Initiating Work-based Learning To-Do List:

1) Identify an employer to establish a work-based learning site through securing a meeting and work-site visit to determine that the environment, job tasks, culture, etc… are appropriate for the student.

2) Work with the identified employer, learner, and learner’s family to determine the details of the work-based learning activity including paid/unpaid, rate of pay, learning outcomes, tasks, schedule, transportation etc…

3) If the experience is determined to be unpaid, complete New Hampshire Department of Labor paperwork to include Application for Pre-screening of the Business Partner and Approval for Non-paid Work Activities. If it is paid within a hazardous occupation, Co-Op paperwork through the New Hampshire Department of labor must be completed.

4) Utilize the Work-based Learning Practitioner/Student/Employer Checklist to ensure the work-based learning opportunity aligns with the state definition of work-based learning.

5) Utilize the New Hampshire Department of Education Work-based Learning Rubric to ensure the work-based learning opportunity maintains an appropriate level of quality for the learner.

6) If the work-based learning opportunity is for credit, determine general and specific competencies, learner performance measures, and learner outcomes based on your local districts policy and procedure.

7) Create a work-based learning agreement to include roles and responsibilities to be reviewed and signed by the learner, parent/guardian, work-based learning site supervisor, work-based learning mentor, and school coordinator. Send to the parent/guardian with the parent/guardian letter.

8) Start work-based learning and follow the work-based learning agreement/training plan once approved by all parties.