

Local System Review 2012-2013

Work-Based Learning Documentation Checklist

All teachers/coordinators of work-based learning students should have documentation available for team members to review. This includes YAP, WBL, DCT, CBE, Marketing Co-op, and AG Co-op programs. The following information is contained in the CRE Manual and details can be found in the standards.

MAINTAINING STUDENT RECORDS

Two types of records are required for students enrolled in work-based learning.

1. Documents with signatures, where appropriate, maintained in individual student folders. (see list below)
2. C-NET data and records stored electronically and available to a variety of reporting. A student report from C-NET should be printed and available for Compliance Review team members.

Documents Required in Student Folders

The Work-Base Learning Coordinator should establish procedures for maintaining student files. Taking into account local policies and procedures, student files as a minimum should document the following:

- A copy of the student's Individual Career Plan. (Individual Graduation Plan, Program of Study, etc.)
- The student's completed application signed by parents/guardians.
- A copy of the student's Work Permit if applicable.
- The criteria checklist from Section 6 in the CRE Manual that has been checked off to verify the placement type.
- A completed Training Agreement signed by all participants.
- A customized Training Plan developed in C-NET and signed by all participants.
- Documentation of the mentor training conducted.
- Written evaluations of the student's work performance.
- Grading rubric indicating the factor of employer evaluations and other work that used to calculate the student's grade.
- Records of conferences with students concerning employer evaluations.

Documents Required in C-NET

The Work-Base Learning Coordinator should maintain the following student data in C-NET:

- Student Master Page Information: placement category, students related career pathway, etc.
- Employer Profiles: address, contact information, job assignment, supervisor, mentor, etc.
- Student Training Plan and training plan evaluations
- Work Wage Records: total hours worked to date, total wages earned to date
- Visit Records: dates of visits, persons met with, notes and comments, etc.