



Implementing WBL: Action Steps and Practical Advice

How can WBL help my community?

- **Generate interest** in growing careers and set accurate expectations for career opportunities.
- Improve community **employment** and raise lifelong **earnings**.
- Build a **sustainable workforce** and healthy, vibrant communities can flourish.

How can your company benefit?

- **Save time and money** by investing in local talent and identifying and **recruiting** future employees.
- Benefit from **increased brand awareness** and **talent retention** as locally **preferred employers** thanks to the **relationships** developed with students, families, and the community.
- Access **prescreened** qualified candidates through a WBL coordinator who matches employers with **motivated and mature** students who have related technical and employability skills.

How can WBL help my company?

- Assistance with **special projects** that provide additional value to the employer.
- Develop **partnerships with schools** to extend classroom-based learning into the workplace, resulting in a **career ready** workforce.



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**Foundations for a
Successful Experience**

Foundations for a Successful Experience

- Set clear expectations for your workplace, hours, culture in collaboration with WBL coordinator
- Screen/interview student candidates
- Discuss the students' goals in their Personalized Learning Plans
- Provide regular feedback on student's skills and behavior
- Keep signed Training Agreement, Safety Training Log, and proof of age on file at the workplace
- Give feedback on the program/your experience

Foundations for a Successful Experience

- Important student expectations to consider as you develop your local WBL guidelines:
 - Student eligibility – previous experiences required
 - Application or referral process
 - Work hours when school is not in session (i.e. holiday, inclement weather)
 - Implications of disciplinary action (i.e. Suspension)
 - Implications for absence and/or lack of notification of schedule changes
 - Next steps if a student is terminated from their position
 - Addressing challenges on site (Who is the first call for the student? Employer?)
 - Adopt a process for feedback and continuous improvement

Online Resources

All of these tools and resources can be found online at the main [WBL webpage](#) or in the [WBL Toolbox](#):

- [WBL 101 for Industry](#)
- [Myths vs. Facts for Industry](#): A quick-reference guide for employers about what students can do and where to find additional guidance
- [Employer Guidelines for Working with Interns](#)
- WBL Quick Reference:
 - [Manufacturing and Construction](#)
 - [Health Science](#)
 - [TN Child Labor Laws](#)
- [Personalized Learning Plan Packet](#): Includes the required documentation for work-based learning. Students complete at school with the WBL coordinator and provide a copy for employer.
- [Hazardous Occupation Exemption Form](#)



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Getting Started

How do I get started?

1. Connect with local WBL contact
 - CTE CORE Consultants will connect you with schools in your area
2. Communicate your needs
 - WBL coordinators help prescreen students and match them based on interests
3. Identify a workplace mentor
 - Employee who will supervise and provide good learning experience
4. Provide a learning experience
 - Enable students to see multiple aspects of your company and participate in skill-building work experiences



Department of
Education

Districts and schools in Tennessee will exemplify excellence and equity such that all students are equipped with the knowledge and skills to successfully embark on their chosen path in life.

Excellence | Optimism | Judgment | Courage | Teamwork