

WORK-BASED LEARNING

Funding Application



Duration of Program: July 1, 2023 to June 30, 2024

Eligible Applicants: Utah School Districts or Utah Charter Schools with an approved CTE Program

Funding Procedure: Funding from the CTE ongoing allocation will be provided to LEAs for K-12 Work-Based Learning (WBL) on a non-competitive basis through this application process. Local recipients of funds receive support from this ongoing funding source based upon performance and adherence to the agreed upon expectations cited in Utah State Board of Education Rule R277-915 and the conditions explained in this application. Local recipients are required to provide a 100% match of funds received under this application.

K-12 WBL funds are restricted and shall be allocated to an LEA for an approved program as follows:

- (a) a base amount per LEA as established by the Superintendent
- (b) an additional allocation that is proportional to the LEA's prior school year's October 1 head count in comparison to all other LEAs with an approved program

Statement of Purpose:

These funds are being provided to support K-12 WBL coordination personnel and programs at each LEA. Funding should be used in accordance with the expectations cited in Utah State Board of Education Rule R277-915. Funding may not be used for regular personnel costs under the State Board of Education Rule. Program evaluation and monitoring will be conducted to ensure appropriate implementation and continual update and renewal in the schools that receive funding.

Assurances & Accountability:

Each LEA will assure that the stipulations and conditions described herein are met.

Each LEA will report what WBL services were delivered K-12th grade. The Work-Based Learning Accountability Report serves as a method to collect statewide data for Work-Based Learning and is sent in with this application. This data will be helpful in determining program direction and needs. **DUE MAY 1, 2023**

Application Procedure:

LEA CTE Director must: 1. By May 1 each year: Complete and submit the non-competitive K-12 Work-Based Learning Funding Application. Both the Utah State Legislature and the United States Government have placed an emphasis on accountability. Therefore, several reports have been developed by Utah State Board of Education to obtain information. Local Applications, payment requests, and Accountability Reports (Part A) are now processed through Utah Grants Management System.

All applications must be submitted through Utah Grants by May 1, 2023

K-12 WORK-BASED LEARNING ASSURANCES

Below are the required standards of the WBL program according to Board Rule R277 915.

By checking each box, the LEA acknowledges and agrees to adhere to each standard.

Standard 1: The WBL Program has received approval by the LEA board. (R277-915-5(a))

Standard 2: An LEA that has WBL programs that include assigning students as participants at off-campus sites, in on-campus simulations, or in virtual or remote WBL experiences, shall establish a policy which includes the following (R277-915-3):

- training for student participants, student participant supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace
- standards and procedures for approval of off-campus work sites, job shadows, field studies, and other WBL experiences;
- transportation options for students to and from the work site, job shadows, field studies, and other WBL experiences;
- appropriate supervision by employers at the internship or apprenticeship work site;
- adequate insurance coverage provided and identified either by the student, the program, or the LEA;
- appropriate supervision and assessment of the student by the LEA

Standard 3: CTE Internships (R277-915-2(6))

- "Internship" means a high quality experience where students are mentored by an employer for approximately 40 hours on site during one course to learn about a particular industry or occupation.
- "high-quality experience" means an internship that:
 - links to a related course
 - is paid or unpaid
 - implements learning intentions developed by an LEA and employer to guide student learning
 - adheres to state, Board, and local safety and supervision requirements
 - includes practical application of concurrently or previously studied theory or related curriculum
 - connects to career goals, career pathway, and the plan for College and Career Readiness (CCR)
 - includes opportunities for a student to explore career options in a particular field of work
 - results in the completion of a digital career portfolio (including student/employer surveys) which outlines the student's experience and prepares them for the next steps in their career development. (R277-915-2(5))
 - one internship experience in either grade 11 or grade 12, or both (R277-915-2(9)(b)(ii))
 - Participant does not include a student on work release. R277-915-2(9)(c)
 - The nondiscrimination clause is included on all signed documents.
 - WBL Coordinators make at least one on-site visit during the semester after the initial site is set up for an internship. A follow-up phone call, email or written evaluation is completed.
 - Students cannot displace a worker.

