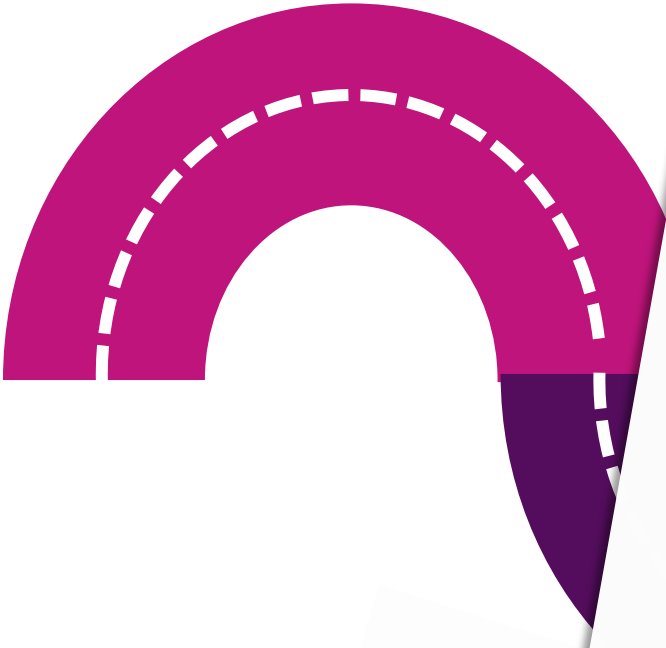
**Paid Work Experience**


Opportunity for students to get hands-on experience in a particular job in an integrated setting while getting paid.





# Internship




  
**VRBS Internship Program Model**

The VRBS Internship Program has several goals within the VRBS service delivery process. The first goal is to provide meaningful work experience for individuals with disabilities. Secondly, internships are also a service to businesses that allow employers the option to work with a potential employee without an obligation to hire. Internships also provide the VRBS counseling staff with a connection to business, valuable labor market information and work options for clients.

**The Approach**

**Option 1: starting with the client.**

1. Identify the client who is interested in and can benefit from the services of an internship work based training program.
2. Identify the position which will be sought and the length of the internship.
3. Coordinate soft skills training for the client
4. Contact potential employers for the training program and review internship agreement process.

**Option 2: starting with the business.**

1. Identify a business that is interested in hosting an internship work-based training program.
2. Identify the position(s) that will be involved and the length of the internship.
3. Conduct a Job Analyses of position identified
4. Contact VRBS counseling staff regarding the internship opportunity for potential participants.

**The Method**

1. Meet with the employer and complete an on-site review of the position to assure it will fit for the client or can be modified to accommodate any needs.
2. Assist the client with the completion of employment skills.
3. Obtain employment agreement with client, employer, VRBS and Westoff concerning payment, hours of employment training, training goals and assessment of training and client successful participation evaluation.

students to experience in a an integrated getting paid.

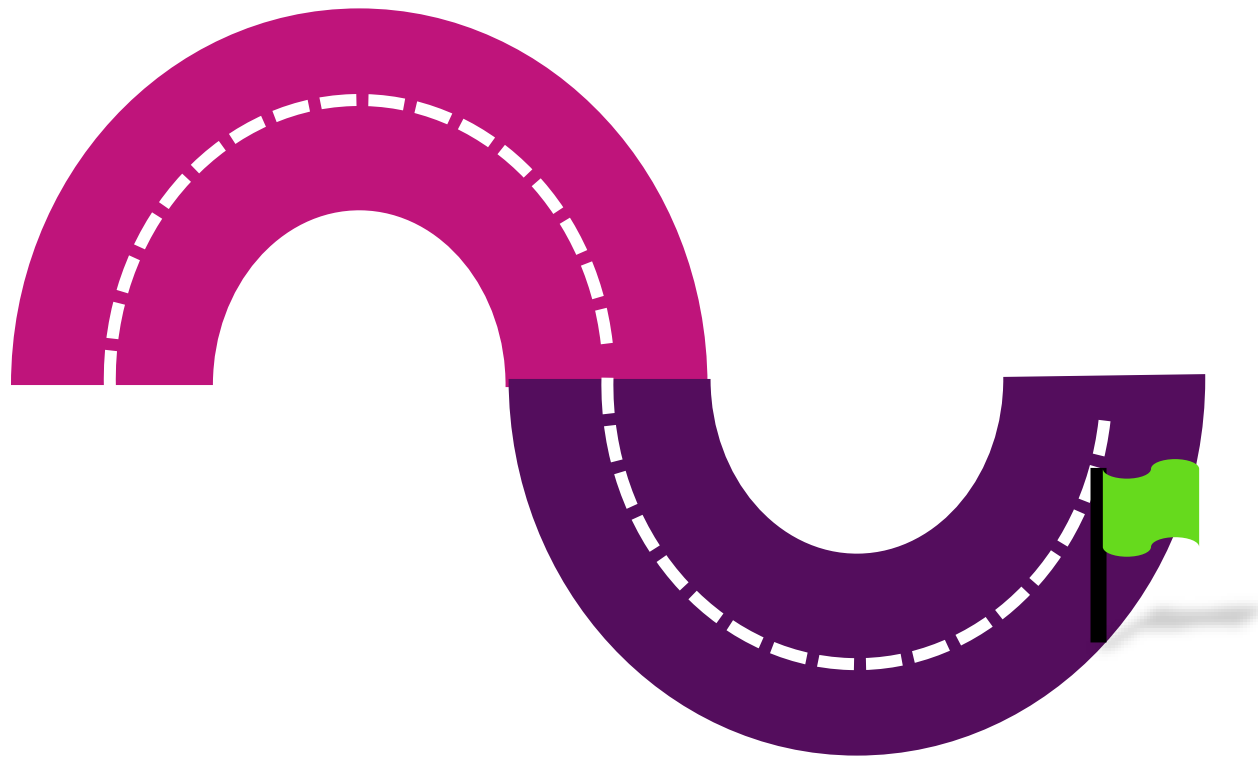


# School-Based Apprenticeship

## School –Based Apprenticeship

Opportunity for students to get hands-on experience in a particular *trade* in an integrated setting.

\* Pathways & Competitions





Questions?

