



Work-Based Learning Handbook

2024-2025

Work-Based Learning

What is it?

1. Introduction

Work-Based Learning (WBL) provides students with opportunities to develop technical, academic, and employability skills by working in real-world environments. As part of a high-quality Career and Technical Education (CTE) program, WBL prepares students for their future careers. At Wylie High School, we blend academic learning with relevant work experiences to streamline students' career pathways and build a skilled workforce that benefits employers, employees, and the community.

WBL experiences are designed to create intentional work opportunities, extend classroom learning, and prepare students for future careers through continuous collaboration with workforce representatives. WBL operates on a continuum of activities—some of which occur in the workplace—offering hands-on, real-world experiences. Students will engage in industry and career exploration, gain workplace awareness, and acquire career-specific skills through both classroom instruction and work-based learning.

2. Practicum Courses

- **Definition and Purpose:**

Practicum courses are capstone experiences in a coherent sequence of CTE courses that align with students' chosen Programs of Study (POS). These courses can involve either paid or unpaid work experiences, offering students the chance to apply the knowledge and skills they've acquired in the classroom to a real-world setting.

- **Course Requirements:**

- Classroom instruction must average one class period per week during the school year. Student instruction during the one class period per week is required to be a minimum of 45 minutes in length.
- Participation in specialized training aligned with a program of study (POS).
- Duration: Full academic year with an average of one class period per week. Practicums should span an entire year and a student should be enrolled the entire school year. However a student may enter or exit the course when extenuating circumstances require such a change.

- Eligibility: Minimum age of 16 with valid work documentation for paid practicum learning experiences that have a paid component.
- Training Site and Sponsor: Written agreements, structured training plan.
- **Evaluation:** Assessment of skills and structured feedback from employer and instructor.
- **Eligibility and Contact Hours:**
 - Use the following chart to determine the CTE code for students participating a practicum learning experience:

Combination of Classroom Instruction & Work-Based Instruction (Work Site or Lab Based)	Units of Credit	CTE Code
2 Class Periods per Day (average)	2	V2
3 Class Periods per Day (average)	3	V3

3. Career Preparation

- **Program Options:**
 - General Career Prep (does not align with POS, 1.1 weighted funding).
 - POS Career Prep (aligns with POS, 1.47 weighted funding).
 - Can be a paid or unpaid experience.
- **Classroom Instruction Requirements:**
 - TEKS alignment.
 - Broad learning experiences at approved training sites
- **Eligibility and Contact Hours:**
 - Paid work-based instruction requires employment within 15 days.
 - Unemployment beyond 15 days affects eligibility and must be placed in an unpaid learning experience.

For more detailed information see the **Career Preparation Handbook**.

4. Teacher and Student Expectations

- **Teacher Expectations:**
 - Coordination between classroom and training sites.
 - Six mandatory training site visits per year. The teacher must be provided time within their schedule to visit the training sites and cannot be conducted during the teacher’s planning/preparation period.
 - Maintain compliance with local, state, and federal labor laws.
 - Compliance with the required documentation (see below).

- **Student Expectations:**
 - Participation in classroom instruction and WBL experiences.
 - Adherence to attendance and performance standards.
 - Maintain employment (for paid experiences) and fulfill training requirements.
- **Required Documentation:**
 - Training Plans
 - Training Agreements
 - Hour/Wage Reports
 - Attendance logs and records of teacher site visits (Once per 6-weeks)

5. Legal and Compliance Requirements

- **Student Attendance Accounting Handbook:**
 - SAAH regulations for WBL.
 - Chapter 5 specifics for Career Prep and Practicum.
- **Child Labor Laws:**
 - Understanding and compliance with local, state, and federal regulations.
- **Training Plans and Documentation:**
 - Retention of training plans for five years.
 - Ensuring training plans meet TEKS and workforce standards.

For more detailed information on Career Preparation and Practicum Learning Experiences please refer to the Career and Technical Education 2024-2025 Student Attendance Accounting Handbook, pages 169-172.



Annual Public Notification of Nondiscrimination

Wylie Independent School District offers career and technical education programs in Agriculture, Food & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Marketing, and Finance; Education and Training; Health Science; Hospitality and Tourism; Human Services; Information Technology; Engineering; and Transportation, Distribution, and Logistics. Admission to these programs is based on grade placement, aptitude, interest, and the availability of class space.

It is the policy of Wylie Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Wylie Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Wylie Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Tommy Vaughn at thomas.vaughn@wyliebulldogs.org or 325-692-4353, and/or the Section 504 Coordinator at Shauni Vaughn, shauni.vaughn@wyliebulldogs.org or 325-437-2370.

Wylie Independent School District
6251 Buffalo Gap Road
Abilene, TX 79606



Annual Public Notification of Nondiscrimination

(Notificación Pública de No Discriminación en Programas de Educación Técnica y Vocacional)
Wylie Independent School District ofrece programas de educación técnica y vocacional en Agricultura, Alimentación y Recursos Naturales; Arquitectura y Construcción; Artes, Tecnología A/V y Comunicaciones; Negocios, Marketing y Finanzas; Educación y entrenamiento; Ciencia de la salud; Hospitalidad y Turismo; Servicios Humanos; Tecnologías de la información; Ingeniería; y Transporte, Distribución y Logística. La admisión a estos programas se basa en colocación de grado, aptitud, interés y disponibilidad de espacio en clase.

Es norma de Wylie Independent School District no discriminar en sus programas, servicios o actividades vocacionales y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Wylie Independent School District no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Wylie Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX en (dirección), Tommy Vaughn at thomas.vaughn@wyliebulldogs.org, or 325-692-4353 y/o el Coordinador de la Sección 504 en (dirección), Shauni Vaughn, shauni.vaughn@wyliebulldogs.org or 325-437-2370

Wylie Independent School District
6251 Buffalo Gap Road
Abilene, TX 79606