# The Work-Based Learning Module for Professionals

*Use this guide to learn how to manage work-based learning processes and data.*

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**Topics in This Instructional Guide**

## What Does the Work-Based Learning Module Do?

Work-based learning is a proven strategy for helping students gain experience during their secondary school years and build the academic, technical, and employability skills to ensure their success in the workplace.

The Work-Based Learning module has been designed to ease the burden of management of work-based learning for educators and employers and to expose students to opportunities matching their pathways.

**For students:** The Work-Based Learning Opportunities activity allows students to browse, filter, and search for opportunities and apply for work-based learning opportunities of interest. The Work-Based Learning Experiences activity allows students to document and reflect on all work-based learning experiences.

**For educators**: Tools for management of work-based learning data and processes are included in the Professional Center. They encompass the management of organizational contact information as well as work-based learning opportunities, applications, and evaluations.

Our partnership with the local North Dakota company, Golden Path Solutions (GPS), eases the educator workload even further.
GPS benefits include:
-  A preloaded organization contact database for educators continuously updated with vetted employers and opportunities
- GPS Compass Profile, which uses the assessment results combined with the student's experiences in high school to suggest careers
- The ability for students to opt in to match to employers for work agreements and tuition reimbursement opportunities

## How to Get Started

1. Sign in to the **RUReady.ND.gov** Professional Center.
2. From the home screen, click the **Work-Based Learning** tab.

There are four tabs in the Work-Based Learning module: Organizations, Opportunities, Applications, and Evaluations. By default, you will land on the Organization page.

# Organizations

Organizations can be added in the Professional Center by a Professional Center administrator or can be sourced directly from the organization itself through the GPS employer tools. Instructions on how organizations can create accounts themselves can be found in the document Golden Path Solutions for Employers.

### How to add an organization:

1. Select the **Add** button above the results table to the top right.
2. A new page displays. Enter the required contact information and select the types of work-based learning opportunities the organization is interested in offering. This is all that is needed to add this organization to your organization database. By default, all organizations added by a professional account holder have their status set to **Active**.
3. You have the option of adding an **Overview** to the organization's contact information. The overview is used when an opportunity is added for that organization. The overview is displayed to the student. To add the overview information, you can either click **Add & Continue to Overview** from the bottom of the contact page or click **Overview** at the top right.



*Easily access an organization's overview*

## How to find an organization:

Using the **filter** at the top of the page, enter an organization name, city, industry, or type of work-based learning experience an organization has expressed interest in offering in the Search field. The table below will display matching results.



*Sample search for organizations offering field trips*

## Working with Golden Path Solutions-provided organizations:

Professionals can identify GPS-sourced organizations by the GPS Compass icon beside their name. The status of each GPS-sourced organization is set to Needs Review. A school-based professional must review the organization, then set the status to Active to accept it into the contact database.



*GPS-sourced organization (arrows indicating icon and default status)*

**NOTE:** The contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.

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**When should I add an organization directly in the Professional Center vs. having an organization use the GPS employer tools?**

Create the organization yourself through the Professional Center if you answer yes to either of the following questions:
- Is the organization small and local to your area, and will only be working with your school?
- Will accessing the web-based GPS employer tools be a problem for them?

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## What do the organization statuses mean?

There are four possible statuses for an organization. They are:

- **Needs Review –** Indicates that this organization was imported from GPS. Before it can become active, an administrator needs to review it and then activate it. Needs Review status listings will be listed first, since they require action to be taken.
- **Active –** Organizations with the Active status are currently willing to offer or are offering work-based learning opportunities.
- **Inactive –** Organizations with the Inactive status are not currently willing to participate in work-based learning opportunities.
- **Suspended** – Indicates an organization sourced from GPS that is no longer offering to participate in work-based learning opportunities.

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*A GPS organization __must be__ Active for that organization's approved opportunity to be displayed to students.*

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## How do I edit an organization?

To edit an organization, select Details for the organization, make your changes, then select Save.

