



## Work Based Learning

Student Services Department

### CAREER & TECHNICAL EDUCATION (CTE)

---

At CV-TEC, Work Based Learning (WBL), combined with employability skills training are critical components to preparing students for their chosen career path. These experiences make school-based learning more relevant by providing students with the opportunity to apply knowledge and skills learned in the classroom to real world situations. Students gain work experience and are exposed to various career options. In turn, they develop an understanding of the range of post-secondary options available to them, including college, technical training, and entry-level skilled employment.

To meet the needs of our diverse Career and Technical Education (CTE) student population, we offer a wide variety of Work Based Learning (WBL) options. These may be exploratory in nature or a culminating paid experience

designed to perfect and expand skills through on-the-job training. CTE teachers recommend students for these WBL opportunities based on their good academic standing, technical proficiency, and workplace behaviors, including attendance. The certified WBL coordinator, along with the teacher, student and employer develop individually tailored objectives or training plans for each student placement. Students are required to complete time sheets documenting their WBL attendance and learning experiences, and upon completion, the workplace supervisors/mentors will verify and provide feedback to students.



**BECOME A CV-TEC BUSINESS  
AND INDUSTRY PARTNER TODAY!**

## NY State Registered WBL Programs

### Career Exploration Internship Program (CEIP)

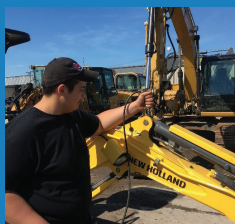
- Career awareness, exploration Unpaid
- Hazardous occupations prohibited
- Students age 14+

### Cooperative Career & Technical Education Work Experience Program (CO-OP)

- Career development, skill specific
- Paid or unpaid
- Hazardous occupations allowable with student-learner exceptions
- Students age 16+
- Requires supervised on-the-job training, related in-school instruction, a memorandum of agreement for the extended classroom, and a student training plan.

### Youth Apprenticeship Program

- Paid on-the-job training; apprentices train under the guidance of experienced journey workers.
- Related classroom training
- Students age 18+



These WBL options follow all Fair Labor Standards Act (FLSA) regulations and local labor requirements, allowing students to work on-site a maximum

of four, one-half days per week. When not at the work site, students attend their CV-TEC programs for further related technical training and academic instruction.

## Other WBL Options

- Industry Speakers and Tours
- Job Shadowing
- Community Service/Volunteering and Service Learning
- Career-Focused Research Project
- School-Based Enterprise
- Onsite-Site Project (Community Based)
- Clinical Experience

### BENEFITS OF WORK BASED LEARNING

FOR STUDENTS:	<ul style="list-style-type: none"> <li>• Establish clear connections between education and workplace</li> <li>• Develop awareness of career options</li> <li>• Build technical skills through real-world scenarios</li> <li>• Increase understanding of workplace expectations and skills needed</li> <li>• Discover networking opportunities with potential employers</li> <li>• Promotes employability skills and positive work habits</li> </ul>
FOR BUSINESSES:	<ul style="list-style-type: none"> <li>• Develop your future workforce</li> <li>• Build a stronger community</li> <li>• Create improved work culture through mentoring opportunities</li> <li>• Increase company awareness</li> </ul>

**CV-TEC WORKS WITH MORE THAN 200  
BUSINESSES DURING THE SCHOOL YEAR  
TO PROVIDE OUR CTE STUDENTS WITH  
WORK BASED LEARNING OPPORTUNITIES,  
AND WE CONTINUE TO LOOK FOR NEW  
PARTNERSHIPS.**

*100% OF OUR CTE STUDENTS PARTICIPATE IN WBL*



**Mrs. Sherry Snow**  
**CV-TEC, Student Services Coordinator**  
**(518) 561-0100 ext. 255**  
**snow\_sherry@cves.org**