Standard 4: WBL Committee (R277-915-5 (i-iii))

- document that a WBL committee representing all schools within the LEA has been created and includes a variety of stakeholders from the different areas including, but not limited to:
 - business and industry
 - administrators
 - teachers
 - counselors
 - parents

	<ul style="list-style-type: none"> is actively functioning evidenced by planning and implementing WBL activities, regularly addressing WBL issues and conduct WBL activities utilizing information from committee members.
<input type="checkbox"/>	<p>Standard 5: Integration of WBL Components K-12th Grade (R277-915-5(e))</p> <ul style="list-style-type: none"> maintain evidence that WBL components have been integrated and coordinated with <ul style="list-style-type: none"> elementary career awareness secondary career exploration integrated core activities College and Career Awareness school counseling maintain evidence of WBL activities and assurances in each LEA developed in coordination with a student's <ul style="list-style-type: none"> IEP Plan for College and Career Readiness 504 requirements <p>Ensure that students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in Work-Based Learning activities.</p>
<input type="checkbox"/>	<p>Standard 6: Demonstrate coordination with employers and with other school/community development activities. (R277-915-5(h))</p>
<input type="checkbox"/>	<p>Standard 7: Required WBL Professional Development (R277-915-5(i))</p> <ul style="list-style-type: none"> participate in ongoing state-sponsored WBL coordinated professional development.
<input type="checkbox"/>	<p>Standard 8: participate in the CTE Program Approval evaluation; and ensure all program requirements are in accordance with section R277-114-5. (R277-915-5(j-k))</p>
<input type="checkbox"/>	<p>Standard 9: Verify that state Work-Based Learning funds are supporting Work-Based Learning personnel, that state funds are matched by the local recipient of funds, and that sufficient budget for Work-Based Learning personnel facilities, materials, equipment and support staff is available. (CTE Director)</p>

K-12 WBL FUNDING ACCOUNTABILITY

There are two parts to state funding for Work-Based Learning:

PART ONE: State Appropriated Funds – State WBL funds are allocated through the USBE-CTE to LEAs who meet all program requirements (see WBL Assurances pg. 2-3). Funds must be spent for Work-Based Learning related expenses through the categories listed below.

Please indicate how state allocated funds will be spent in your LEA. (SELECT ALL THAT APPLY)

- WBL Salaries & Benefits
- WBL Related Equipment & Supplies
- WBL Staff Professional Development
- WBL Related Travel
- WBL Professional Services
- Other: _____

PART TWO: LEA Matched Funds - Per Board Rule R277-915, State appropriated Work-Based Learning funds MUST be matched 100% by local funds. Matched funds cannot come from restricted programs such as CTE add-on funds or CCA funds.

By initialing below, you agree to ensure that the state appropriated funds are matched 100% by LEA funds.

CTE Director Initials: _____

STAFFING & PROFESSIONAL DEVELOPMENT

LEA	
LEA CTE Director	
LEA CTE Director's Email	
LEA CTE Director's Work Phone	
LEA Designated K-12 WBL Coordinator/ Professional (if there is more than one person, please list the best contact for State communications)	
WBL Coordinator's Email	
WBL Coordinator's Work Address	
WBL Coordinator's Work Phone	

Annual Professional Development: ongoing WBL professional development is a requirement of an approved program. Please provide below a list and short description of all WBL professional development opportunities attended from April 1st, 2022 through April 1st, 2023.

Preferred Conferences/Training: Utah CTE WBL Summer Conference, Utah ACTE WBL Conference, National ACTE Conference, National ACTE WBL Conference, ACTE WBL Webinar Series, CTE WBL Methods Course (new opportunity coming this year), CTE Internship Methods Course (new opportunity coming this year).

Note: Other conferences/training may qualify if WBL related. If there are questions, please feel free to email Breckon Heywood (breckon.heywood@schools.utah.gov)

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Question 2: Each LEA is required to have a WBL committee that can help support the WBL program K-12. Please include a short summary of how your LEA is utilizing the WBL committee. Include successes, challenges, and goals for the future.

Question 3: As you reflect on the CTE Internships that were completed this year, how do you feel your LEA (one site) is doing to meet the high-quality expectations of the course?

(high-quality indicators include: the internship opportunity aligns with a student’s career pathway, students are connected with a mentor/employer who is helping them learn a set of skills aligned with the students career pathway, the internship is at least 40 hours minimum, the internship results in a high-quality student career portfolio which meets proficiency (or above) on the state provided rubric, etc.)

Question 4: List one goal that you would like to implement for your WBL program next school year (2022-2023)

By signing this assurance, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, and disbursements, are for the purposes and objectives set forth in the assurances and standards in Board Rule R277-915 as well as the WBL Funding Application. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise.

LEA:

DATE:

CTE DIRECTOR: