

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 learners³, teachers, faculty and employers.
 - ✓ Address logistics, including access to and use of appropriate technology.
3. **Identify Learning Objectives**
 - ✓ Align to workplace competencies.
 - ✓ Link to classroom learning, 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 Learner Growth**
 - ✓ Connect to an individualized career or training plan.
 - ✓ Scaffold with learner support and preparation.
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, as well as technology use permissions, protections and guidance.
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 learner self-assessment and presentation.
 - ✓ Provide opportunities for formal and informal feedback among all parties.
10. **Connect to the Learner's Next Step**
 - ✓ Connect the experience to actionable next steps.
 - ✓ Intentionally sequence with future Work-Based Learning experiences.
11. **Assess and Document the Experience**
 - ✓ Document learner progress.
 - ✓ Assess activity effectiveness.

³ Learners include K-12, community college and college students; youth and young adults engaged in workforce development programs; and adults participating in career development activities.