

Work Based Learning Checklist

<http://www.hisdcareerreadiness.org/prepare/wbl-work-based-learning/>

- Practicum – UNPAID Training Plan (Offsite Location only)**
Training Plan complete PRIOR to students starting offsite work
Training Plans to CTE Department: 5 days after student begins offsite work
 1. **Submit: Original signed Training Plans with TEKS and Transmittal Form**
 2. Keep 3 additional copies of training plan for (1) Campus (2) Workplace (3) Student

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- Practicum – PAID Training Plan**
Student Job Placement Deadline: Monday, September 17
Training Plans to CTE Department: Friday, September 21
 1. Job assignment is within Program of Study
 2. **Submit: Original signed Training Plans with TEKS, Child Labor Law and Transmittal Form**
 3. Keep: 3 additional copies of training plan and documentation for (1) Campus (2) Workplace (3) Student

- Career Prep – PAID Training Plan**
Student Job Placement Deadline: Monday, September 17
Training Plans to CTE Department: Friday, September 21
 1. Job assignment in Program of Study or other industry as necessary
 2. **Submit: Original signed Training Plans with TEKS, Child Labor Law and Transmittal Form**
 3. Keep: 3 additional copies of training plan and documentation (1) Campus (2) Workplace (3) Student

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- Complete WBL Training for Career Prep/Practicum Teachers**
 - 6-Weeks Onsite Visit Log - Due 5 days after close of each 6-weeks**
Complete 6-weeks visitation log, including comments and signatures from each work location
 - Change in Work Location**
If a student changes jobs, new training plan must be completed.

Student must find a new job within 15 school days or be removed from the class Change of Training Station documentation submitted to CTE District Office within 5 days of placement to new work location.

Upon receipt WBL Plans are reviewed, originals are filed at the District Office. Copies at campus for (1) School Files (2) Workplace and (3) Student/Parent

Career Preparation and Practicum courses must span the entire school year; students may not be enrolled at mid-semester unless they transfer from a school where they were enrolled in the same course. It is a campus decision to withdraw a student at mid-semester because they need to be enrolled in other courses.

