



# WORK-BASED LEARNING

FY23

## Funding Application

**Duration of Program:** July 1, 2022 to June 30, 2023

**Eligible Applicants:**

Utah School Districts or Utah Charter Schools with an approved CTE Program.

**Funding Procedure:**

Funding from the CTE ongoing allocation will be provided to LEAs for Work-Based Learning (WBL) on a non-competitive basis through this application process. Local recipients of funds receive support from this ongoing funding source based upon performance and adherence to the agreed upon expectations cited in Utah State Board of Education Rule R277-915 and the conditions explained in this application. Local recipients are required to provide a **100% match of funds** received under this application.

WBL funds are restricted and shall be allocated to an LEA for an approved program as follows:

- (a) a base amount per LEA as established by the Superintendent
- (b) an additional allocation that is proportional to the LEA's prior school year's October 1 headcount in comparison to all other LEAs with an approved program

**Statement of Purpose:**

These funds are being provided to support K-12 WBL coordination personnel and programs at each LEA. Funding should be used in accordance to the expectations cited in Utah State Board of Education Rule R277-915. Funding may not be used for regular personnel costs under the State Board of Education Rule. Program evaluation and monitoring will be conducted to ensure appropriate implementation and continual update and renewal in the schools that receive funding.

**Assurances & Accountability:**

Each LEA will assure that the stipulations and conditions described herein are met. A completed *Work-Based Learning Assurances Checklist* is required per LEA and will be reviewed at the WBL sites for Program Approval.

Each LEA will report what WBL services were delivered K-12<sup>th</sup> grade. The *Work-Based Learning Accountability Report* serves as a method to collect statewide data for Work-Based Learning and is sent in with this application. This data will be helpful in determining program direction and needs. **DUE APRIL 1, 2022**

**Application Procedure:**

Funding Applications are now processed through Utah Grants Management System. Please submit this PDF to the Utah Grants Management System by **APRIL 1, 2022. Only ONE application should be submitted per district.**

Helpful Tip:

**Mac Users:** Adobe PDF files by default on a Mac are opened in Mac Preview. The only way to submit the PDF form is to open the PDF in Adobe Acrobat Reader with the Safari browser. The following steps illustrate how to successfully open a PDF so you can submit using your Mac.

1. Set Adobe Acrobat as the default program to open your PDFs.
  - a. Right-click on the file and select "Get Info" for any PDF file that you have stored on your computer.
  - b. Change the "Open With" settings from Preview to Adobe Acrobat.
  - c. Click "Change All. . ." to apply the changes to all PDF files.

# WORK-BASED LEARNING ASSURANCES

**Standard 1:** The current local board has approved the Work-Based Learning program. The Board also supports the use of the USBE sponsored WBL Manual, endorsement criteria, coordinator standards document and partnership training agreements in alignment with [R277-915 Work-based Learning Programs](#).

**Standard 2:** The WBL Program has received approval by the LEA board.

**Standard 3:** Needs assessments are conducted as needed.

## **Standard 4: CTE Internships**

- a high-quality experience where students are mentored by an employer for approximately 40 hours on site during one course to learn about a particular industry or occupation.
- links to a related course
- is paid or unpaid
- implements learning intentions developed by an LEA and employer to guide student learning
- adheres to state, Board, and local safety and supervision requirements
- includes practical application of concurrently or previously studied theory or related curriculum
- connects to career goals, career pathway, and the plan for College and Career Readiness (CCR)
- includes opportunities for a student to explore career options in a particular field of work
- results in the completion of a digital career portfolio (including student/employer surveys) which outlines the student's experience and prepares them for the next steps in their career development.
- The nondiscrimination clause is included on all signed documents.
- WBL Coordinators make at least one on-site visit during the semester after the initial site is set up for an internship. A follow-up phone call, email or written evaluation is completed.
- Students cannot displace a worker.

