



NH Department of Education  
**Bureau of  
Career Development**

**Work-based Learning Checklist:  
A Tool for Employers and Industry Partners**

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 tool is for an employer or industry partner to do the following:

- Understand the criteria that school personnel will use for each work-based learning (WBL) experience offered to students.
- Determine if the WBL experience will be eligible for students to receive academic credit.
- Consider when developing a WBL opportunity in collaboration with a student or school.

Instructions

1. Read each row outlining the WBL definition criteria.
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. If "no" for any criteria, consider what refinements will be needed to meet the criteria.



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**Work-based Learning Criteria**

<b>A work-based learning opportunity is...</b>		<b>Example</b>	<b>Yes</b>	<b>No</b>	<b>Describe how your WBL opportunity meets this criteria</b>
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			