

# Perkins Compliance Review

## Work-Based Learning Documentation Checklist

All WBL coordinators should provide the following documentation as detailed in the CRE Manual.

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

1. Written documents including those with original signatures where appropriate maintained in individual student folders. (see list below)
2. Data and records stored electronically in C-NET and available to a variety of reporting. (examine C-NET reports or files on the teacher/coordinator's computer)

### Documents Required in Student Folders

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

- A copy of the student's Program of Study. (Standard 11)
- The student's completed application signed by parents/guardians. (Standard 13)
- A copy of the student's work permit if applicable. (Standard 15)
- The criteria checklist indicating the appropriate placement. (Standard 6)
- A completed Training Agreement signed by all participants. (Standard 16)
- A customized Training Plan developed in C-NET and signed by all participants. (Standard 17)
- Documentation of the mentor training conducted. (Standard 14)
- Written evaluations of the student's work performance. (Standard 18)
- Grading rubric indicating the factor of employer evaluations. (Standard 18)
- Records of conferences with students concerning employer evaluations. (Standard 19)

### 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.