



## **Work-Based Learning Program**

*Heard County High School*

*Coordinator: Mrs. Angela Thompson, Room 210*

### **BASIC INFORMATION:**

At HCHS the WBL program offers many options to all juniors and seniors. If you are interested and plan to enroll in WBL either first or second semester, please see Mrs. Thompson.

Depending on the type of job you have, you may qualify for WBL in the following categories:

- Paid hourly wage job
- Paid or Unpaid internship – credit earned through work experience (Student and CTAE pathway instructor work to secure site)
- Youth Apprenticeship (YAP) -- Your job should be connected to your CTAE pathway.

### **Work Hour Requirements and Credit Earned for Students on Block Scheduling**

*Students in a school system utilizing block scheduling must work a minimum of 7.5 hours per week for each period (block) that the student is released from school and for which he/she will **earn a unit of credit**. Students released from school for two blocks per day are required to work a minimum of **15 hours per week**. (Source: WBL Manual, Georgia Dept. of Education)*

### **Minimum Requirements and Procedures:**

1. Junior or senior
2. Secure a job during the summer or prior to the semester enrolling
3. Completion of a CTAE pathway(s) or currently completing
4. Driver's license and reliable transportation to work
5. Completion of required paperwork: WBL application, training agreement, early release & insurance verification, and employer information in August or December
6. Membership and participation in a CTSO is strongly recommended (FFA, FCCLA, FBLA, SkillsUSA)

## **Criteria for WBL Worksite/Placement:**

1. Must be a legitimate business that is recognized in the community which meets all the legal requirements of operation (employer I.D number, meets federal and state safety and health requirements, zoning and code restrictions, etc.)
2. Main worksite must be located within 30 miles of the school or the student's home. It is understood that some construction jobs could possibly require the student to travel further than 30 miles on occasions.
3. Must be accessible to the WBL coordinator to properly supervise a student on the job. If the placement is a private residence that does not provide access for the WBL coordinator or make it impossible for a visitation by the WBL coordinator, then the worksite is not appropriate.
4. Home-based sales businesses such as Tupperware, Avon, Mary Kay, etc. do not qualify as appropriate WBL worksites. Student must have an assigned supervisor and/or mentor.
5. Baby-sitting jobs do NOT qualify as appropriate WBL worksites.
6. No door-to-door sales jobs are considered to be appropriate WBL placements.
7. Worksites should be approved by the WBL coordinator upon receipt of the WBL application, interview with student and visit with the workplace supervisor.
8. Worksite must comply with the Fair Labor Standards Act (FLSA) for employment of students under age 18.