



NH Department of Education

Bureau of Career Development

Work-based Learning Checklist: A Tool for Students

Work-based Learning Definition

- A sustained, applied educational experience
- Prepares students for work by applying core competencies and enhancing employability skills through real-world application
- Expands students' knowledge and exposure to career pathways
- Designed around authentic real-world work environments
- Can be credit bearing

This can include, but is not limited to, experiences such as internships, work placement, jobs, or through mechanisms such as an extended learning opportunity, Learn Everywhere, or apprenticeship.

Purpose of the Tool

The purpose of this checklist is for students to do the following:

- Determine if an activity meets the definition of a work-based learning (WBL) experience.
- Serve as a reference when looking for WBL opportunities.
- Find out if WBL experience is eligible for academic credit.

Instructions

1. Read each row outlining the WBL definition criteria and the example.
2. Check either "yes" or "no" if the activity meets the criteria.
3. Write one to two sentences describing how the WBL opportunity meets criteria.
4. Share the completed checklist with the school counselor and/or WBL coordinator.



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Work-based Learning Checklist

A work-based learning opportunity is...		Example	Yes	No	Describe how your WBL opportunity meets this criteria
1	A sustained experience (i.e., not a “one-time” experience)	A multiweek internship or a summer job			
2	An applied experience (i.e., provides hands-on, real-world experience)	Working with customers, testing in a lab, or meeting patients			
3	Designed an authentic real-world work environment	Working at a job site such as an office, restaurant, or school-based program that models a real-work environment			
4	Apply core competencies and enhance employability skills (e.g., problem-solving, communication, and time management) through real-world application	Having opportunities to problem-solve, such as trying to figure out why a machine isn’t working or resolving a conflict with a customer			