

# **Employer Guidebook to Work-based Learning**

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# Table of Contents

<b>What is Work-Based Learning?</b> .....	3
<b>What are the types of Work-based Learning programs?</b> .....	2
<b>Why should employers participate in Work-based Learning?</b> .....	5
<b>What are the employer's responsibilities?</b> .....	5
<b>What are the academic requirements for a student's participation?</b> .....	5
<b>What about insurance coverage?</b> .....	5
<b>What is the employer's obligation to the student?</b> .....	6
<b>What if the student does not perform satisfactorily?</b> .....	6
<b>Does Work-based Learning have to follow the start of a new semester?</b> .....	6
<b>What hours can the student work?</b> .....	6
<b>What is the process from start to finish?</b> .....	6
<b>What college majors are served by Work-based Learning?</b> .....	9
<b>Appendices</b> .....	9
<b>Appendix A</b>	<b>Application</b>
<b>Appendix B</b>	<b>Information Release Authorization</b>
<b>Appendix C</b>	<b>Employer Agreement</b>
<b>Appendix D</b>	<b>Semester Learning Contract</b>
<b>Appendix E</b>	<b>Employer Evaluation of Student</b>
<b>Appendix F</b>	<b>Semester Learning Contract Evaluation</b>
<b>Appendix G</b>	<b>Instructor Midterm Evaluation</b>
<b>Appendix H</b>	<b>Employer Evaluation of Apprentice</b>

## **What is Work-based Learning?**

Work-based learning integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment.

## **What are the types of Work-based Learning programs?**

- 1) Internship: "A one-on-one relationship to provide <hands-on' learning in an area of student interest. A learning contract outlines the expectations of and responsibilities of both parties..." (Federal School-to-Work Opportunities Act of 1994); nonpaid, typically one semester.

Examples: program practicums (ECD, NUR, RAD, MLT, SUR, DAT); technical college externship courses (TPT, DHG); business, computer, industrial and engineering technology and MOA workplace experiences (CWE)

- 2) Cooperative Work Experience: "A work-based learning experience which includes a set of defined competencies to be completed at a work site that is directly related to the occupational program of study. . . ." (Federal School-To- Work Opportunities Act of 1994); paid, typically one semester

Examples: CWE courses

- 3) Apprenticeships: 2 types

Industry (Not federally registered): "A learning experience that. . . combines classroom instruction (school-based) with on-the-job learning (work-based)... that results in certification of mastery of work-based skills." (Federal School-to-Work Opportunities Act of 1994); paid, typically several semesters

Example: Automotive experiences, Machine Tool experiences; CWE courses

Federally Registered Apprenticeship: "A work-based adult apprenticeship program that is registered with the Bureau of Apprenticeship Training" (Federal School-to-Work Opportunities Act of 1994); paid, typically several semesters

Examples: Machine Tool experiences, Industrial Mechanics experiences

**WORK-BASED LEARNING**  
 York Technical College  
 1998-99

<b>TYPE</b>	<b>COMPENSATION</b>	<b>LENGTH OF EXPERIENCE</b>	<b>COMPETENCIES</b>	<b>SUPERVISION</b>	<b>COORDINATOR</b>	<b>OUTCOME</b>
<b>INTERNSHIP</b>						
<b>Required</b>	Nonpaid	Varies by department and type of experience	Determined by program requirements; variable structure	Primary: Faculty Secondary: Employer	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit (Program Prefix)
<b>Elective</b>	Nonpaid	80-600 hrs/semester	Determined by employer, program and student needs; variable structure	Primary: Employer Secondary: Faculty	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE Prefix)
<b>COOPERATIVE WORK EXPERIENCE</b>	Paid	80-600 hrs/semester  Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs; variable structure	Primary: Employer  Secondary: Faculty	Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE)
<b>APPRENTICESHIPS</b>						
<b>Industry (Not federally registered)</b>	Paid	Theory: 144 hrs/yr. Minimum  Work experience: Minimum 1 year/2000 hrs  Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs; highly structured	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Theory: Technical College Course Credit (Program prefix)  Work experience: Technical College Course Credit (SWE or CWE)
<b>Federally Registered (U.S. Dept. of Labor)</b>	Paid	Theory: 144 hrs/yr. Minimum  Work experience: Minimum 1 year/2000 hrs  Maximum: Varies	Determined by employer, program and student needs; highly structured; meets USDL requirements	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Federally Registered Apprenticeship

All models provide work-based experiences for students which supplement and/or substitute for traditional college classroom/laboratory experiences in specified programs. All work-based experiences require departmental approval.

