

# FY 2022 APPLICATION

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## CAREER AND TECHNICAL EDUCATION WORK-BASED LEARNING COORDINATION

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**Duration of Program:** July 1, 2021 to June 30, 2022

**Availability of Funding:** Approximately \$ 1,956,238

**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 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 standards 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.

Funding for Work-Based Learning dollars is based on:

- 1) LEAs K-12 enrollment
- 2) Having a local board approved LEA WBL policy consistent with Board Rule R277-915-3
- 3) Employing licensed and endorsed WBL personnel; candidates must meet state licensure/endorsement requirements or have a SAEP in place

**Statement of Purpose:**

These funds are being provided to support WBL coordination personnel and programs at LEA cone sites.

\* These funds and the local match are designated for salary, benefits, travel and staff development of WBL personnel.

\* A cone site is defined as the high school and its feeder middle/junior high schools and elementary schools, where applicable.

**Assurances & Accountability:**

Each LEA will assure that the stipulations and conditions described herein are met. A completed *Work-Based Learning Assurances Checklist* is required per cone and will be reviewed at the WBL sites for Program Approval.

Each LEA will report what WBL services were delivered in the funded cone site(s). 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 June 1, 2021**

**Application Procedure:**

Proposals must be submitted on approved forms and must conform to submission deadlines. By **June 1, 2021, no later than 5:00 pm.**

**Districts (CTE Directors only):** Please email proposals to Camille Clarke at [camille.clarke@schools.utah.gov](mailto:camille.clarke@schools.utah.gov)

<b>WORK-BASED LEARNING ASSURANCES:</b>
<b>Standard 1:</b> The current local board has approved the Work-Based Learning program. The Board also supports the use of the USBE sponsored WBL Manual, endorsement criteria, coordinator standards document and partnership training agreements in alignment with <a href="#">R277-915 Work-based Learning Programs</a> .
<b>Standard 2:</b> All instructors are licensed and appropriately endorsed.
<b>Standard 3:</b> WBL interacts with parents, the community, and the school. A three–five year plan is in place with approval of the above groups. The WBL Coordinator attends cone meetings, school council meetings, community councils, etc. at least twice a year.
<b>Standard 4:</b> Needs assessments are conducted as needed.
<b>Standard 5:</b> Skill grids for use with students to evaluate activities, preparation and participation on site. <ul style="list-style-type: none"> <li>*The nondiscrimination clause is included on all signed documents.</li> <li>*Specific activities are identified for each level (Elementary, Junior/Middle School and High School.)</li> <li>*Internships align with CCR goals.</li> <li>*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.</li> <li>*Students cannot displace a worker.</li> <li>*Students may not continue to do a task once it is mastered. Child Labor Law.</li> <li>*Students must have a related CTE class prior to the internship.</li> </ul>
<b>Standard 6:</b> WBL programs integrate CTE Pathways; College & Career Awareness coordination (meeting at each junior/middle school team twice a year); elementary career awareness (when possible); and secondary career exploration and preparation activities.
<b>Standard 7:</b> WBL Programs are developed in coordination with IEP/SEP/SEOP/504 requirements. All students meeting school requirements are accepted into the program.
<b>Standard 8:</b> Ensure that students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in Work-Based Learning activities.
<b>Standard 9:</b> Demonstrate coordination with employers and with other school/community development activities.
<b>Standard 10:</b> 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)
<b>Standard 11:</b> Work-Based Learning personnel complete state-sponsored Work-Based Learning coordinator basic training; participates in ongoing professional development activities including USBE Summer Conference; and appropriate professional associations.
<b>Standard 12:</b> Work-Based Learning personnel to participate in state and LEA data collection and reporting.



# WBL ACCOUNTABILITY REPORT

TO BE COMPLETED BY EACH WBL COORDINATOR

Data Collection and Evaluation for Current 2020-21(FY21) School Year

**THIS REPORT SHOULD REFLECT ONLY THE ACTIVITIES FOR WHICH THE WBL COORDINATOR COORDINATES, SETS UP, OR SUPERVISES.**

**Instructions**

For the current 2020-21 (FY21) school year:

1. Identify the number of activities offered by WBL Coordinator (not career activities in the school set up by others).
2. Identify the number of students that participated in each WBL activity.

WBL Coordinator: \_\_\_\_\_ Hours per week of WBL time: \_\_\_\_\_

LEVEL	NUMBER OF ACTIVITIES	NUMBER OF STUDENTS
<b>Grades 11-12</b> <input type="checkbox"/> Apprenticeships <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> Student Internships <input type="checkbox"/> Other	Apprenticeships _____ Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Student Internships _____ Other _____	Apprenticeships _____ Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Student Internships _____ Other _____
<b>Grades 9-10</b> <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Other _____
<b>Grades 7-8</b> <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> 2 College & Career Awareness Team Meetings <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Date of Meeting 1 _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Date of Meeting 2 _____ Other _____
<b>Grades K-6</b> <input type="checkbox"/> Career Fairs <input type="checkbox"/> Field Studies <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Job Shadows <input type="checkbox"/> Other	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Other _____	Career Fairs _____ Field Studies _____ Guest Speakers _____ Job Shadows _____ Other _____

As you reflect on the Work-Based Learning activities (K-12) accomplished this school year (2020-21), please include a short summary on the following questions. What would you consider to be the most successful WBL activities this year and why? What are some improvements you would like to make in regards to WBL activities for the next school year?

As you reflect on the CTE Internships and/or Apprenticeships that were completed this year, how do you feel your LEA (cone site)is doing to meet the high-quality expectations of the course?

(high-quality indicators include: the internship opportunity aligns with a students 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.)

List one SMART goal that you would like to implement for your WBL program next school year (2021-22)

By entering the following information and uploading this document, the CTE Director, certifies that the WBL Program meets the assurances for WBL and this document is accurate. (Original Signatures not required.)

LEA: \_\_\_\_\_ DATE: \_\_\_\_\_

CTE DIRECTOR: \_\_\_\_\_