

CAREER READY **SD**

Work-Based Learning: School Readiness Assessment Tool

A Project of:



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Work-Based Learning: School Readiness Assessment Tool

Work-based Learning activities help students of all grades learn about careers and develop personal and professional goals for life after high school. High-quality WBL programs give students the opportunity to participate in career-centered learning at all 3 stages of the WBL continuum. When planning and designing a work-based learning program, it is important to review and evaluate what is currently in place and the WBL vision for the future.

Use the assessment tool below to evaluate the strength of your school or district's current Work-based Learning offerings.

1. Status Check

Ask about the class you are speaking to and discuss goals the teacher has for the presentation. Does the teacher have specific questions or points they want you to address? Do you have any equipment or technology needs? If so, ask the teacher to prepare the room in advance. Provide the teacher with links to any websites or online resources you want to share with students. If you are conducting a virtual presentation, request a test run with the teacher to ensure you are both comfortable with the technology.

Check "yes" or "no" in the table below.

WORK-BASED LEARNING STAGES		
EXPLORE	ENGAGE	EXPERIENCE
Soft Skills Awareness Activities <input type="checkbox"/> Yes <input type="checkbox"/> No	Career Cafes <input type="checkbox"/> Yes <input type="checkbox"/> No	Project Based Learning <input type="checkbox"/> Yes <input type="checkbox"/> No
Career Awareness Activities <input type="checkbox"/> Yes <input type="checkbox"/> No	Career Camps <input type="checkbox"/> Yes <input type="checkbox"/> No	Student-Led Enterprises <input type="checkbox"/> Yes <input type="checkbox"/> No
Career-Connected Field Trips <input type="checkbox"/> Yes <input type="checkbox"/> No	Informational Interviews <input type="checkbox"/> Yes <input type="checkbox"/> No	Entrepreneurship Experience Capstone <input type="checkbox"/> Yes <input type="checkbox"/> No
Industry Tours <input type="checkbox"/> Yes <input type="checkbox"/> No	Job Shadows <input type="checkbox"/> Yes <input type="checkbox"/> No	Service Learning Capstone <input type="checkbox"/> Yes <input type="checkbox"/> No
Guest Speakers <input type="checkbox"/> Yes <input type="checkbox"/> No	Simulations Career Fairs <input type="checkbox"/> Yes <input type="checkbox"/> No	Senior Experience Capstone <input type="checkbox"/> Yes <input type="checkbox"/> No
Other <input type="checkbox"/> Yes <input type="checkbox"/> No	Other <input type="checkbox"/> Yes <input type="checkbox"/> No	Youth Internship Capstone <input type="checkbox"/> Yes <input type="checkbox"/> No
		Youth Apprenticeship Capstone <input type="checkbox"/> Yes <input type="checkbox"/> No
		Other <input type="checkbox"/> Yes <input type="checkbox"/> No

For activities selected "Yes" above, identify the class where the WBL activities occur.

WBL Activity	Class Hosting Activity

2. Assess Action Items: Identify your school’s level of readiness and next steps for each WBL item.

	How ready are we?	Who is the lead for this item?	What are the next steps for this item?
Recruit students for WBL experiences	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Recruit industry partners to participate in WBL experiences	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Provide CTE Foundational Courses to support WBL experiences	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Monitor student participation and progress in WBL experiences	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Provide high school credit for WBL experiences	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		

	How ready are we?	Who is the lead for this item?	What are the next steps for this item?
Coordinate WBL program logistics (transportation, schedule, etc.)	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Collect and maintain required documentation from industry partners and students (agreements, timesheets, etc.)	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Provide ongoing support to both students and businesses	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Collaborate with local agencies and workforce partners to engage industry partners	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Evaluate and provide feedback on WBL experiences to students and industry partners	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		
Continually evaluate the WBL program and make changes as necessary	<input type="checkbox"/> Ready <input type="checkbox"/> Somewhat ready <input type="checkbox"/> Need to Prepare		

3. Self-Reflection Questions: Deep dive questions help you identify how you can strengthen your WBL program.

- How can we provide WBL as a sequence of experiences that go through the Explore, Engage, and Experience stages?
- How can we provide hands-on career preparation with activities in a range of levels of intensity and duration?
- How can we develop WBL experiences that align with student career interests?
- How can we define WBL learning objectives related to classroom curricula?
- How can we align WBL experiences with content standards and industry needs and trends?
- How can our WBL experiences require intentional student preparation, engagement, and reflection?
- How can we collaborate with employers to provide exposure to a wide range of industries and occupations?