## **Why should employers participate in Work-based Learning?**

- Provides a source of motivated qualified employees
- Allows more effective use of permanent employees
- Assists as an effective, low-cost recruitment tool
- Fosters a "grow your own" workforce concept
- Assists with lowered turnover rate because of trial employment period, should the student be considered for a permanent position
- Allows for a wide range of applicants
- Builds goodwill and increases visibility in the community

## **What are the employer's responsibilities?**

- Provide meaningful employment related to the student's field of study
- Assist in the development of learning objectives related to curriculum goals and job duties
- Provide the student with employment throughout the semester unless economic factors make that impractical or the student's work proves to be unacceptable
- Provide proper supervision of the student's work
- Facilitate faculty and Cooperative Work Experience and Apprenticeship Coordinator site visits and telephone conduct
- Complete the Employer Evaluation of Student form
- Support the Coordinator in counseling the student with regard to academic achievements or deficiencies, personal development, and career aspirations
- Promote the principle that Work-based Learning is an educational program; encourage completion of the student's program of study
- Agree that full consideration will be given to all qualified applicants without regard to race, color, religion, sex, age, national origin, physical handicap, marital status, or economic resources
- Adhere to college timelines relative to work and school schedules; allow flexibility for student registration, exams, and graduation requirements
- Establish and abide by working hours, salary, and benefits agreed to by the student and Employer

## **What are the academic requirements for a student's participation?**

- A student must maintain at least a 2.5 grade point average
- A student must complete at least twelve (12) credit hours of core courses at York Technical College

## **What about insurance coverage?**

York Technical College provides insurance coverage for a student involved in school-related functions and sanctioned activities. The Student Accident Policy covers a student who is currently enrolled part time or full time at York Technical College.

A student working off campus in the internship program (nonpaid) may qualify for worker's compensation through York Technical College. The student must be enrolled in a CWE (Cooperative Work Experience) course.

### **What is the employer's obligation to the student?**

Work-based Learning is an effective recruitment tool for the employer; however, there is no legal or moral obligation for the employer to make an offer of permanent employment after graduation.

Work-based Learning is also an effective placement tool for the student; however; the student is not obligated to accept an offer once the Work-based Learning period is complete.

### **What if the student does not perform satisfactorily?**

Counseling with the student and Coordinator is the first step. If the student does not improve within a reasonable time frame, termination of the student by the employer is justified.

### **Does Work-based Learning have to follow the start of a new semester?**

Work-based Learning is a flexible program. The program can begin at any point in the year.

### **What hours can the student work?**

The student must complete a minimum of 80 hours of work per credit attempted. The working schedule should meet the needs of both the employer and the student. The employer should allow for some flexibility with regard to exams and other college commitments. The student is expected to notify the employer in advance should a change be needed in that working schedule.

Work-based Learning can be accomplished under the following three formats:

Parallel-The student will work part time and attend classes part time or full time. Extended- The student will work full time and attend classes part time or full time. Alternating-The student will work full time and not attend classes for that semester.

### **What is the process from start to finish?**

Work-based Learning can evolve from two routes:

- 1) The employer will list the opening with the Cooperative Work Experience and Apprenticeship Coordinator. The Coordinator will refer qualified candidates; the employer will interview and select from that pool of candidates. The selected student must be referred to the Coordinator before working on-site in order to process contracts and insurance coverage.
- 2) The employer may refer a current employee of the firm for participation in the Work-based Learning program. The participant will meet with the Coordinator to complete a Work-based Learning Application (See Appendix A.) and Information Release Authorization (See Appendix B.)