## **Standard 5: WBL Committee**

- document that a WBL committee representing all schools within the LEA has been created and includes a variety of stakeholders from the different areas including, but not limited to:
  - business and industry
  - administrators
  - teachers
  - counselors
  - parents
- is actively functioning evidenced by planning and implementing WBL activities, regularly addressing WBL issues and conduct WBL activities utilizing information from committee members.

## **Standard 6: Integration of WBL Components K-12th grade**

- maintain evidence that WBL components have been integrated and coordinated with
  - elementary career awareness
  - secondary career exploration
  - integrated core activities
  - College and Career Awareness
  - school counseling
- maintain evidence of WBL activities and assurances in each LEA developed in coordination with a student's
  - IEP
  - Plan for College and Career Readiness
  - 504 requirements
- Ensure that students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in Work-Based Learning activities.

**Standard 7:** Demonstrate coordination with employers and with other school/community development activities.

**Standard 8:** Verify that state Work-Based Learning funds are supporting Work-Based Learning personnel, that state funds are matched by the local recipient of funds, and that sufficient budget for Work-Based Learning personnel facilities, materials, equipment and support staff is available. (CTE Director)

**Standard 9:** Work-Based Learning personnel complete state-sponsored Work-Based Learning coordinator basic training; participates in ongoing professional development activities including USBE Summer Conference; and appropriate professional associations.

**Standard 10:** Work-Based Learning personnel to participate in state and LEA data collection, reporting, and CTE program approval evaluation

# Staffing & Professional Development

LEA	
LEA CTE Director	
LEA CTE Director's Email	
LEA CTE Director's Work Phone	
LEA Designated K-12 WBL Coordinator/ Professional <small>(if there is more than one person, please list the best contact for State communications)</small>	
WBL Coordinator's Email	
WBL Coordinator's Work Address	
WBL Coordinator's Work Phone	
<p>Annual Professional Development: ongoing WBL professional development is a requirement of an approved program. Please provide below a list and short description of all WBL professional development opportunities attended from April 1st, 2021 through April 1st, 2022.</p> <p>Preferred Conferences/Training: Utah CTE WBL Summer Conference, Utah ACTE WBL Conference, National ACTE Conference, National ACTE WBL Conference, ACTE WBL Webinar Series, CTE WBL Methods Course (new opportunity this spring), CTE Internship Methods Course (new opportunity this spring).</p> <p><b>Note:</b> Other conferences/training may qualify if WBL related. If there are questions, please feel free to email Breckon Heywood (<a href="mailto:breckon.heywood@schools.utah.gov">breckon.heywood@schools.utah.gov</a>)</p>	



Please Indicate How State WBL Funds are spent in your LEA. **SELECT ALL THAT APPLY**

- WBL Salaries & Benefits
- WBL Related Equipment & Supplies
- WBL Staff Professional Development
- WBL Related Travel
- WBL Professional Services
- Other: \_\_\_\_\_

**The following three questions should be answered from a district perspective. If there are multiple schools/sites involved in WBL within your district, please provide one summary for all school/sites overall.**

Question 1: As you reflect on the Work-Based Learning activities (K-12) accomplished this school year (2021-2022), please include a short summary on the following questions. What would you consider to be the most successful WBL activities this year and why? What are some improvements you would like to make in regard to WBL activities district-wide for next school year?

Question 2: As you reflect on the CTE Internships that were completed this year, how do you feel your LEA (one site) is doing to meet the high-quality expectations of the course?

(high-quality indicators include: the internship opportunity aligns with a student's career pathway, students are connected with a mentor/employer who is helping them learn a set of skills aligned with the student's career pathway, the internship is at least 40 hours minimum, the internship results in a high-quality student career portfolio which meets proficiency (or above) on the state provided rubric, etc.)

Question 3: List one goal that you would like to implement for your WBL program next school year (2022-2023)

Signature indicates willingness to meet all requirements of the program and expenditures align with appropriate State & program funding guidelines.

LEA:

DATE:

CTE DIRECTOR: