



# Express WBL Guidelines

This resource contains guidelines for engaging businesses through the Express Employment Professionals - CareerTech WBL Partnership, Express WBL.

This guideline will provide students, schools, employers and local Express offices with guidelines and suggestions to implement successful work-based learning employment opportunities.

Work-Based Learning is one of the best ways to turn technical education and training into experienced and marketable skills. It is also a great way for employers to find and grow the workforce pool in their business field.

The Express Employment Professionals - CareerTech WBL Partnership process may be statewide in general design, marketing and recruitment, but execution will require local connection and customization to be successful. Each local Express agency will work with the schools in its area to create individualized plans to fit each student, employer and school.



**OKLAHOMA  
CareerTech**

**WBL** Work-Based Learning



**OKLAHOMA  
WORKS**

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## Types of WBL supported by Express WBL

### Internships

A position for a student or trainee to work in an organization for a limited duration, sometimes without pay, to gain work experience, satisfy requirements for a credential, and/or gain course credit. An internship may be arranged within the private for-profit sector, the nonprofit sector, or the public sector.

- All internships arranged through Express WBL will be paid internships. Students will work directly with an employer and perform appropriate tasks and assignments new professionals in that occupation would typically perform.
- All internships will require a WBL agreement signed by the student (parent or guardian when under 18), school, Express and the worksite employer. This agreement should outline the learning objectives and/or experiences the employer will provide to the intern in a workplace setting and when possible the intended guidance protocol to support the objectives or experiences. (mentor guidance, company curriculum or a combination).
- All internships should have a mentor identified and assigned to an intern. The mentor will provide guidance to the intern on technical development, business operation procedures, and general employability skills. The worksite employer will provide feedback to the school on progress and mastery of the learning objective/experiences identified in the WBL agreement.
- Internships should not replace or displace paid positions within the company. Companies can use products, production and services the intern provides to support their larger business models, but the intent of the internship is to be an experiential learning opportunity. NOTE: Some federally subsidized WBL programs forbid intern production from being sold or used to support the business model. The details should be researched and communicated to all parties before implementing federally subsidized internships.

### Apprenticeships

A highly-formal job training experience that involves studying with a master of the trade or experienced mentor on the job. Apprentices are typically full-time employees of the company, although part-time apprenticeships do occur, they too are considered employees. Apprenticeships are much longer in duration and typically result in the apprentice continuing with the employer as a journeyman employee.

### DOL Registered Apprenticeships

Registered apprenticeships refer to those programs which are registered with the U.S. Department of Labor. Registered apprenticeship programs are written plans designed to move an apprentice from a low or no skill entry-level position to full occupational proficiency. Registered apprenticeship is an employer-driven, earn while you learn model that combines on-the-job training with related technical instruction resulting in an industry-recognized national certification upon completion.

Apprenticeships are full-time, paid positions that provide specialized training in specific occupational skills. Apprentices receive on-the-job training from an experienced mentor at the job site that is supplemented by related technical instruction. DOL recommends a minimum of 2,000 hours of on-the-job training and 144 hours of related technical instruction per year of an apprenticeship.

### Youth Apprenticeship

Apprenticeships designed to engage youth from ages 16 to 24, either in school or out of school, to provide the skills that will give them a head start in a company-sponsored apprenticeship. High quality youth apprenticeships are created with input from and align to long-term company-sponsored apprenticeships. In Oklahoma, some funding is available through the Office of Workforce Development (Oklahoma Works) to support youth apprenticeships that are aligned to United States Department of Labor registered apprenticeships. <https://www.dol.gov/agencies/eta/apprenticeship>

## Scenarios for Using Express for WBL

### Scenario #1

CareerTech students and former students apply for WBL paid internships through their local Express office. The student will be an employee of Express and placed at a local employer.

### Scenario #2

The school or student finds an employer willing to provide a paid WBL internship. The employer may choose to be the sole employer or may choose to contract for services through Express. Contracting through Express provides services and protections for employers that lower risks and increase agility. For more go to the *“Benefits of using Express WBL.”*

### Scenario #3

Clients from one of several Oklahoma Works supported service providers or other state agencies may enroll their clients as students at a technology center for technical training. When the appropriate time comes in the students’ training they can use scenario #1 or #2 to pursue WBL placement with Express.

## Step-by-Step

Even though the heading here says “Step-by-Step,” the implementation of the Express WBL experience will many times require flexibility based on the student’s, the school’s, or the employer’s specific situation. The following suggested steps may occur in slightly different sequences or require adaptations.

