

## Work-Based Learning Essential Elements

Earn & Learn has identified a set of essential elements to support the implementation of all Work-Based Learning experiences. WBL Connectors, Teachers and Faculty can use these elements to help ensure that all activities are engaging, safe and learning rich.

1. **Conduct Effective Planning**
  - ✓ Set clear goals and expectations for all parties.
  - ✓ Ensure activity is developmentally appropriate (age, stage and grade).
2. **Prepare for Success**
  - ✓ Prepare students or other learners, teachers, faculty and employers.
  - ✓ Address logistics.
3. **Identify Learning Objectives**
  - ✓ Align to workplace competencies.
  - ✓ Link to college-readiness skills and academic standards.
4. **Create Authentic and Engaging Experiences**
  - ✓ Support effective participation of employers.
  - ✓ Provide hands-on and project-based activities when possible.
5. **Connect to Careers**
  - ✓ Provide for exploration of or experience in a field of interest and exposure to a range of potential career options.
  - ✓ Provide exposure to authentic work-world experiences.
6. **Support Student/Learner Growth**
  - ✓ Connect to an individualized career or training plan.
  - ✓ Promote student/learner interaction with adult professionals.
7. **Ensure Activities are Safe and Legal**
  - ✓ Address child labor laws, OSHA, Workers Compensation, and the Fair Labor Standards Act (including pay when required).
  - ✓ Reflect workplace norms, including safety and regulations.
8. **Provide Ongoing Support**
  - ✓ Provide orientations and support for all parties.
  - ✓ Ensure that Work-Based Learning is appropriately staffed.
9. **Provide for Reflection, Presentation and Feedback**
  - ✓ Support student/learner self-assessment and presentation.
  - ✓ Provide opportunities for formal and informal feedback among all parties.
10. **Connect to the Student/Learner Next Step**
  - ✓ Connect the experience to the classroom.
  - ✓ Intentionally sequence with future Work-Based Learning experiences.
11. **Assess and Document the Experience**
  - ✓ Document student/learner progress.
  - ✓ Assess activity effectiveness.