

Beatrice Public Schools

Career Readiness ~

Work-Based Learning Program

Application Packet

Beatrice High School ~ 600 Orange Blvd ~ Beatrice, NE 68310



"A Career Ready person capitalizes on personal strengths, talents, education and experiences to bring value to the workplace and the community through his/her performance, skill, diligence, ethics, and responsible behavior."

~ Definition of Career Readiness adopted by the Nebraska State Board of Education.

(May 5, 2010)

Dear Parent/Guardian,

Your son/daughter has chosen to explore a Work-Based Learning opportunity that will provide real-life experiences in his/her related career pathway. The purposes of Work-Based Learning are to allow students to gain a broad range of skills and competencies in a Work-Based Learning setting, while at the same time assisting the student in career decision-making choices. Furthermore it is also a venue to assist students in the development of good work habits, personal growth, and communication skills.

The student will complete an application process in which his/her roles and responsibilities are outlined. Your understanding and support is needed for the success of this program; signatures indicating your approval are required before the student can register for this unique learning experience.

Enclosed in this packet you will find the application and documents, which relate to Work-Based Learning. Again, before your child can be admitted to the program, he/she will need to review the policies with you.

Thank you for assisting in your child's high school decision-making process. If you have any questions, please call Mrs. Gronewold, the Work-Based Learning Coordinator at Beatrice High School. She can be reached at 402.223.1500 ext. 1825 or by email at bgronewold@bpsnebr.org.

Who May Participate?

Completion of Career Development class	Completed or enrolled in Career Development Class at BHS.
Be at least 16 years old	Junior or Senior
Driver's License	Hold a valid Nebraska Driver's License
Access to Reliable Transportation	Daily transportation.
Have a good attendance profile	Less than 5 days absent the previous semester.
Have a good discipline profile	Out of school suspension, require special permission.

How can you Participate?

Complete Application by due date	Late or incomplete applications will not be accepted.
Ask your Counselor for recommendation	Can your counselor support your recommendation?
Ask 3 Teacher recommendations	Can 3 BHS teachers will support your recommendation.

Requirements during completion?

Must be employed AND maintain employment	Training site is secured prior to first day of semester. HAVE A JOB
1 class = 5 hours work each week.	Release Periods / Work per week: 1 = 5 hrs, 2 = 10 hrs, 3= 15 hrs, 4 = 20 hrs
Limited to 20 credits ALL enrichment courses.	Combined enrollment in study hall, cadet aide, student aid, and Career Exploration equal no more than 20 credits/sem.

Name of Program: WORK BASED LEARNING ~ CAREER READINESS

Work-Based Learning is comprised of three components:

1. **CAREER DEVELOPMENT** – A school site career preparation class where students gain the essential academic and occupation preparation for transition to further education and/or a career,
2. **WORK BASED LEARNING/OCCUPATIONAL INTERNSHIP** – Work site career applications where students work in a paid on-the-job position for 5 to 20 hours per week utilizing the structure of cooperative education; and
3. **CONNECTING ACTIVITIES** – Activities or programs that help link school and work-based educational programs, where each component of the system is coordinated with the expectations of students, teachers, parents, employers, community-based organizations/agencies, and postsecondary education institutions.

Work based learning takes place at both the work site and school site and is an initiative to make lifelong career development easier and more natural by linking learning at school to application of learning at the work site.

The School-to-Career system offers students the opportunity to explore what it takes to become college and career ready, study different career fields and clusters, and develop the basic employability skills required of all workers. Selection into Work Based Learning consists of:

- completing an application
- age 16 or older
- classified as a Junior or Senior
- have approved employment
 - not with immediate family
 - access to paystub with pay/deductions, etc.
- receive parent/guardian permission
- have own transportation
- be recommend by three instructors
- receive Counselor approval
- be interviewed and approved by the teacher-coordinator

Approved students must enroll and successfully complete a one-semester school-based learning course called Career Development to participate in Work Based Learning and/or OCCUPATIONAL INTERNSHIP.

CAREER DEVELOPMENT -

School site learning focuses on academic career preparation as part of the classroom curriculum. Career Development can be defined as a life-long process through which individuals come to understand themselves as they relate to the world of work and their role in it. Students will engage in activities in seeking employment, success in the workplace, work place ethics, social and cultural awareness, financial wellbeing, and other essential skills for career preparation and success. Approved students should consider concurrent enrollment in a Work Based Learning or Occupational Internship period.

WORK BASED LEARNING –

Work Based Learning serves as an enrichment opportunity for students with a specific career objective or who desire to complete a portion of their elective credit training in the workplace. Students train in paid positions based on their area of interest and positions available. Students must attend a minimum of four scheduled classes which does not include cadet aide, student aide, study hall or release periods, and must maintain an average of 5 hours work/week for each Work Based Learning period.

In order to provide the most realistic work experience, this structured work experience will be approached from an employer/employee relationship. Student learners (employees) will be required to remain in GOOD STANDING throughout the semester. Student learners should **(1)** average a **minimum 5** hours of work per week for each release period (one period Work Based Learning = 5 hours work/week, two periods Work Based Learning = 10 hours work/week, etc.), **(2)** submit **weekly** work logs which document actual work hours, **(3)** submit copies of pay stubs with wage records reports verifying hours, pay and deductions after each pay period, and **(4)** attend meetings or check in as needed with teacher-coordinator (employer). A student may earn a maximum of sixty hours credit while in high school, and need to enroll and successfully complete Career Development prior to or during the first semester of Work Based Learning.

OCCUPATIONAL INTERNSHIP

Occupational Internship is open to seniors (juniors with permission) who have completed all the high school offerings in an occupational area and are interested in further education at a community college, technical institute, and/or postsecondary education institution. Enrollment will offer students the opportunity to gain additional knowledge and skills in the actual career/work environment. Students will train in paid positions maintaining an average of 5 hours work/week for each Occupational Internship period. A student may earn a maximum of sixty hours credit while in high school, and MAY be eligible for advanced standing, advanced placement, or dual-credit available through articulation agreements with postsecondary education institutions, including community college. Students must attend a minimum of four scheduled classes which does not include cadet aide, student aide, study hall or release periods. Students need to enroll and successfully complete Career Development prior to or during the first semester of Occupational Internship.

CERTIFIED NURSING ASSISTANT (CNA) – Training is available with permission through SCC-Beatrice and must be taken concurrently with Occupational Internship. Dual-credit may be available through SCC-Beatrice and the School-to-Career Program. Certified Nursing Assistant Training is recommended for any student interest in pursuing a career in health care. The course has become a prerequisite for enrollment into most postsecondary education nursing programs. If possible, this course will be offered by SCC-Beatrice, intended only for Beatrice High School students and in large scheduled during our school day. There typically are an evening/weekend classes and/or clinicals. Students must be at least 16 years old, provide a signed release of information between SCC/BHS and BHS/SCC, and pass a criminal background check.