1. Students enroll in an accredited CareerTech educational program. The following program delivery options qualify:
  - High School.
  - Technology Center.
    - Full-time programs.
    - Short-term programs.
    - Adult and Career Development programs.
    - Combinations of the above.
2. Students establish and maintain good standing in the school-based program.
3. When the appropriate school-based technical training, as identified by the instructor and employer, has been successfully reached, the student may apply for an Express WBL experience. The following information must be provided to Express:
  - Birthday of intern/apprentice.
  - For students under 18 years of age, indication if the WBL placement is in an occupation that has been identified as hazardous for youth under 18 by the U.S. Department of Labor and if the placement is taking advantage of CTE exceptions identified by USDOL. Information on these occupations and the exceptions provided for student-learners enrolled in accredited CTE and apprenticeship programs can be found at <https://www.okcareertech.org/about/state-agency/divisions/work-based-learning/child-labor-laws>

4. A WBL agreement must be filed and must contain/identify the following:
  - The student's information that is required by the school and Express to participate in the Express WBL.
  - For students under 18 years of age, a parent or guardian signature indicating they approve of the contents of the WBL agreement and authorize the student to pursue employment through the Express WBL program.
  - Indication if the WBL placement is in an occupation that has been identified as particularly hazardous by the U.S. Department of Labor. Information on these occupations and the exceptions provided for student-learners enrolled in accredited CTE and apprenticeship programs can be found at <https://www.okcareertech.org/about/state-agency/divisions/work-based-learning/child-labor-laws>.
  - Learning objectives identified and documented by the student, instructor/counselor, Express representative, and the worksite employer representative.
  - The criteria for identifying the completion of the internship.
    - An identified duration in weeks or hours of employment
    - Upon the student's mastery of the identified learning objectives
  - Prerequisites identified by the school, Express, and worksite employer.
    - Documented mastery of minimum safety tests, behaviors, and certifications
    - Minimum technical mastery
    - Minimum success in employability skills instruction
    - Age of intern
    - Driver's license requirement
    - Transportation plan
    - Technology requirements
    - Tool requirements
  - Worksite contact and/or mentor contact information.
  - School contact and/or instructor contact information.
  - Student contact and/or guardian contact information.
  - Student performance rubric to measure and document outcomes of the WBL experience.
5. Student/Intern reports to the worksite for WBL experience.
6. Scheduled and bidirectional communication between worksite employer, student, and school takes place.
7. Adaptations and modifications that support a successful WBL experience can be implemented as needed.
8. When the identified criteria for completion have been successfully achieved, the internship is terminated.
9. Worksite employers may choose to continue employing the intern. However, the student will be an employee and no longer an intern.
  - As long as the student continues to be enrolled in an accredited CareerTech program the USDOL hazardous occupation exceptions will still apply.
  - For clarification and links to the Code of Federal Regulations (CFR Title 29 Part 570 – CHILD LABOR REGULATIONS, ORDERS, AND STATEMENTS OF INTERPRETATION) go to the following link. <https://www.okcareertech.org/about/state-agency/divisions/work-based-learning/child-labor-laws>
10. Students may also apply for additional Express WBL experiences.

# Benefits of Using Express WBL

## Benefits for Students

Students who participate in Express WBL will gain experiences and skills that can only come from being there and living it. A shortlist of the many benefits are:

- Interns gain real-world experience in the world of work. Interns' resumes will reflect actual job experience after their Express WBL experiences.
- Interns will be paid during the internship.
- Interns will begin building their network of associates in the industry through the Express WBL experience.
- Students can experience multiple internships with multiple employers and even multiple industries during their Express WBL experiences.
- A poor fit between employer and intern can result in a simple reassignment to another WBL opportunity with another Express employer.
- Both the school and Express have a vested interest in the WBL intern's success.
- The combined resources of the school and Express provide a higher level of career development.

## Benefits for Employers

Businesses must keep their eye on the bottom line. Even businesses that are committed to helping people get a positive start in their careers must balance their costs with the benefits. When businesses contract with Express WBL they gain several benefits.