Cooperative Work Experience, Internship, and Industry Apprenticeship participants may register for CWE courses. Federally Registered Apprentices and Industry Apprentices may register for courses within the chosen field of study.

*The following procedures apply to Cooperative Work Experience, Internship, and Industry Apprenticeship participants who earn CWE credit:*

The employer and the student will sign the Work-based Learning Employer Agreement. (See Appendix C.)

The employer, the student, the Coordinator, and the Department Manager or appointed faculty member will agree upon learning objectives for that student to meet during a designated time period. All parties will sign the Semester Learning Contract. (See Appendix D.) The student must work a minimum of 80 hours per credit attempted. A student can earn a maximum of eight credits in one semester.

The employer will allow a minimum of two site visits by the Coordinator and faculty member, as well as telephone contact regarding the student's performance.

At the final visit, the employer will complete the Employer Evaluation of Student (See Appendix E.), and rate the student's progress of the agreed upon learning objectives in the Semester Learning Contract Evaluation (See Appendix F.). The employer, the Coordinator, and the faculty member will discuss a grade to be awarded to the student.

The following percentages will be tied to each assignment in order to determine the CWE grade:

Student Midterm Report	5%
Journal	20%
Student Evaluation	5%
Semester Learning Contract Evaluation	20%
Employer Evaluation	50%

The following scale will be the standard for all programs of study (except Surgical Technology):

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

The following scale will be the standard for Surgical Technology:

93-100	A
85-92	B
80-84	C
79 or below	F

The employer then has the option of hiring the student, terminating the Work-based Learning student, or extending the student's assignment.

With an assignment renewal, a new Employer Agreement will be signed. Also, a new Semester Learning Contract will be created. Once again, the student must register for a CWE course to maintain appropriate insurance coverage.

*The following procedures apply to Federally Registered Apprenticeship participants who do not earn CWE credit:*

The employer will coordinate the apprenticeship with the Department of Labor so the student will receive a Bureau of Apprenticeship and Training Certificate at the completion of the program. The employer will also work with York Technical College to choose a course of study for the student. The student should work closely with the faculty advisor to coordinate each semester's registration.

The student will meet with the Cooperative Work Experience and Apprenticeship Coordinator to complete a Work-based Learning Application and Information Release. With the student's written permission, the Coordinator will forward an Instructor Midterm Evaluation (See Appendix G) and transcript to the employer. The Coordinator will also make periodic checks with the employer regarding the student's progress. The employer will complete the Employer Evaluation of Apprentice (see Appendix H) at the end of each semester.

*The following procedures apply to Industry Apprenticeship participants who do not earn CWE credit:*

The same steps apply as with Federally Registered Apprenticeships, except the Department of Labor is not involved.

### **What college majors are served by Work-based Learning?**

<p style="text-align: center;"><b>BCAS</b> (Business, Computer, Arts &amp; Sciences)</p>	<p style="text-align: center;"><b>HHS</b> (Health &amp; Human Services)</p>	<p style="text-align: center;"><b>IET</b> (Industrial &amp; Engineering Technologies)</p>
<p>Accounting Computer Technology General Business Management Office Systems Technology</p>	<p>Medical Office Assisting</p>	<p>Air Conditioning/Refrigeration Mechanics Automotive Technology Computer Engineering Technology Electronics Engineering Technology Engineering Graphics Industrial Electricity/Electronics Industrial Mechanics Machine Tool Mechanical Engineering Technology Welding</p>
<p>Other majors as requested</p>	<p>Other majors as requested</p>	<p>Other majors as requested</p>

## Appendices

- A - Application
- B - Information Release Authorization
- C - Employer Agreement
- D - Semester Learning Contract
- E - Employer Evaluation of Student
- F - Semester Learning Contract Evaluation
- G - Instructor Midterm Evaluation
- H - Employer Evaluation of Apprentice