**NOTE:** The contact and overview information for a GPS-sourced organization and opportunity cannot be edited or updated.
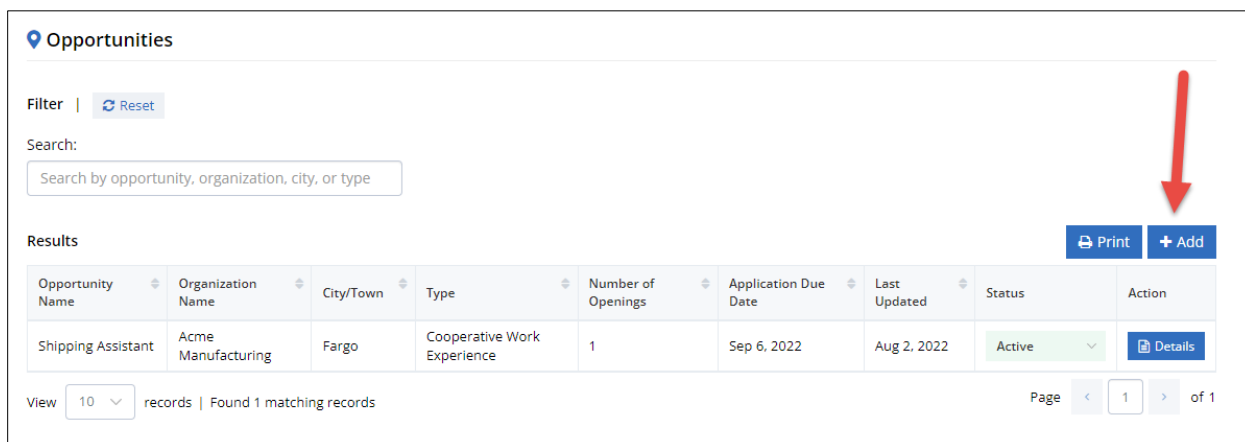
# Opportunities

- [How to add an opportunity](#)
- [How to find an opportunity](#)
- [What do the statuses mean?](#)
- [How to edit an opportunity](#)
- [Where do students find work-based learning opportunities?](#)
- [How does Compass facilitate the matching of students to opportunities?](#)

## How to add an opportunity:

1. To add a WBL opportunity, click **Opportunities** in the top menu.
2. Select the **Add** button above the results table to the top right.
3. The system will require you to select the organization to which the opportunity belongs. It is important to note that opportunities can only be added to **Active** organizations you have added (opportunities cannot be added to GPS organizations).

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*Tip: Employers can add their own opportunities using the GPS employer website.*

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4. Enter the required opportunity information including the minimum requirements. All fields are required unless otherwise indicated. This is all that is needed to add this organization to your organization database.
5. By default, the opportunity will be Active and visible to students.
6. The opportunity will remain visible until a professional administrator changes its status to Inactive.



*Opportunities page with Add button highlighted*

## How to find an opportunity

Using the **filter** at the top of the page, enter an opportunity name, organization name, city, industry, or type of work-based learning opportunity in the Search field. The table below will display matching results.



*Sample search for summer job opportunities*

## What do the statuses mean?

There are four possible statuses for an opportunity. They are:

- **Needs Review –** Indicates that this opportunity was imported from GPS. Before it can become active, an administrator needs to review it and then activate it. Needs Review status listings will be listed first, since they require action to be taken.
- **Active –** Opportunities with the Active status are visible to students.
- **Inactive –** Opportunities with the Inactive status are not visible to students.
- **Canceled –** Indicates opportunities that have been cancelled by organizations sourced from GPS.

## How to edit an opportunity

To edit an opportunity, select Details for the opportunity, make your changes, then select Save.

**NOTE:** A GPS-sourced opportunity cannot be edited or updated.

## Where do students find WBL opportunities?

Students can review, sort, and apply to work-based learning opportunities using the activity called Work-Based Learning Opportunities. This activity can be assigned to a student using the Assignment & Curriculum Builder. It can also be found under the Career Planning tab.

*Work-Based Learning Opportunities activity*

Students can view matching opportunities based upon their Compass Profile results. Alternatively, they can browse all opportunities, then apply for ones they're interested in pursuing. A history of their applications is available at the bottom of the opportunities page.

## How does Compass facilitate matching of students to opportunities?

The Compass Profile is a way of looking at a student's experiences throughout high school and using those experiences to identify the student's skills, potential career paths, and matches to opportunities. Students should update their Compass Profile regularly, either monthly or each

semester, adding new classes, activities, and hobbies to help Compass make better recommendations.

