

Health Science Technology Education

Paid Work-Based Learning

Paid work-based learning provides students with the opportunity to gain career specific knowledge and skills through a paid work-based learning experience. Students receive instruction by participating in occupationally specific classroom instruction and work-based learning experiences.

Advantages

Student:

- Assistance in selecting and obtaining a training job related to personal interests
- Classroom assignments related to job training and employability
- Offers students a hands-on work-based learning experience
- Enhances students knowledge and skills and increases employability options
- Provides opportunity to discover the need for additional education and training

School:

- Creates community partnerships in education and training
- Keeps school aware of employment needs in the community
- Contributes to reducing dropout rate

Employer:

- Provides additional supervision and training for employees
- Provides both a present and future source of employees
- Opportunities to participate in education partnerships

Responsibilities

- Select an occupational objective based on interest and ability
- Conform to policies and procedures of school and work place
- Demonstrate improvement and proficiency in school and at work

School:

- Select and screen students based on occupational interest and ability
- Provide ongoing supervision of student
- Provide classroom instruction to enhance the work-based learning

Employer:

- Provide an entry-level job that requires on-the-job training
- Provide instruction and supervision for student
- Evaluate student performance and progress periodically
- Develop training plan and learning objectives with the school
- Communicate with teacher regarding student's progress

Steps in establishing a paid work based learning experience:

1. Contact community health care professionals regarding the opportunities available for employing students. Explain the goals and objectives of the program.
2. Develop paid work-based learning application and interview standards.
3. Meet with counselors to explain program goals and objectives.
4. Survey interested students who will be completing *Health Science Technology I*.
5. Organize a **Partners that Work** advisory group. Secure the assistance of the group in establishing program policies and procedures.
6. Develop a process for screening and selecting students.
7. Identify materials, resources and equipment necessary for implementation.
8. Develop classroom instructional objectives, units of instruction, paid work-based learning training site competencies, and individualized units of instruction.
9. Establish an effective ongoing communication process for administrators, counselors, employers, parents, and students.

Rules for Paid Work-Based Learning:

1. Students must be a minimum age of 16 to be enrolled in a *paid* career preparation work-based learning experience.
2. Work-based instruction must be planned and supervised cooperatively by the local education agency and the training sponsor.
3. Students must be employed an average of 10 hours per week to earn 2 units of credit or employed 15 hours per week to earn 3 units of credit.
4. Paid work-based learning must consist of an average of one class period of instruction per day *for the entire school year* in addition to an assignment at a work-based training site.
5. Employment at an approved work-based training site must begin within 15 instructional days after enrollment. If employment does not begin by the 16th day, the student may be placed at an unpaid work based training site for the remainder of the school year. A Paid Training Plan for work-based learning must be completed, signed and in the student's file within 15 instructional days.
6. Teachers must visit each student work site at least six times each school year.
7. Texas Child Labor Laws and the federal Fair Labor Standards Act (FLSA) apply to paid work-based learning. (1-800-832-9243) Max penalty per violation is \$10,000.
<http://capitol.tlc.state.tx.us/statutes/codes/LA000004.html>

Coordination of paid work-based learning experiences

The paid work-based learning coordinator must assume a number of responsibilities in addition to the preparation and facilitation of classroom instruction. The partnership with health care facilities and agencies requires that the coordinator establish and maintain working relationships and appropriate communications among all paid work-based learning partners.

1. Set course prerequisites to assure that students must master the essential knowledge and skills of Introduction to HST and HST I prior to being accepted into work-based learning experiences.
2. Program guidelines should be developed to clearly define expectations for student responsibilities, transportation, fees, professional attire, ethical and legal behavior, rules, etc.
3. Develop work-based learning objectives with employers. The work based training component should provide the student with a variety of learning experiences that will give the student the broadest understanding of the health care industry. Training sites that do not support the program and student learning objectives should not be utilized.
4. Complete Training Plans and have in student file within 15 instructional days.
5. Document student wages and hours of employment. If a student is absent in the morning but attends afternoon work-based training, the student is counted absent for the entire day.
7. Document student work-based performance by periodic employer evaluations.
8. Document paid work-based learning training site visits (at least 6 times per school year).
9. Document student skill development by student portfolio or competency lists.

Sample Grading Plans

Classroom Grades

Daily Work.....	20%
Tests/Exams	25%
Individualized Studies.....	15%
Projects.....	10%
Work-based learning grades	30%

Work-based learning Grades