



Initiating Work-based Learning To-Do List:

- 1) Identify an employer to establish a work-based learning site through securing a meeting and work-site visit to determine that the environment, job tasks, culture, etc... are appropriate for the student.
- 2) Work with the identified employer, learner, and learner's family to determine the details of the work-based learning activity including paid/unpaid, rate of pay, learning outcomes, tasks, schedule, transportation etc...
- 3) If the experience is determined to be unpaid, complete New Hampshire Department of Labor paperwork to include Application for Pre-screening of the Business Partner and Approval for Non-paid Work Activities. If it is paid within a hazardous occupation, Co-Op paperwork through the New Hampshire Department of labor must be completed.
- 4) Utilize the Work-based Learning Practitioner/Student/Employer Checklist to ensure the work-based learning opportunity aligns with the state definition of work-based learning.
- 5) Utilize the New Hampshire Department of Education Work-based Learning Rubric to ensure the work-based learning opportunity maintains an appropriate level of quality for the learner
- 6) If the work-based learning opportunity is for credit, determine general and specific competencies, learner performance measures, and learner outcomes based on your local districts policy and procedure.
- 7) Create a work-based learning agreement to include roles and responsibilities to be reviewed and signed by the learner, parent/guardian, work-based learning site supervisor, work-based learning mentor, and school coordinator. Send to the parent/guardian with the parent/guardian letter.
- 8) Start work-based learning and follow the work-based learning agreement/training plan once approved by all parties.