The primary driver of the matching process facilitated by Compass are Holland Codes, a standard used by many interest inventories and used by the U.S. Department of Labor to identify skills needed for specific careers. The way Compass uses Holland Codes is as follows:

- Each class, activity, or hobby that a student adds to their Compass Profile is assigned a Holland Code (either one or up to three)
- Certain experiences are weighted more than others as they are more advanced and/or sophisticated (i.e., a "Woods 2" class vs. a "Woods 1" class, or an AP math class vs. a general math class)
- Other experiences are weighted more than others depending on how long a student has been doing them (activities and hobbies) or how much a student likes the experience (i.e., a class)

Students are encouraged to complete at least 60% of the Compass Profile to get an initial Holland Code assignment, which is then used to match students to work-based learning opportunities, career insights, and Compass Career Profiles.

*What is a Compass Career Profile?*

Compass Career Profiles help a student understand what a specific career at a specific company is like. Information provided includes an overview of the career; a typical day-in-the-life; required skills; the classes, activities, hobbies, and personality traits that might indicate success at the career; the post-secondary education path (if there is one); career paths; salary; and other important information.

The intent is to help a student learn more about a career at a particular company, then investigate experiences in high school (including work-based learning) to help determine if the career is a good fit. In some situations, a company might offer sponsorships to qualifying students who have the right skills and are willing to commit to a work agreement in exchange for tuition reimbursement for post-secondary education.

The Compass Profile is found under Career Planning>>Learn About Yourself>>Compass Profile. It can also be assigned to students using the Assignment & Curriculum Builder.
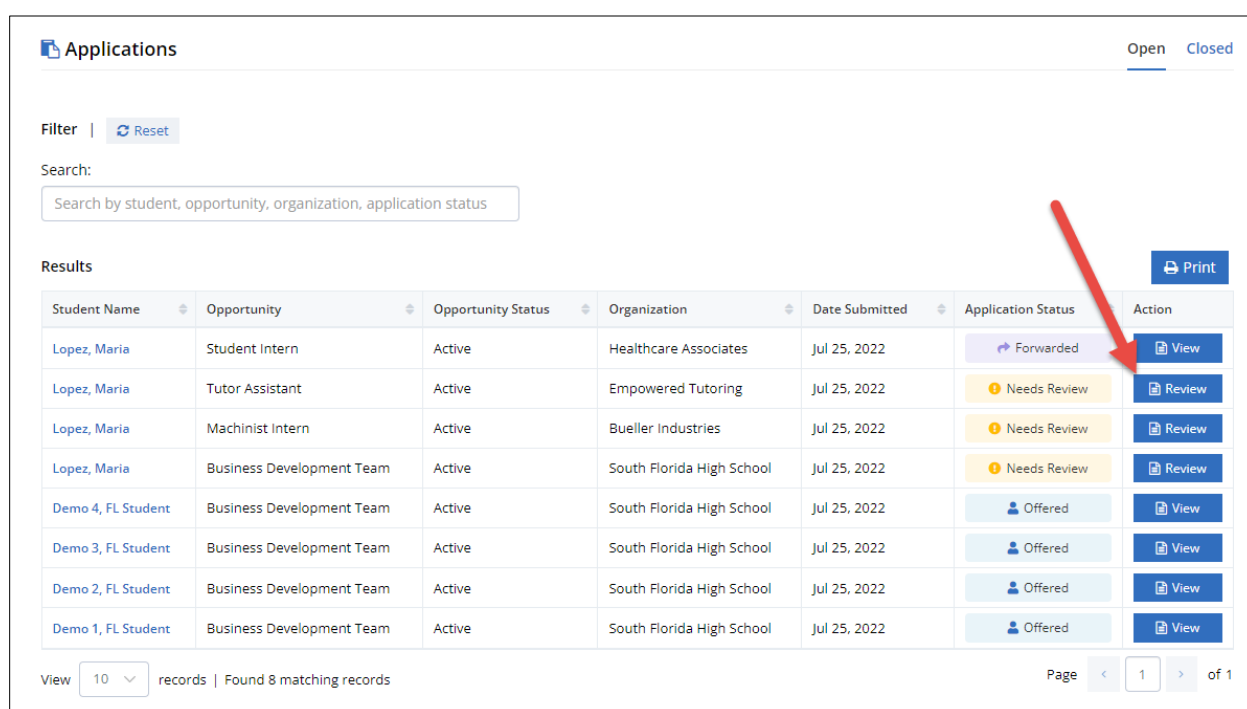
*Students enter classes, activities, hobbies, and activities to see their Holland Codes & Compass Career Profiles under the "Results" tab.*

