

# Hamilton County Board of Education

Monitoring: <b>Annually, in November</b>	Descriptor Term: <b>Work-based Learning and Apprenticeship Program</b>	Descriptor Code: 4.211	Issued Date: 04/20/17
		Rescinded:	Revised: 12/08/22

1 Students shall have access to a system of structured work-based learning (WBL) experiences that allow  
2 them to apply classroom theories to practical problems as well as explore career options.

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4 The overarching policy guidance for work-based learning programs are as follows:

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6 • Capstone WBL experiences and training must be aligned with the student's area of elective  
7 focus and updated Plan of Study (as required in state board high school policy), equate to a full  
8 time equivalent credit, meet the standards of the Career Practicum or other WBL course in  
9 which they are enrolled, and facilitate intentional progress toward the attainment of knowledge  
10 and skills necessary to pursue the student's postsecondary and career goals.
- 11 • Participating students must be on track to meet the requirements for graduation as adopted by  
12 the state board and may earn WBL credit over the summer term if all WBL program  
13 requirements are met.
- 14 • Structured WBL experiences may be paid or unpaid, may occur in public, private, or non-profit  
15 organizations, or on-site at the school; they may occur during or outside of school hours and  
16 may result in the attainment of academic credit when WBL course standards are met. In all  
17 instances, all federal and state labor laws shall be observed.
- 18 • WBL programs shall align with general and implementation policies detailed in the *Work-*  
19 *Based Learning Policy Guide* published by the Tennessee Department of Education, May 2017  
20 ([www.tn.gov/education/career-and-technical-education/work-based-learning.html](http://www.tn.gov/education/career-and-technical-education/work-based-learning.html)).

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22 The director of schools shall develop administrative procedures to govern the administration  
23 of the WLB program. Such procedures shall include, among other things: (a) supervision of students;  
24 (b) development of personalized learning plans; (c) student assessment using multiple measures; and  
25 (d) evaluation of program to ensure that it is of high quality and meets the needs of students.<sup>1</sup>

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28 Legal References:

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30 1. State Board of Education Policy 2.103  
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