



THE  
**GREENSPIRE**  
HIGH SCHOOL

## **Work Based Learning**

### **12th Grade Student Program Description and Application**

#### **What is Work Based Learning?**

Work Based Learning (WBL) is sustained and progressively intensive interactions with employers or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, first-hand engagement with the tasks required of a given career field, that are aligned to curriculum, instruction, and Career and Technical Education (CTE) Program standards.

WBL can be paid or unpaid on-the-job training at a work site during school hours. It is designed to give students a supervised, practical application of work experience based on previously learned skills in a related industry.

#### **Benefits of WBL**

For students: It provides a safe learning/working environment for the student to demonstrate skills and verify their chosen career pathway.

#### **Requirements for WBL**

- 12th grade student AND at least 17 years old
- Minimum cumulative GPA of 2.5
- On track to graduate, passing all classes, acceptable school attendance records
- Responsible and respectful attitude and a willingness to learn at school and workplace
- Availability in student's schedule. *WBL cannot be for more than ½ of the school day.*
- Educational Development Plan (EDP) relates to the desired employment industry
- Reliable transportation to and from the WBL site and to school.
- Students cannot participate in WBL while also attending CTC
- GHS administration reserves the right to make determinations on the above standards on a case-by-case basis
- All required forms must be completed and submitted to the GHS Administration.

## How to Apply

Complete an application and send it to your school counselor. Find the application online in the Greenspire Toolbox at <https://greenspireschool.org/toolbox/> or get a hard copy from your school counselor's office. You will also be required to complete an Educational Development Plan with the school counselor before acceptance into the program.

**PAID PLACEMENTS:** A student in a paid placement becomes an employee of the business in which they are placed and is afforded all the rights and privileges of an employee. Non-CTE Paid Placements Students in paid placements should be working in a placement related to the career goals outlined in their Educational Development Plan (EDP). Each student must have a training plan(s) and agreement.

**UNPAID PLACEMENTS:** Sustained, unpaid WBL placements typically occur during the scheduled classroom time unless a special exception is documented. Unpaid CTE WBL placements may be in-district or off-site with a business/industry partner. The WBL placement cannot be for more than 45 hours per specific training experience; learning experiences must be documented in the training plan. Different training experiences may occur at one location if there are multiple training plans with no duplication of tasks and an agreement that clearly defines separate training experiences every 45 hours.

***GHS administration reserves the right to make determinations on the above requirements on a case-by-case basis.***

# Greenspire High School Work Based Learning Application

Completed applications should be submitted to the principal or the counselor in person or via email.

Student's Full Name:

Cell Phone:

Email Address:

Street Address:

Date of Birth

What WBL position are you interested in?

EDP Career Goal (See Counselor if Unknown):

WBL Sponsor Teacher name & email

WBL Site Supervisor name & email

WBL Placement Date Range:

Transportation Plan (GHS does not provide WBL transportation)

I am aware that I must be at least 17 and have a placement/job that aligns with my EDP before the semester begins to be eligible for WBL.

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

I am aware that my child must be at least 17 and have a placement/job that aligns with their EDP before the semester begins to be eligible for WBL.

**Parent/Guardian Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

**GHS USE ONLY**

I approve this student to complete a WBL experience based on their employability and technical skills.

**GHS WBL Teacher Sponsor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

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