# Applications

- [How to review and forward an application](#)
- [What do the statuses mean?](#)

## How to review and forward an application:

1. To review the applications for active opportunities, click **Applications** in the top menu.
2. Using the filter at the top of the page enter an organization name, student name, organization name or application status in the Search field. The table below will display matching results.
3. Select Review to review a student's application.



*List of applications with varied statuses and available actions*

4. The student's application will be displayed on the page with their answers to the application questions, an option to indicate whether parent consent has been received for their work-based learning experience, and a comments field which can be used to provide feedback to the student on their application.

*View of a student's application noting consent flag, comments option, and possible actions*

5.  After reviewing the application, you can opt to decline the application or forward it to the organization sponsoring the opportunity.

    a.  **GPS-Sourced Opportunities**
        If the opportunity has been added via the GPS employer tools, then the application is forwarded directly to the organization to access in GPS employer tools.

        The employer can decline or accept the application within GPS, and RUReady.ND.gov will be immediately updated with new status. Both the student and educators now see the application status as "Offered."

        The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.

**b. RUReady.ND.gov Professional Added Opportunities**

If you or another professional has added the opportunity, you can opt to forward the application yourself in whatever manner you prefer (district email, phone call etc.)

You can accept or decline the application on behalf of the organization after forwarding, at which point the student's view of their application status changes from submitted to either **Declined** or **Offered**. The student can accept or decline the offer. If they accept the offer, then a work-based learning experience record is automatically created.

## What do the statuses mean?

There are six possible statuses for an application. They are:

- **Needs Review –** Indicates that this application requires review prior to an action being taken. Whatever action is taken will change the status of the application.
- **Forwarded –** Indicates the application has been sent to the sponsoring organization.
- **Declined –** Indicates the application has been declined by either the sponsoring organization or a professional on behalf of the organization.
- **Offered –** Indicates the opportunity has been offered to the student by either the sponsoring organization or a professional on behalf of the organization.
- **Declined by student –** Indicates the student has declined to take the offered opportunity.
- **Accepted –** Once a student accepts an opportunity, the application is moved to the Closed tab.

# Evaluations

- [How to send an evaluation request](#)
- [How to view a completed evaluation](#)

## How to send an evaluation request:

1. To access the evaluation functionality, click **Evaluations** in the top menu.
2. Using the filter at the top of the page, enter a student name, experience name, or organization name in the Search field. The table below will display matching results. Evaluations can only be requested for engagement type of work-based learning experiences (apprenticeships, co-op placements, internships, etc.)



*View of application results table*

3. Select Request to request an evaluation of a student's work-based learning experience (the status can be completed or in progress).
4. The form will prompt for the evaluator's name, phone, and email address. The email address must be provided.
5. An email is sent to the evaluator with a link to complete an evaluation of the student's work.
6. Multiple evaluation requires can be sent out. However, the link in each email expires after 60 days.

### How to view a completed evaluation:

1. Using the filter at the top of the page, enter a student name, experience name or organization name in the Search field. The table below will display matching results.
2. Locate the student whose evaluation you wish to review.
3. Under Action, select View.
4. The student's evaluation will appear on the screen with a summary of their score.
5. RUReady.ND.gov evaluations are customized to meet North Dakota work-based learning evaluation criteria.
6. Evaluators can add comments to their evaluation.