1. Express is the actual employer of record for the Express WBL interns and covers the required worker's compensation and liability. Many times, worker's compensation and liability are identified as the reason employers do not offer WBL. With Express serving as the employer, the worksite employer's risks are significantly reduced, onboarding and off-boarding costs are reduced, and agility is increased.
2. Express handles all the onboarding and off-boarding processes to support the Express WBL.
  - Recruiting and pre-qualifying
  - I-9, W-2, FICA requirements and expenses
  - Drug testing (if required)
  - Termination and unemployment
3. Businesses can leverage Express's highly capable recruiting resources and years of experience in workforce acquisition and development. Finding the right employees is what Express does.
4. The worksite employer and the intern are both looking for a positive experience. Sometimes the intern and worksite employer fit may not be aligned. In this situation, a simple reassignment of the intern to another Express WBL employer can keep the WBL experience moving forward. There is much less stress for all involved. Express will provide another intern to the worksite employer (if available).
5. Employers that participate in Express WBL can "Try before you buy" emerging new talent from the career and technology education programs. These students have committed to developing themselves beyond a high school diploma or have gone back to school to gain a competitive edge in their chosen careers.
6. Employers have the flexibility to engage in internships, apprenticeships or registered apprenticeships, or whichever best fits their opportunities or needs. There is further flexibility in the fact that no two WBL experiences need to look the same.
7. Each worksite employer participates in the creation of the intern's WBL agreement and will know the learning objectives and experiences they are expected to provide before the intern arrives. Participating in the process with education professionals will increase the worksite employer's capacity to develop and implement workforce skills development across its organization.

## Benefits to Schools

1. Schools can take advantage of Express's employer recruiting capabilities to provide students with WBL opportunities.
2. Having Express serving as the employer of record provides employers with protections that may make participation in WBL more appealing to businesses. (See Benefits to Employers above).
3. Schools will have the potential to increase their business and community connections through new employer relationships facilitated by Express WBL.
4. Express has additional employability skills development curriculum and training that will further enhance these critical skills for students.
5. Schools want to provide the best educational experiences for their students. When students are placed in a WBL experience that is not a good fit for the student or the employer, Express WBL can solicit another employer to place the student.
6. Students will graduate from programs with documentation of skill mastery and evidence of experience on their resumes.

# Express WBL Agreement

Internship

Apprenticeship

Intern/apprentice name\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Email\_\_\_\_\_ Birthdate\_\_\_\_\_

Guardian name and contact information for interns under 18 years old

\_\_\_\_\_

Address\_\_\_\_\_

Mobile  Phone\_\_\_\_\_ Email\_\_\_\_\_

Office

Signature approving student to apply for an internship with Express WBL

\_\_\_\_\_ Date\_\_\_\_\_

School and CareerTech program name\_\_\_\_\_

Enrollment date - month/year\_\_\_\_\_ Estimate hours in the program to date\_\_\_\_\_

Graduation/expected graduation - month/year\_\_\_\_\_

Instructor name\_\_\_\_\_

Internship/apprenticeship occupation title/description

\_\_\_\_\_

## For interns under 18:

Is the occupation identified by USDOL as hazardous occupation for employees under 18?

Yes  No

# Express WBL Agreement

Does the occupation qualify for CTE or apprenticeship exception?

Yes  No

School POC \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Express POC \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Worksite employer POC \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Internship is time based  Competency based

Number of hours for worksite portion of WBL \_\_\_\_\_

\*Required for time based - optional for competency based

Competencies to be mastered/targeted experiences during WBL

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_



# Express WBL Agreement

5. \_\_\_\_\_  
\_\_\_\_\_

## Prerequisites required/completed prior to internship:

Minimum safety instruction - description

\_\_\_\_\_  
\_\_\_\_\_

Minimum hours completed in program prior \_\_\_\_\_

Minimum/required technical mastery prior

\_\_\_\_\_  
\_\_\_\_\_

Minimum /required employability skills

\_\_\_\_\_  
\_\_\_\_\_

Minimum age \_\_\_\_\_

Drivers license Yes  No

Class A  Class B  Class C  Class D

Transportation plan - description of how intern will get to work and back

\_\_\_\_\_  
\_\_\_\_\_

Technology requirements - types of device - types of apps - other

\_\_\_\_\_  
\_\_\_\_\_

Tool requirements

\_\_\_\_\_  
\_\_\_\_\_

# Express WBL Agreement

Student signature\_\_\_\_\_Date\_\_\_\_\_

Guardian signature\_\_\_\_\_Date\_\_\_\_\_

School signature\_\_\_\_\_Date\_\_\_\_\_

Express signature\_\_\_\_\_Date\_\_\_\_\_

Worksite signature\_\_\_\_\_Date\_\_\_\_\_