

160-4-3-.14 WORK-BASED LEARNING PROGRAMS.

(1) DEFINITIONS.

(a) **Career Related Education** – A broad category of career development activities consisting of Career Awareness, Career Exploration, Instructional Related Activities, and Connecting Activities that provide the foundational skills necessary for implementation of Work-Based Learning.

(b) **Georgia Department of Education (GaDOE)** – the state agency charged with the fiscal and administrative management of certain aspects of K-12 public education, including the implementation of federal and state mandates. Such management is subject to supervision and oversight by the State Board of Education.

(c) **Georgia Professional Standards Commission (PSC)** – the state agency created by O.C.G.A. § 20-2-983 and authorized to assume full responsibility for the certification, preparation, and conduct of certified, licensed, or permitted personnel employed in Georgia, and the development and administration of teacher certification testing.

(d) **Local Educational Agency (LEA)** – local school system pursuant to local board of education control and management.

(e) **State Board of Education (SBOE)** – constitutional authority which defines education policy for public K-12 education agencies in Georgia.

(f) **Work-Based Learning Coordinator** – School personnel with proper training required to administer Career Related Education including supervision of work-based learning placements. Student enrollment in Work-Based Learning may be in any combination of the five defined categories: Youth Apprenticeship, Internship, Cooperative Education, Great Promise Partnership, and Employability Skill Development as defined in GaDOE’s Georgia Work-Based Learning Program Standards and Guidelines.

(g) **Work-Based Learning Placement**- A core component of Career, Technical and Agricultural Education (CTAE) programs which include a coherent sequence of courses and contributes to the development of core and higher order academic competencies, fundamental workplace skills, and specific occupational skills. Agreements are developed between business and industry partners and the local educational agencies to release students for a portion of the school day for structured learning at a job site.

(2) REQUIREMENTS.

(a) LEAs shall provide Work-Based Learning in CTAE programs which facilitate the school-to-career transition and culminate in work-based learning placements for students aged 15 or over in any public school in this state.

(b) LEAs shall ensure that all Work-Based Learning placements are consistent with applicable state and federal laws, State Board of Education rules, and local board of education policies.

(c) LEAs shall ensure that the Work-Based Learning Coordinator has a manageable workload for student placements consistent with the class size for CTAE classes as defined in State Board Rule 160-5-1-.08 and performs duties consistent with the standards for Work-Based Learning.

(d) The Work-Based Learning Coordinator shall be available for work site supervision during the periods students are released from school for work-based learning placements and shall not be encumbered with assigned classes or other regular duties during those times.

(e) Each Work-Based Learning Coordinator shall submit the annual Work-Based Learning Data Report according to the process established by GaDOE's Division of Career, Technical and Agricultural Education.

(f) Each Work-Based Learning Coordinator shall maintain an accurate, up-to-date database of student records as specified by GaDOE's Division of Career, Technical and Agricultural Education.

(g) Career Related Education activities including Work-Based Learning placement opportunities shall be conducted in accordance with the guidelines in the *Georgia Career Related Education Manual including Standards and Guidelines for Work-Based Learning*, available from GaDOE's Division of Career, Technical and Agricultural Education.

(h) Each Work-Based Learning Coordinator supervising students enrolled in GaDOE- approved work-based learning courses shall meet one of the following requirements:

1. Hold a valid Work-Based Learning endorsement (formerly DCT) issued by the Professional Standards Commission and have completed a State approved Work-Based Learning training session within the past five years.

2. Hold a valid certificate in any CTAE field and have completed a GaDOE- approved Work-Based Learning training session within the past five years.

3. Serve as a coordinator for the Youth Apprenticeship Program only and attend a

GaDOE-approved Work-Based Learning training session within the past five years.

Authority: O.C.G.A. § 20-2-151(b); 20-2-161; 20-2-161.2.

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