## View Evaluation

Date completed: Aug 3, 2022   ✓ Completed

**Total Score**

## 2.6 of 4

**Student**
Pierce, Charlene

**Organization**
Marr Marketing

**Experience**
Social Media Marketing Intern

**Evaluator**
Tessa Marr

### Section Breakdown

⊖ **Section 1**
**Act as a Responsible and Contributing Citizen and Employee**    **36** of 48

| | |
|---|---|
| 1. Conduct self in a respectable, appropriate manner with proper appearance. | 3 |
| 2. Work positively. | 4 |
| 3. Work ethically. | 3 |
| 4. Adapt to varied roles, responsibilities, schedules, and contexts. | 4 |
| 5. Work effectively in a climate of ambiguity and changing priorities. | 3 |
| 6. Utilize time and manage workload efficiently. | 2 |
| 7. Maintain focus and manages projects effectively. | 3 |
| 8. Is accountable for results. | 3 |
| 9. Inspire others to reach their very best via example and selflessness. | 2 |
| 10. Demonstrate integrity and ethical behavior in using influence and power. | 3 |
| 11. Demonstrate learning acquisition and application skills by requesting help when needed and then contributing to the success of the group by assisting others. | 2 |
| 12. Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace. | 4 |

Total points given: 36 / 12 = 3

⊕ **Section 2**
**Apply Appropriate Academic and Technical Skills**    **16** of 24

⊕ **Section 3**
**Communicate Clearly, Effectively, and with Reason**    **16** of 28

⊕ **Section 4**
**Utilize Critical Thinking to Make Sense of Problems and Persevere in Solving Them**    **23** of 36

⊕ **Section 5**
**Work Productively in Teams While Using Cultural/Global Competence**    **21** of 36

⊕ **Section 6**
**Final Thoughts**

*View of a student's completed evaluation*

# Assignment & Curriculum Builder

Work-based learning activities can be added to an assignment/curriculum with the Assignment & Curriculum Builder. To access the Assignment & Curriculum Builder, you need to hold a Professional Administrator account.

1. Click **Administration** in the top menu. On the Administration page, click **Assignment & Curriculum Builder**. For instructions on setting up and assigning an assignment list, or curriculum, click the **Assignment & Curriculum Help Guides** link in the introductory paragraph.
2. The following WBL activities can be assigned to any assignment or curriculum list:
   - **Work-Based Learning Experiences –** This is where students can record current or completed work-based learning experiences. You can optionally set tracking criteria if you wish to report on students' completion of this activity:
     - **Tracked or not tracked.** If tracked, can be completed anytime, or during a specific grade (use the dropdown provided to select the grade you wish tracked.)
     - **Optional Tracking Criteria –** Exposure activities can be career fairs, field trips, guest speakers, informational interviews, or virtual career fairs. Engagement activities can be apprenticeships, career & technical student organizations, cooperative work experiences, internships, job shadows, mentorships, part-time/summer jobs, practicums, school-based enterprises/projects/simulations, or service learning.
     - **Hours –** You can opt to require students to complete a certain number of hours to complete the activity. However, hours can only be entered and tracked for engagement type of work-based learning experiences.
   - **Work-Based Learning Opportunities** – This activity displays opportunities that match students' interests as well as new opportunities they can search and select. Work-Based Learning Opportunities can be tracked or not tracked.
   - **Compass Profile** - When students complete the Compass Profile, its results will help students find work-based learning opportunities that more closely match who they are. The Compass Profile should be updated each term or semester as students finish their courses. The Compass Profile can be tracked or not tracked. The student must complete 60% of the Compass Profile to receive opportunity recommendations.

To learn more about the Assignment & Curriculum Builder, please review the Assignment & Curriculum Builder QRG found in the Resources section of your Professional Center.

# Work-Based Learning Experiences Report

Educators can generate reports on students' work-based learning experiences by using the Work-Based Learning Experiences report found in the Reports section of the Professional Center.

1. To access the Work-Based Learning Experiences Report, select Reports in the Professional Center.
2. Select Create a New Report.
3. Choose "Work-Based Learning Experiences Report" from the Interactive Reports section.
4. You'll now see the Work-Based Learning Experiences report with six filters allowing you to refine the results list of experiences.



*Default view of the Work-Based Learning Experience Report*

5. By default, the report shows the WBL experiences for seniors.
6. Use the grade, group, experience type, status, and start date to refine your results.
7. Search for individual students by name.
8. All results can be exported (csv) to permit further data manipulation if required.